



South Gosforth First School

'Roots to grow and wings to fly'

COVID-19: Operational Risk Assessment

September 2021

| | | | | | |
|--------------------------|---|------------------|--------------|-----------------------------|--|
| Assessment conducted by: | Rob Adams | Job title: | Head Teacher | Covered by this assessment: | Staff, pupils, contractors, visitors, volunteers |
| Supported by: | SLT – Jill Whitehouse, Jo Fields, Catherine Burnett, Amanda Logan | | | | |
| Date of assessment: | September 2021 | Review interval: | Fortnightly | Date of next review: | 20.09.21 |

Related documents

Government guidance:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings>
- [Coronavirus infection and pregnancy \(rcog.org.uk\)](https://www.rcog.org.uk/uk/guidance/immunisation/coronavirus-infection-and-pregnancy)

Trust/Local Authority documents:

- COVID Control Posters
- Daily DfE Coronavirus – Daily update to all early years, children's social care, schools and further education providers
- LA Daily Education Update Email
- Public Health England Updates

This risk assessment will be regularly reviewed and updated as necessary in line with government guidance. The reviewed risk assessment will be shared with all staff, including any relevant updated guidance to support the risk assessment. The school leadership team will ensure that facility services staff including those working in the school kitchen receive a copy of the risk assessment. The risk assessment is specific to control measures in place relating to COVID-19 and must be used in conjunction with other relevant risk assessments.

Control measures

You should:

- Ensure good hygiene for everyone.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated.
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

| Factors | What are you doing already? |
|---|--|
| Adults and pupils classed as clinically extremely vulnerable (CEV) in accordance with government guidance. | <p>Adults</p> <ul style="list-style-type: none">• School leaders are best placed to determine the workforce required to meet the needs of their pupils.• Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.• Pregnant women have never been specifically advised to shield unless they also have underlying conditions, such as a serious heart condition. There is no official guidance regarding pregnant women at or beyond 28 weeks gestation. The requirement to undertake a risk assessment for pregnant women has not changed as a result of the changes to government shielding advice or in response to covid.• Individual risk assessments have been completed for relevant staff; this also includes an additional COVID risk assessment for any staff members who are pregnant and in the last trimester.• Staff have the option to take part in twice weekly lateral flow tests to help minimise the risk of transmission in the case of asymptomatic people. Record of test results to be kept by school to and any necessary action taken (in line with risk assessment) following a positive test.• In the event of localised cases increasing, these staff members will be involved with a professional discussion and follow up actions established with SLT. <p>Pupils</p> <ul style="list-style-type: none">• All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. Further information is available in the guidance on supporting pupils at school with medical conditions.• Staff will continue to prepare the work and resources for the remote education of any pupils identified as stated above in line with our 'Remote Education & Live Learning Offer – January 2021' which can be found on our school website. This is facilitated using SeeSaw, Tapestry and our home learning tab on the school website.• Staff will contact the children and families regularly throughout their time at home, using various channels. |
| Mixing between pupils, parents/carers and staff. | <p>Parents/Carers/Siblings</p> <ul style="list-style-type: none">• Only one adult is permitted to be in the front entrance at any time and we will ask that all visitors socially distance whilst waiting. We will not be having large groups of parents in school yet (apart from new Reception parents during the first week of term and they will be asked to wear a mask)• It is encouraged for a mask to be worn on entry to the building and hands must be sanitised on entry and exit.• Parents/carers are discouraged from gathering at the school gates. Reminders will be sent about socially distancing on the yard. Staff will ask parents to separate if necessary. <p>Contractors/Other Professionals</p> <ul style="list-style-type: none">• External key workers liaise with the school regarding essential visits and must have their own risk assessments in place. Key workers follow school arrangements for COVID-19 at all times. |

| Factors | What are you doing already? |
|--|--|
| <p>Mixing between pupils, parents/carers and staff continued...</p> | <p>Visitors</p> <ul style="list-style-type: none"> • Visitors must sanitise their hands on arrival and should also do so before they leave the building, and as appropriate, in accordance with school practices, whilst on the school site. • Visitors may be asked to wear a mask or visor whilst in school depending on their role. <p>Movement Around the School Site</p> <ul style="list-style-type: none"> • A keep to the left procedure is in place across the school. • Children are able to bring bikes and scooters into the school grounds. Areas have been designated for each year group for storage. <p>Computing Suite</p> <ul style="list-style-type: none"> • The computer suite will remain open for class use. Disinfectant spray will be used by a member of staff on keyboards, mice, monitors and chairs on exit. • Children must sanitise hands on entry AND exit from the suite. • Ipads / tablets will be cleaned with an antiviral wipe after use. <p>Dining Hall</p> <ul style="list-style-type: none"> • Hands sanitised on exit / entry to the classroom • All children wash / sanitise hands prior to lunch. • Seats and tables to be wiped down by dinner staff and/or class staff after use <p>Meetings and communal areas</p> <ul style="list-style-type: none"> • Assemblies will take place either in key stages or virtually for Celebration assembly for Autumn Term 1 • Staff meetings will be held as a whole staff in a large space (eg the hall) where possible. • Key Stage briefings will be held in classroom spaces with staff sat apart. <p>Playtimes</p> <ul style="list-style-type: none"> • Key Stages are able to mix outside at break times and lunchtimes. Children will sanitise their hands on entry in to school. <p>Children's Toilets</p> <ul style="list-style-type: none"> • Toilet visits are controlled as much as possible and as appropriate by limiting the number of pupils using the toilet facilities at one time. • Only 1 child per class to leave the room at any one time to avoid queues at the toilets. <p>Staffroom and Staff Toilets</p> <ul style="list-style-type: none"> • No dirty dishes or cutlery to be left and work surfaces wiped after food preparation. All cups, plates and cutlery to be washed after use. • Staff asked to clean areas after use with antiviral wipes, including to clean water cooler handles if used. • Windows open for ventilation. • Staff are encouraged to get a drink at play times and lunch times and move on from the space. A maximum of 8 people to be allowed in the staff room at once. The entrance lobby seating to be also used for people to eat their lunch (maximum of 4 people). <p>Supporting pupils:</p> <ul style="list-style-type: none"> • PPE is worn as normal in accordance with existing risk assessment (minimum of disposable gloves and apron) when undertaking personal care and the pupil is exhibiting no symptoms of COVID-19 (additional PPE is not currently required if the pupil is not exhibiting any symptoms). • Individual risk assessment is carried out and PPE worn where appropriate |
| <p>Hygiene practices and sharing of items/ equipment.</p> | <p>Good hygiene practices: -</p> <ul style="list-style-type: none"> • Public Health England hand hygiene and general good hygiene practices are followed by employees including: - <ul style="list-style-type: none"> – HANDS, FACE, SPACE – regular and thorough handwashing for at least 20 seconds. |

| Factors | What are you doing already? |
|---|---|
| <p>Hygiene practices and sharing of items/ equipment continued...</p> | <ul style="list-style-type: none"> – sanitising hands on arrival/before leaving the school building, on entry AND exit to the classroom, before and after eating, after sneezing and coughing, and regularly throughout the day. Hands are dried thoroughly after washing. – avoidance of non-essential physical contact. – sneezing into tissues/elbow and binning them ('Catch it, bin it, kill it') – observing social distancing between Year group bubbles as much as possible – not touching face, eyes, nose or mouth if hands are not clean. <ul style="list-style-type: none"> • Staff wash hands before and after supporting pupils with medication and medical needs. • Staff support/supervise pupils to follow the above guidance as much as possible. Games, songs, repetition, class rules and posters are used as appropriate to encourage pupils to practise these habits. <p>Pupils</p> <ul style="list-style-type: none"> • Arrangements are in place for staff to greet each pupil, ensure they sanitise their hands immediately and go straight to their classroom. • Each classroom has a hand-sanitising station and access to a sink with handwash and paper towels. • Pupils are monitored and supported as necessary to ensure they are carrying out regular hand washing. • Hand sanitiser is not used as a substitute for thorough hand washing with soap and water. <p>Ventilation</p> <ul style="list-style-type: none"> • School is kept well-ventilated by opening windows and propping open doors when safe and appropriate to do so. • Support staff are asked to be responsible for opening windows in classrooms. These must be opened on entry to school. • On bad weather days: windows may be closed during teaching time BUT MUST be opened EVERY break and lunchtime and at the end of the school day to ensure adequate ventilation. <p>Cleaning practices</p> <ul style="list-style-type: none"> • Work areas are kept clean and lidded bins for tissues are emptied each day. • Lidded bins are located next to tissues and hand towels <p>Shared equipment: -</p> <ul style="list-style-type: none"> • Sharing of food, sweets, snacks, drink, utensils, equipment, and toys is prohibited. • Equipment and resources are allocated to individuals/groups as much as possible. Where this is not possible, encourage hand sanitising after use. • Pupils provide their own water bottle. • Resources for activities are considered and equipment/resources are cleaned between use (including outdoor play equipment). <p>Surfaces/Touch Points</p> <ul style="list-style-type: none"> • Areas are kept tidy and surfaces clear as much as possible to enable effective cleaning to be carried out. • Staff in school will support with the cleaning of key touch points throughout the day including at the end of the lunchbreak. • Shared surfaces including desks are cleaned before starting work/lessons, between users and at regular intervals throughout the day (particular attention is given to frequently touched areas e.g. IT equipment, tables, chairs, door handles, phones, light switches, staff room equipment (e.g. kettle, microwave). • Instruments are only used if they belong to the pupil and are labelled to avoid mix up. • Drinking fountains are not to be used until further notice. • If outdoor play equipment is in use pupils wash hands before and after use. <p>Cleaning Equipment/Supplies</p> <ul style="list-style-type: none"> • Cleaning supplies are available in each room as necessary including areas containing shared highly used equipment e.g. photocopiers, printers etc. • Lidded bins are in each classroom and located at first aid points (First aid point in KS1 wet area and in new medical room). • Supplies of cleaning agents and soap, hand sanitiser (at least 70% alcohol), and access to handwashing facilities are maintained at all times. |

| Factors | What are you doing already? |
|--|---|
| | <ul style="list-style-type: none"> Pre-diluted cleaning chemicals/ disinfectants in spray bottles are provided by Cleaning Team. Arrangements are in place to ensure that additional cleaning is taking place as required |
| Home Testing – Lateral Flow Testing Devices | <ul style="list-style-type: none"> Staff and families have the option to take part in twice weekly lateral flow tests to help minimise the risk of transmission in the case of asymptomatic people. Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil/staff member can return to school. Those with a negative LFD test result can also continue to attend school and use protective measures. The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus. |
| Pupil/ member of staff with COVID-19 symptoms. Family members with Covid symptoms | <ul style="list-style-type: none"> If a member of staff (or their household) or pupil exhibit symptoms the employee/parent/carers are advised to arrange for COVID-19 PCR testing and to inform the school of the results. If a member of any staff/ pupils' household develops symptoms of COVID-19 all members of the household self-isolate for the required number of days (currently 10 days from the start of symptoms or 10 days from positive test result if asymptomatic). However, if someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply: <ul style="list-style-type: none"> you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS you're under 18 years, 6 months old you're taking part or have taken part in a COVID-19 vaccine trial you're not able to get vaccinated for medical reasons Even if you do not have symptoms, you should still: <ul style="list-style-type: none"> get a PCR test on GOV.UK to check if you have COVID-19 follow advice on how to avoid catching and spreading COVID-19 consider limiting contact with people who are at higher risk from COVID-19 Home learning to be organised to minimise potential risk to education Parents/carers have been asked to inform the school if their child/any member of their household is exhibiting symptoms of COVID-19. Parents/carers have been informed that pupils must not attend school if they have symptoms of COVID-19 and must self-isolate until a PCR test has been completed. School has access to a small number of home testing kits to support families in getting a quick test/increase the likelihood of parents engaging in a test. |
| Pupil/ member of staff with COVID-19 symptoms (continued). | <ul style="list-style-type: none"> If a member of staff/ visitor develops symptoms whilst at school, a member of SLT is informed and they leave site immediately. If a pupil develops symptoms whilst at school, they are self-isolated in a designated room behind a closed door, with a window open (where possible) and with supervision by a member of staff if required. Staff are extra vigilant with pupils with cognitive impairments and look for signs such as delirium which may indicate infection. Sign to be placed on door for others to refrain from entering. If it is not possible to isolate them, they are moved to an area at least 2m away from other people. |

| Factors | What are you doing already? |
|--|--|
| | <ul style="list-style-type: none"> • Parents/carers are contacted to collect their child as soon as possible or 999/111 are contacted if required. • Social distancing is maintained wherever possible however if staff are required to be within 2m of the pupil they wear the following PPE: - <ul style="list-style-type: none"> – Disposable plastic apron – Disposable gloves – Fluid resistant face mask – Eye protection if required (if there is a risk of splashing to the eyes e.g. from coughing or vomiting etc.) • Any member(s) of staff that have been supporting a symptomatic pupil wash their hands thoroughly for 20 seconds after contact with them. • Symptomatic staff/pupils use a separate bathroom if this is needed before leaving the premises. The bathroom is cleaned and disinfected using the school's usual products before being used by anyone else. • Public areas where a symptomatic person has passed through and spent minimal time (e.g. corridors) and are not visibly contaminated with body fluids can be cleaned thoroughly as normal. • All surfaces that the symptomatic person has come into contact are cleaned and disinfected, including: <ul style="list-style-type: none"> – objects which are visibly contaminated with body fluids. – all potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. • Waste from a symptomatic person and from cleaning of areas where they have been (including disposable cloths and tissues) is <ul style="list-style-type: none"> – Double bagged (placed in a plastic rubbish bag and tied then placed in a second bin bag and tied), – Tagged with the date and time and stored in a secure area for at least 72 hours – Disposed of in the normal waste bin. |
| Confirmed case of Covid 19 in school community | <ul style="list-style-type: none"> • Employees MUST inform the head teacher if they are diagnosed with COVID 19 as a result of a positive test. • Employees MUST continue to inform the head teacher if they have been in contact with a person who has tested positive. • Staff, pupils, parents and any visitor to engage and understand the NHS Track and Trace process. All contacts must be shared with this service following a positive diagnosis of an adult or child who has been in the school community. • Identity of person will be kept confidential from wider school population such as parents. • School to complete the SPOC form. • HT will check lists of visitors to school, classes and clubs to check close contacts have been informed. School will not reveal the name of individuals of anyone who has had a positive diagnosis wherever possible. Household members of those close contacts are not required to self-isolate unless the staff member or child who is self-isolating subsequently develops symptoms. • Home learning to be organised to minimise potential risk to education |
| Staff shortage / risking impact of staff: child ratios due to staff absence | <ul style="list-style-type: none"> • Head teacher liaises with LA if there are issues with staff absence. • School only opens if adequate staffing levels can be maintained. • Current staff members who work PT will be contacted to fulfil roles where possible to limit external staffing. • Staffing levels for Early Years are maintained in accordance with government guidance. • HLTAs / Cover Supervisors will have flexibility within timetable to cover lessons as a first preference, prior to using a supply teacher. Under revised guidance, supply teachers are now able to access school in line with H and S measures set out in this document. Where possible a set of consistent supply teachers will be prioritised to minimise additional adults in school. We will try to minimise a supply teacher moving across bubbles mid-week whenever possible. |
| Shortage of leadership in school following positive diagnosis of Covid 19. | <ul style="list-style-type: none"> • SLT staff are in different year groups to prevent all staff being potentially exposed to virus at the same time • Maintain social distancing and hygiene between all staff/SLT members |

| Factors | What are you doing already? |
|---|---|
| | <ul style="list-style-type: none"> • Use HT support within the Trust if needed (virtually to prevent bubbles being contaminated) • Consideration to be given to the Office Staff and HT Office. • All members of SLT are taking part in the twice weekly lateral flow tests. |
| Safeguarding | <ul style="list-style-type: none"> • 4 members of SLT have DSL training therefore, there is capacity within current staff to support if others are ill. • Attendance officer is in post. • Capacity for DSL within Trust if needed. • A number of staff have current paediatric first aid to ensure a member of staff is always on site with qualification. • Parents told attendance is statutory and they must report absence in usual way by telephoning absence line. |
| Anxiety/ stress/ depression/ other mental health conditions. | <ul style="list-style-type: none"> • Staff are encouraged to discuss anxiety or COVID-19 concerns with a member of SLT. • Head teacher checks staff at regular intervals and provides additional support if required wherever possible. • Head teacher liaises with the relevant team if there are unresolved COVID-19 concerns. • Employees are kept updated and informed of changes as quickly and clearly as possible. • Staff are vigilant for uncharacteristic behaviour of pupils and colleagues. • All staff are aware of the mental health guidance for employees See emails. • Support and information available from/provided by Education Support Team to help support pupils. • Flexible working practices are implemented as much as possible to promote good work/life balance for employees. • Staff workloads are monitored by SLT. • Pupils in the same class attending school and not attending school are given the same work where appropriate to reduce the workload involved in planning and to keep a parity of provision between pupils learning at school and at home. |
| Working in a 1-1 role | <ul style="list-style-type: none"> • Ensure child washes their hands regularly. • Staff to maintain high levels of personal hygiene. • Be vigilant for any symptoms of Covid 19 which the child displays. • Staff to have option to take part in twice weekly lateral flow tests to help minimise the risk of transmission in the case of asymptomatic people. Record of test results to be kept by school to and any necessary action taken (in line with risk assessment) following a positive test. • Suitable arrangements are in place for cleaning of specialist equipment. TAs and 1-1 SEND workers will clean equipment as necessary. |
| Use of transport | <ul style="list-style-type: none"> • Adults and children are encouraged to walk to school were possible OR to use their own transport. • If there is more than 1 person in the vehicle (car share) the vehicle windows are opened to allow ventilation where possible and if safe to do so. • Employees/parents/carers are all aware of the guidance on the use of public transport and have been encouraged to use other forms of transport. |
| Use of PPE | <ul style="list-style-type: none"> • Stock of the following PPE:- <ul style="list-style-type: none"> • Disposable aprons, disposable gloves, fluid resistant face mask, eye protection, visors It is available for staff for use:- <ul style="list-style-type: none"> – when supporting a pupil displaying symptoms of COVID-19 until they are taken home – for first aid purposes – where this is already routinely required (not associated with COVID-19) when supporting a pupil. – if required when supporting a pupil as determined by an individual risk assessment • Used PPE is disposed of as normal waste where it has not been used to support a symptomatic pupil. • Where PPE has been used to support a symptomatic person it is double bagged (placed in a plastic rubbish bag and tied then placed in a second bin bag and tied), tagged with the date and time and stored in a secure area for at least 72 hours then disposed of in the normal waste bin. • Staff are aware of what PPE is to be worn and when. |

| Factors | What are you doing already? |
|---------|---|
| | <ul style="list-style-type: none"> All staff have received training in putting on (donning) and taking off (doffing) PPE and how to decontaminate eye protection https://www.youtube.com/watch?v=ozY50PPmsvE&feature=youtu.be |

Additional Factors

| | |
|--|---|
| Staff's and pupil's well-being is impacted by a partial return to school. | <ul style="list-style-type: none"> SENCO / DHT to liaise with SENTASS to support SEND children with their return to school to reduce anxiety through Social Stories, e.g. who will I meet, where will I learn, which door will I come into school through? |
| Preparing Buildings and Facilities | <ul style="list-style-type: none"> Entrances and exits for the children have been put in place for September 2021. School timings have returned to normal – no more staggered starts. |
| Emergency Evacuations Evacuation routes cause multiple groups of children to come into contact. | <ul style="list-style-type: none"> Evacuation routes are confirmed, and signage accurately reflects these. In the event of emergency, the priority is getting out of the building calmly regardless of social distancing. Therefore, we will maintain the current evacuation procedure. When reoccupying the building following an evacuation this will be in class groups. The evacuation procedure will be shared with staff and children. We will have a fire drill in the first two weeks of the children returning. |
| Catering | <ul style="list-style-type: none"> Arrangements in place to provide food to on site, including the requirement of universal free school meals. Lunch arrangements have returned to measures pre-covid. Lunch timings have been amended for September 2021: EYS 11.30-12.30, KS1 & KS2 12.00-1.00. |
| Governors/ Governance | <ul style="list-style-type: none"> Communication between leaders and governors is clear and understood. Plans will continue to be shared and agreed by Governors. |
| Premises access | <ul style="list-style-type: none"> Sufficient access points to the workplace are provided so that staff do not congregate at entrances and exits All access points have supplies of sanitizer available |
| Educational Visits | <ul style="list-style-type: none"> DfE recognises the significant benefits of educational visits for children's educational development as well as their mental health and wellbeing. Staff will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits. |