



# RISK ASSESSMENT



Activity: COVID-19: Primary School – January 2022

Location: St. Wilfrid's CE Primary Academy

Assessor: LA and School

Phase: Reopening of School

Signed:

Date of Assessment: September 2021

Review Date: OPEN

Amendments: September 2021 December 2021 January 2022

Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
<p>From DfE Operational Guidance for Schools: The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8 December that Plan B, set out in the autumn and winter plan 2021, was being enacted. As a result, these measures are reflected in this guidance for schools. This advice remains subject to change as the situation develops. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains. Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical</p>					
<b>Building Safety</b> Legionella Management	Compliance with HSG 274	All Building Users	L	<b>Domestic hot and cold water services</b> The requirements for the management of the buildings water system must be completed to the requirements of HSG 274 and Legionella maintenance schedule. This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water)  Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the <a href="#">Approved Code of Practice</a> and <a href="#">HSG 274</a> . <ul style="list-style-type: none"> <li>If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc.</li> <li>If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system</li> <li>Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services.</li> </ul>	Discuss with your Water Hygiene Contractor your Legionella Risk Assessment and scheme of work.
Asbestos Management	Compliance with Asbestos Reg 12 & HSG 264	All Building Users	L	Inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice.	Any concerns discuss with your Asbestos consultant.

Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment	Compliance with PSSR 00 LOLAR 98	All Building Users	L	Thorough Examination & Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&T to be carried out within the statutory time limits. The HSE strongly recommend that TE&T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.	HSE Guidance Note to Dutyholders and Inspectors. <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a>  <b>Required</b> - If equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&T completed asap.
<b>Building Hygiene</b>  Deep Clean of all areas of the school	Compliance with current hygiene standards published by the UK Government.	All Building Users	L/M	It is important that arrangements remain in place to ensure that pupils and staff are safe.  Discuss with site and cleaning staff to plan cleaning schedules, additional hours of work and undertake a thorough clean and disinfect of all rooms and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.  <b>Continue to provide anti-bacterial hand gels or wipes to be located in the school reception area for a visitor to use before entering the school.</b>	<a href="#">Schools COVID-19 operational guidance</a> <a href="https://publishing.service.gov.uk">publishing.service.gov.uk</a>
Building Users. Ventilation.	HSWA 74 W(HSW)R92 DoE BB103. Building Regulations	Pupils, staff and visitors.	M/H	Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus. Keep occupied spaces well ventilated – It is important to ensure that a comfortable teaching environment is maintained. <ul style="list-style-type: none"> <li>Open windows and doors in classrooms to promote through ventilation.</li> <li>If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed.</li> <li>Intermediate fire doors along the escape route can only be left open if there are fitted with a magnetic hold open device linked to the fire alarm, or a device such as the Dorgard.</li> <li>Air Conditioning Units do not need to be switched off unless you have a centralised ventilation system – Seek advice from your Heating Ventilation and Air Conditioning engineer. (HVAC)</li> </ul>	Government guidance.  DoE BB101 Ventilation in schools.  <b>Do Not Use</b> the fire extinguishers as a door wedge. Use of a Dorgard Hold Open Door Retainer should be used, Compliant to BS7273-4 2007
Fire Management	Compliance with the RR(FS)O  BB100	All Building Users	L	Review and if necessary, update building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff and pupils. Prior to the increased occupancy of the school: <ul style="list-style-type: none"> <li>Physically test the fire alarm system and emergency lights are operational.</li> <li>Complete a planned Fire evacuation within 7 days or the start of the new term.</li> <li>Carry out weekly checks of alarms systems, call points and emergency lighting.</li> </ul>	Record details of maintenance and equipment tests in the building Fire Log-Book/Management file

				<ul style="list-style-type: none"> <li>Carry out regular hazard spotting to identify escape route obstructions.</li> <li>Check that all fire doors are operational.</li> <li>Review, update and test individual named PEEP's</li> </ul>	
Catering service	HSW 74	Pupils, Staff and Visitors	L/M	<ul style="list-style-type: none"> <li>Discuss with the catering contractor any changes in lunch sittings, method of serving lunch, etc.</li> <li>Allocate appropriate level of staff for supervision of pupils.</li> <li>Clean tables and seating between sittings.</li> </ul>	<p>The school SLT to provide specific management details.</p> <p>From September 2021, all children will return to the school hall for lunches, including packed lunches.</p>
Communicate with Contractors	HSWA 74	Pupils, Staff and visitors.	L	<p>Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus</p> <ul style="list-style-type: none"> <li>Observe good hygiene practice.</li> <li>Contractors to sign in and out as is normal practice</li> <li>Consider times when contractors can complete work either before or after the school day.</li> </ul>	<p>GOV.UK Guidance.</p> <p>Use signs, posters and regular reminders to raise awareness.</p>
Test and Trace Maintaining records of staff and visitors to support the NHS Test and Trace	Support the management of COVID-19	Staff and all visitors	M/H	<p>The school operates an electronic signing in/out system of recording visitors. The following information would be required by the Test and trace operators and therefore must be made available if requested by the NHS:</p> <p>Staff</p> <ul style="list-style-type: none"> <li>the names of staff who work at the premises</li> <li>a contact phone number for each member of staff</li> <li>the dates and times that staff are at work</li> </ul> <p>Visitors</p> <ul style="list-style-type: none"> <li>the name of the visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group</li> <li>a contact phone number for each visitor, or for the lead member of a group.</li> <li>date of visit, arrival time and departure time</li> <li>the name of the member of staff who they are meeting, or activity being delivered on behalf of the school.</li> </ul>	<p>Staff and pupil details are held by the school</p> <p>Recorded on the signing in system</p> <p>Help contain any outbreak by following local health protection team advice.</p> <p>From 18<sup>th</sup> July, school will no longer be expected to undertake contact tracing. Close contacts will now be identified by NHS Test and Trace.</p> <p>School to take advice from Public Health should there be an outbreak and school may be required to implement our Outbreak Management Plan.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</p>
Entering School Site	Spread of Virus	Staff, visitors and children	L/M	<ul style="list-style-type: none"> <li>Children and accompanying parents/carers will enter the school site using the pedestrian gates on St. Wilfrid's Road and/or Rectory Lane.</li> </ul>	<p>The school SLT to include specific management details.</p>

				<ul style="list-style-type: none"> <li>Anyone with COVID-19 symptoms will be required to leave the school site and arrange a PCR test.</li> <li>Hand sanitiser will be available on the entrance to the building and must be used by all visitors.</li> <li>Pupils must arrive on site no earlier than the designated opening time for the year group, unless accompanying a sibling in which case they are to remain with an adult until the opening time for their year group.</li> <li>Parents are discouraged from gathering at school gates.</li> </ul>	<p>Staff and visitors are required to wear face coverings in communal areas.</p> <p>Parents and Carers may choose to wear face coverings when entering the site and must wear face coverings in school when attending events. Parents and Carers to take an LFD before entering school.</p>
Leaving School Site	Spread of Virus	Staff, visitors and children	L/M	<ul style="list-style-type: none"> <li>Pupils and parents will leave the school site using the pedestrian gates on St. Wilfrid's Road and/or Rectory Lane.</li> <li>Pupils are asked to leave site straight after the school day has finished.</li> </ul>	<p><a href="#">Schools COVID-19 operational guidance (publishing.service.gov.uk)</a></p>
Communicating with parents on changes	Safety of others.	Pupils, staff and parents.	L/M	<ul style="list-style-type: none"> <li>Inform pupils and their parents/carers not to enter the school if they are displaying any symptoms of coronavirus.</li> <li>Inform parents and carers of arrangements for September 2021.</li> <li>Inform parents and carers on self-isolation.</li> </ul> <p>Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.</p> <p>Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.</p>	<p>Letter to Parents and Carers 1.9.21</p> <p>Letter to Parents and Carers regarding changes to arrangements e.g. face coverings</p> <p>Letter to Parents and Carers 4.1.22</p>
Communication with Staff  Protection against infection	Personal safety	Staff	L/M	<p>Communication and training for staff is essential to update and carryout new procedures.</p> <p>Inform staff about arrangements for September 2021, including Outbreak management Plan.</p> <p>Staff encourage to continue twice weekly LFD testing and report results. This will be reviewed at the end of September 2021.</p> <p>Inform staff on changes to self-isolation (see above)</p>	<p><a href="#">Schools COVID-19 operational guidance (publishing.service.gov.uk)</a></p> <p>Staff and visitors are required to wear face coverings in communal areas.</p> <p>COVID-19 update to all staff during INSET Day on 4.1.22</p>
Staying Alert, Staying Safe	Working environment	Pupils and Staff	L/M	<ul style="list-style-type: none"> <li>Inform children, parents and visitors not to enter the school if they are displaying any symptoms of coronavirus. (COVID-19)</li> <li>Continue to implement a staggered start and finish.</li> </ul>	<p>A blended approach to worship to be implemented.</p>

Personal Protective Equipment and First Aid	Personal protection and Support to others	Pupils, staff and Visitors	M/H	<ul style="list-style-type: none"> <li>• <b>PPE to be worn as appropriate.</b></li> <li>• The number of first aiders to be available within school for the general population has not changed.</li> <li>• For Nursery and Early Year classes, the need for a Paediatric first aider remains a requirement of the EYFS. If after your best endeavors a PFA is not available and you do not have any children under 24 mths old, then you must ensure someone with the First Aid at Work certificate or emergency PFA are on site and carry out a written risk assessment.</li> <li>• If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home a fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained.</li> <li>• If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>• Staff who have helped anyone with suspected symptoms do not need to go home and self-isolate for 10 days unless they develop the symptoms themselves or the symptomatic person tests positive. Contact NHS for a test.</li> <li>• If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul>	Face coverings to be worn by staff dealing with children displaying COVID symptoms.
Classroom Management	Staffing	Pupils and staff	L/M	<ul style="list-style-type: none"> <li>• If a pupil who is unwell or shows symptoms of COVID-19 they are to be removed from the group and parents informed.</li> <li>• Everyone frequently clean their hands - wash hands thoroughly for 20 seconds with soap and running water then thoroughly dry them, ensuring that all parts of the hands are cleaned.</li> <li>• Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach</li> <li>• Frequently clean touched hard surfaces using standard detergents products.</li> <li>• Tables and chairs to be cleaned frequently.</li> </ul>	<a href="#">Schools COVID-19 operational guidance (publishing.service.gov.uk)</a> <b>Front-facing seating arrangements are no longer required.</b>
Early Years classes	Nursery and Reception		L/M	<p>Early years groups in school should:</p> <ul style="list-style-type: none"> <li>• Ensure play equipment is appropriately cleaned after being used by groups of children.</li> <li>• Paediatric first aid cover – see first aid section above</li> </ul>	<a href="#">Schools COVID-19 operational guidance (publishing.service.gov.uk)</a>  Deliver a broad and ambitious curriculum, teaching all subjects.  <b>Soft furnishings, soft toys and toys that are hard to clean may be used.</b>

Classes	Year 1 to 6	Pupils and Staff	L/M	<ul style="list-style-type: none"> <li>Continue to stagger break times and lunchtimes.</li> <li>Continue to stagger drop-off and collection times.</li> <li>Implement a blended approach to worship.</li> </ul>	<p>The school SLT to include specific detailed information for the management control of the school.</p> <p>Continue to use Purple Mash for home learning.</p>
IT and Specialist Rooms	Fit for purpose	Children and Staff	L/M	<ul style="list-style-type: none"> <li>No restrictions on specialist rooms.</li> </ul>	All specialist rooms, including STEM, Computer Suite, KS2 library, Sensory Room, halls and shared areas to be available to all children.
External Play areas. Playground and field	Fit for purpose	Pupils, and Staff	L	<ul style="list-style-type: none"> <li>No restrictions on external play areas, playground and field.</li> </ul>	
Educational Visits	Safety	Pupils and Staff	N/A	<ul style="list-style-type: none"> <li>The DfE advise that schools can resume educational visits and risk assessments should be undertaken</li> </ul>	SLT to consider any proposed educational based on current data and information.
Reporting of injuries	Compliance with RIDDOR 13 and LA Policy	Staff, Pupils and Visitors	N/A	Injuries to pupils, staff and visitors must be recorded as usual in compliance to the LA's Policy. Major injuries that are reportable under RIDDOR to be reported to the Safety Officer (Schools) immediately, who will support to the school with the notification to the HSE.	HSE - Employers Guidance – Incident Reporting in Schools. <a href="https://www.hse.gov.uk/pubns/edis1.pdf">https://www.hse.gov.uk/pubns/edis1.pdf</a>
SEND Support		Pupils and Staff	L	SENCO to review the EHCP/PSP/PHP/IEP/PEEP for named children and provide advice to the senior management and LA of any concerns.	<a href="#">Schools COVID-19 operational guidance (publishing.service.gov.uk)</a>
Kidz Klub		Pupils and Staff	L/M	<p>Control measures will include:</p> <ul style="list-style-type: none"> <li>Ensuring good hygiene</li> <li>Maintaining appropriate cleaning regimes</li> <li>Keeping halls and rooms well-ventilated</li> <li>Staff to continue to sign registers on arrival and pick up</li> </ul>	Kidz Klub provision to be fully operational, with full opening hours and no bubbles in place.
School Workforce	Vulnerable to COVID-19	Named staff and Names children	L/M	<ul style="list-style-type: none"> <li>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</li> <li>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 <a href="#">guidance on protecting people who are CEV from COVID-19</a>.</li> <li>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on <a href="#">protecting vulnerable workers</a>, including advice for employers</li> </ul>	<p><a href="#">Schools COVID-19 operational guidance (publishing.service.gov.uk)</a></p> <p>SLT to undertake individual risk assessments for CEV staff as appropriate.</p>

				<p>and employees on <a href="#">how to talk about reducing risks in the workplace</a>.</p> <ul style="list-style-type: none"> <li>• DfE welcome our support in encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time</li> </ul>	
Employee Wellbeing	Anxiety	School Staff and their families	M	<ul style="list-style-type: none"> <li>• <a href="#">Employee Assistance Programme</a> can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7</li> <li>• <a href="#">Citizens Advice</a> – offer free, independent, confidential and impartial advice on a range of financial issues.</li> </ul>	
<p><b>Further Information:</b> The guidance issued by the Government may change as we continue to move forward further scientific advice. New or amended guidance will be published on the GOV.UK web site.</p>					

### ADDITIONAL INFORMATION:

#### Contact points.

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| • St. Wilfrid's Church of England Primary Academy | 01257423992   |
| • Police, Fire and Rescue, Ambulance              | 999           |
| • Health Protection Team                          | 01942 404240  |
| • DfE coronavirus helpline:                       | 0800 046 8687 |
| • Health and Wellbeing Team                       | 01942 827857  |