



St Keyna Primary School COVID-19 STEP 4 – AUTUMN TERM Risk assessment

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residu al risk rating H / M / L	Further Action Required	
					YES	NO
Awareness of policies and procedures	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • All staff, parents, governors, visitors and volunteers are aware of this risk assessment and relevant procedures. • Relevant staff receive necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: DfE, NHS, PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus via email and/or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via school communications – they are informed that they must contact the school as soon as possible if they believe their child has any coronavirus symptoms. • Pupils are made aware of the need to tell a member of staff if they feel unwell. 	LOW	Ongoing communication	✓

Disruption to the running of the school in cases of local outbreak	Staff Pupils Others	Infection control	<ul style="list-style-type: none"> The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the DfE helpline and PHE where required. Follow Government advice and follow any instructions Liaison with PHE with appropriate contingency measures being initiated Contingency measures that would be considered are: increased staff testing, increased wearing of face coverings by adults, re-introduce bubbles, visitors not allowed in school temporarily, suspend assemblies, visits. Live performances at school, re-introduce shielding with CEV staff and pupils. 	MED		✓
Use of Transport	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> It is recommended that facemasks are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school. 	LOW	None of our children use public transport routinely for their journey to school. There is no dedicated school transport	✓
Cleaning of school	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➤ All door handles ➤ All tables and chairs used by staff and pupils ➤ Toilet flushes and regular cleaning of toilets. All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. Regular cleaning of surfaces will reduce the risk of spreading the virus. 	MED	Additional cleaner employed	✓

Ventilation class/office	Pupils Staff	Infection control	<ul style="list-style-type: none"> • Identify any poorly ventilated spaces and take steps to improve fresh air flow • Open external windows (upper and lower, both sides), internal doors and external doors to improve natural ventilation • If external doors are opened, ensure that they are not fire doors and are safe to do so 	MED		✓
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • You should continue to ensure that children clean their hands more often than usual – washing hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol sanitiser ensuring that all parts of the hand are covered • Clean hands on arrival to school, before and after eating, after sneezing or coughing, when returning from breaks, when changing rooms and after using the toilet. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Ensuring that enough bins and lidded bins are available throughout school. 	MED	Teachers continue to use e-bug and other age appropriate resources	✓

			<ul style="list-style-type: none"> • Cleaners to carry out daily, thorough cleaning that follows PHE and PHE SW guidance. • Enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE 		All surfaces in classrooms to be cleared for easy cleaning	
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. 	MED		✓
Classroom management	Pupils Staff	Infection control	<ul style="list-style-type: none"> • Outbreak management plans should cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak. https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings • It would be sensible to revert back to previous control measures in the event of a local outbreak. • Continue to use a cautious approach with arrangements. 	MED	Remote learning as a very last resort can be easily resumed	✓

Assemblies	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • There are no restrictions in place for holding assemblies and singing in the school hall. 	MED		✓
Lunchtimes	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • Lunchtime arrangements can revert back to previous arrangements (nb some previous Covid-19 guidelines have been maintained as they made lunchtime calmer) • Tables must still be cleaned on a regular basis throughout lunch time. 	MED		✓
Playtime and using equipment	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment. • Playpod resources are only used by one class each day. 	MED		✓
Face Coverings	Pupils Staff	Infection control	<ul style="list-style-type: none"> • Face coverings are no longer advised for staff and visitors in classrooms, corridors or communal areas • It is recommended that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school." • Non- regular visitors to school to wear a face mask, especially when there are in communal spaces. • School will follow PHE advice in cases of local outbreak. • Schools put into place any actions or precautions advised by their local PHE. <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf</p>	MED		✓

Illness	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste is immediately taken out of the class and placed in the meeting room where they will not come into contact with others and are supervised at all times. • For pupils the relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed promptly of the situation by a relevant member of staff. • Unwell pupils who are waiting to go home are kept in the meeting room where they can be at least two metres away from others. • Windows should be opened for fresh air. • If the member of staff is in close contact with the child then they should wear appropriate PPE • Staff need to be adequately trained in the appropriate use of PPE and should be assisted by the office staff or headteacher. • If unwell pupils and staff are waiting to go home, they are instructed to use the disabled toilet to minimise the spread of infection. • Any pupils or staff who display signs of infection are taken/sent home immediately, or as soon as practicable, by their parents – the parents are advised to book a PCR test imminently. 	MED		✓
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Positive Cases	Pupils Staff	Infection control	<ul style="list-style-type: none"> • School no longer needs to do contact tracing as close contacts will be identified via NHS Test and Trace. • School will support NHS Test and Trace when required to help identify close contacts • Children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. • Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. • We would encourage all individuals to take a PCR test if advised to do so. <p>Over 18 years of age</p> <ul style="list-style-type: none"> • If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures. <p>Staff / Pupils</p> <ul style="list-style-type: none"> • with a positive lateral flow test result should self-isolate in line with the stay at home guidance and get a PCR test to check if they have COVID-19 and continue to self-isolate 	MED		✓

			<ul style="list-style-type: none"> • If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test and the pupils/staff can return to school. 			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Staff are instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. . • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by pupils' parents when pupils return to school after having coronavirus. • Staff inform the headteacher when they are permitted to return to work after having coronavirus. • The headteacher monitors the cleaning standards of school and discusses any additional measures required with regards to managing the spread of coronavirus. <p>At St Keyna an outbreak is defined as: 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</p> <ul style="list-style-type: none"> • All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline. Hospitalisation could indicate increased severity of 	MED		✓

			illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.			
Lack of communication	Staff Pupils Others	Unsafe Practices	<ul style="list-style-type: none"> The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. The headteacher contacts the local PHE in the instance of a Covid-19 outbreak (5+ cases). Schools put into place any actions or precautions advised by their local PHE. Schools keep staff and parents adequately updated about any changes to infection control procedures as necessary. 	MED		✓
Admitting children into school	Pupils Staff	Infection Control	<ul style="list-style-type: none"> In most cases, parents will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Covid-19. 	LOW		✓
CEV children	Pupils Staff	Infection control	<ul style="list-style-type: none"> All CEV children should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend 	LOW	Currently we have not been informed of any children being classed as CEV	✓
Admitting people into school	Pupils Staff	Infection control	<ul style="list-style-type: none"> Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or have been instructed to quarantine 	MED		✓

			<ul style="list-style-type: none"> • Anyone staff or pupils within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow public health advice. • See illness section on page 6 			
Staff CEV	Staff	Infection control	<ul style="list-style-type: none"> • CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus • The school will follow DHSC updated guidance 	MED		✓
Educational visits	Pupils Staff	Financial risk	<ul style="list-style-type: none"> • Full risk assessments must be undertaken taking into account Covid-19 measures at the venue being visited and during the journeys to and from the venue. 	MED		✓
Wraparound care	Pupils	Infection Control	<ul style="list-style-type: none"> • Wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend. • Wraparound childcare and other organised activities for pupils may take place in groups of any number. • Ensure you have enough staff available to meet the required ratio 	MED		✓
Poor mental health and pupil wellbeing and support	Pupils Staff	Ill health	<ul style="list-style-type: none"> • Keep parents, staff and pupils informed about any changes and of an outbreak. • Extensive pastoral support and provision available in school for pupils, including Time4Me. • Make referrals to MHST or CAHMS as necessary • Support pupils via a curriculum focus on physical and mental wellbeing. 	MED	SG/DJ keep on reminding children and staff about what is available	

			Staff: termly or more frequent supervision is available, Counselling via 'The education broker' available to all staff.			
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