



New Pastures Primary School Risk Assessment



Risk assessment for COVID-19 -

Please note the school became part of Venn academy trust on 1.9.21. The previous Covid risk assessments have been archived

This risk assessment is a working document and will be revisited regularly

In the event of an outbreak we will follow the outbreak management plan published on the school website

**Completed by: P. Belnavis – head teacher
V1 6.9.21**

This risk assessment is based on the subsequent Government guidance that was published to support schools to reopen: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidancefor-full-opening-schools>

On 4 January 2021 the government announced a National lockdown and instructed schools to close for most pupils.

Actions for schools during the coronavirus outbreak was published on 2nd July 2020 and Schools covid 19 operational guidance was last updated on the 27th August 21

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_medium=email&utm_campaign=govuk-notifications&utm_source=08720782-d5c2-423a-90bf-6450e8ad7640&utm_content=immediate

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/schools-covid-19-operational-guidance)

The Main points from this updated guidance are as follows

- On 19 July the government informed schools that at Step 4 we will no longer recommend that it is necessary to keep children in consistent groups ('bubbles').
- As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.
- Settings will only need to do contact tracing up to Step 4. From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.
- From 16 August 2021, 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.



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- You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.
- When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. You should balance the need for increased ventilation while maintaining a comfortable temperature.
- If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice. Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. 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 can return to school, as long as the individual doesn't have COVID-19 symptoms.
- You should maintain your capacity to deliver high quality remote education for next academic year.



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Next Review Date:		As per new guidance		
Applicable to: All adults and children				
Hazard / Risk (without controls)	Who is at Risk?	Risk Low – Medium – High <i>see risk matrix table</i>	Control Measures	Residual Risk score Low – Medium - High
Spread of infection	Adults Children	High	<p><u>Hygiene practices and cleaning</u></p> <p><u>General hygiene</u></p> <ul style="list-style-type: none"> Regularly communicate good hygiene practices to parents through a variety of media including class dojo, twitter, letters and the website Apply catch it, bin it, kill it for coughs and colds. https://www.youtube.com/watch?v=BEJHHuT9_ig&feature=youtu.be Posters to be displayed throughout school to support the education of staff, visitors and children Cleaning products will be available in all classrooms and shared areas for staff to regularly clean areas. These consist of hand sanitiser, disinfectant wipes and tissues.. Where rooms are accessed by children, the products will be stored in cupboards and out of pupils' reach. <p><u>Handwashing and hand sanitising</u></p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> Increased availability of hand washing and sanitising facilities throughout school All washing areas to have soap/hand wash/gel available to use by staff and children. Staff to check this regularly and site manager to refill supplies. All <u>staff and visitors</u> to wash hands on entry and exit from the building. Hand sanitiser is placed throughout the school on both sites 	Medium



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			<ul style="list-style-type: none"> All adults and children to wash hands frequently throughout the day. Teachers to ensure children wash hands at key times throughout the day - (1) entry to the building, (2) after play, (3) before lunch time, Reinforce good hygiene with the children through lessons and information to parents. <p><u>General Cleaning</u></p> <ul style="list-style-type: none"> Increase in general cleaning services throughout the week Regular cleaning of areas and equipment with a focus on frequently touched surfaces The following guidance is used https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 'Deep clean' of the school prior to reopening Desks will be cleared at the end of the day to enable staff to wipe down areas and to thoroughly clean surfaces <p><u>Cleaning (school staff)</u></p> <ul style="list-style-type: none"> Shared areas will be cleaned after use Doors will be propped open where possible to allow further ventilation <p>All staff will carry out general cleaning duties (throughout the day in their designated area. Staff will wipe down surfaces and equipment throughout the day. Cleaning products will be available in all rooms, in locked cupboards</p> <p><u>Ventilation</u></p> <ul style="list-style-type: none"> Increased airflow throughout the school School will be well ventilated at all times when in operation Classroom windows and internal doors will be opened for airflow 	
			<p><u>Limiting interactions between adults/children and between groups</u></p> <p><u>Social Distancing - general</u></p>	Medium



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			<ul style="list-style-type: none">• Where possible original 2m guidance to be applied throughout the school setting i.e. with children, visitors, colleagues, – related to the age of the children• Signs to be displayed outside the school to indicate advice to maintain social distancing for parents, highlighting methods to drop off and collect children• Staff in school will continue to adhere to social distancing, where possible. <p><u>Assemblies</u> These will be reinstated in the halls of both sites however numbers restricted and different times</p> <ul style="list-style-type: none">• Foundation stage will have class assemblies in the Autumn Term• Y1 and Y2 lower school• Y3 and Y4 C5/6 upper school• Y5 and Y6 C8/9/10 upper school <p><u>Year group specific controls</u></p> <ul style="list-style-type: none">• Bubbles are no longer recommended. However, we will still use our best endeavours to reduce the number of children mixing• Classes will be kept separate as much as possible to reduce further the number of children mixing. <p>Parents, visitors, etc. will be advised to observe social distancing guidelines and will be asked to wear a mask if needing to have a meeting/speak to staff. Staggered starts across both sites and entrance/exit points are used- Pitt Street, Hirst Gate and Doncaster Road. Timings distributed to all parents/carers. A member of the SLT will be at entrance of both sites each day</p> <p>Lower school</p> <p><u>Nursery children (F1)</u></p> <ul style="list-style-type: none">• Groups will be in line with EYFS guidance• Have a separate playground	
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			<ul style="list-style-type: none"> Entry and exit to the school site is at Hirst Gate entrance – Identified outdoor waiting areas for parent/carers are on lower site playground <p><u>F2 children (C1)</u></p> <ul style="list-style-type: none"> Supported in the F2 classroom Have access to additional outdoor area <p>Entry and exit to the school site is at Hirst Gate street entrance – Identified outdoor waiting areas for parent/carers are at the mid point gate on lower site playground</p> <p><u>Y1 (C2)</u></p> <ul style="list-style-type: none"> Supported in the classroom and additional shared space room. Will have access to a designated area of the KS1 playground or field (rota system) Entry and exit to the school site is at Hirst Gate entrance – Identified outdoor waiting areas for parent/carers are at the mid point gate on lower site playground <p><u>Y1/2 (C3)</u></p> <ul style="list-style-type: none"> Supported in the classroom and additional shared space room. Will have access to a designated area of the KS1 playground or field (rota system) Entry and exit to the school site is at Pitt Street entrance – Identified outdoor waiting areas for parent/carers are next to the at the C3 steps <p><u>Y2 (C4)</u></p> <ul style="list-style-type: none"> Supported in the classroom and additional shared library space Will have access to a designated area of the KS1 playground or field (rota system) Entry and exit to the school site is at Pitt Street entrance – Identified outdoor waiting areas for parent/carers are in nursery playground <p><u>Upper school</u></p> <p><u>Y3 (C5) Y3/4 (C6)</u></p> <ul style="list-style-type: none"> Supported in the classroom and study Will have access to a designated area of the KS2 playground or field (rota system) 	
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			<ul style="list-style-type: none">• Entry and exit to the school site is at Doncaster Road entrance – Identified outdoor waiting areas for parent/carers are in upper part of the playground. All classes identified coned areas for lining up <p><u>Y4/5/6 (C7,8,9)</u></p> <ul style="list-style-type: none">• Supported in the classroom and library area• Will have access to a designated area of the KS2 playground/field (rota system)• Entry and exit to the school site is at Doncaster Road entrance – Identified outdoor waiting areas for parent/carers are in upper part of the playground• All classes identified coned areas for lining up <p><u>Timetable</u></p> <ul style="list-style-type: none">• Outdoor learning will take place as much as possible• Social emotional and mental Health (SEMH) will play an important role in the curriculum and timetabled daily for all groups <p><u>Other</u></p> <ul style="list-style-type: none">• Additional toilets available using units• Children will go to the toilet one after the other <p><u>Children displaying COVID symptoms</u></p> <ul style="list-style-type: none">• Removal of the child to an unoccupied, well ventilated room.• PPE (gloves, apron and face mask) will be readily available in this room if the supporting adult needs to remain with the child to support his/her wellbeing• The child's parents/carers will be contacted to collect the child• The child will remain in the room (if possible) until parents/carers arrive.• If the child needs the toilet whilst waiting to be collected, the child should be allowed to do so, and then cleaned using standard cleaning equipment before being used by anyone else.• A window will be opened to ventilate the room, if possible	
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		<ul style="list-style-type: none">• The child will be supported to the front offices/ designated waiting areas and taken home by the parent/carer• The adult who has supported the child can remain in school, unless he/she starts to display symptoms. The adult should ensure he/she washes their hands thoroughly (see handwashing guidance)• IF the child tests positive for coronavirus, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. From 16 August 2021, 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.• Advice will be given regarding isolation- https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection <p><u>Adults displaying COVID symptoms</u></p> <ul style="list-style-type: none">• Will go home straight away• Follow the isolation guidance and will take a test https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection <p>Where the child, young person or staff member tests positive, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. From 16 August 2021, 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..</p>	
		<p><u>Personal Protective Equipment (PPE)</u> All classrooms have PPA available in their packs <u>Intimate care</u></p>	Medium



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		<ul style="list-style-type: none"> 'Routine' PPE will be worn to deal with intimate care situations i.e. nappy changing (disposable gloves, apron and face mask) <p><u>Other</u> A face mask, visor, disposable gloves and apron are available for the following situations</p> <ul style="list-style-type: none"> Child/adult displaying symptoms of coronavirus and has to remain in school for a short period of time. The supporting adult will have access to PPE if needed 	
		<p><u>Entry and exit to the school building</u></p> <ul style="list-style-type: none"> Parents/Carers will drop off and collect children according to the information detailed above Parents, visitors, etc. will be advised to maintain the observing of social distancing guidelines whilst outside school site and wear a face mask if attending a meeting A sign will be displayed in reception that states that only family/visitor should be present in the reception area at any one time. 	Medium
		<p><u>Virtual communication technologies</u></p> <ul style="list-style-type: none"> MS Teams to be used for all meetings, where necessary 	Medium
		<p><u>COVID-19 symptom identification and reporting</u></p> <ul style="list-style-type: none"> Symptoms guidance https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#symptoms Any child displaying signs of COVID-19 should be isolated immediately, parents contacted and arrangements made for them to go home. Any adult displaying signs should go home immediately Details of the child/adult displaying symptoms of COVID-19 will be emailed to the admin team/school business manager. Staff with symptoms should be tested https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 	Medium



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Negative effects on Mental Health and Wellbeing		High	<p><u>Staff</u></p> <ul style="list-style-type: none"> • VENN Wellbeing policy shared with all staff and staff referred to the support section • All staff complete twice weekly lateral flow tests • Health and wellbeing check for all staff as part of mid-year appraisals all staff • Mental health first aiders on site • Support from VENN HR partner, Lynsey Cook <p><u>Children</u></p> <ul style="list-style-type: none"> • PSHE, Health and wellbeing resources to be shared with children through the school website, twitter • The curriculum for all children will have a focus on SEMH 	Medium
Communication issues		Medium	<p><u>Staff</u></p> <ul style="list-style-type: none"> • Regular briefings through MS teams/ E-mails etc. • Where room size and distancing allows some staff meetings or staff training may be conducted face-to-face. <p><u>Parents</u></p> <ul style="list-style-type: none"> • Any parents' concerns will be dealt with promptly • Communicate school plans as soon as possible- Letter sent before reopening explaining the school plans; and messages to further update plan will be sent via class dojo, and text to parents as required 	Low
Decline in educational standards through reduced learning opportunities		High	<p><u>Teaching Timetables for T&L of children attending school</u> Children will only have access to the following areas whilst in school Allocated classroom</p> <ul style="list-style-type: none"> • Limited movement on corridors • Allocated outdoor area for each year group – this will be accessed on rota where possible • Regular physical exercise / PE will take place outdoors where possible 	



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			<ul style="list-style-type: none">Outdoor learning will form part of the timetable, with outdoor being accessed on rota if necessary. <p><u>Educational provision for children NOT eligible to attend the school setting OR are unable to due to criteria set out by the government i.e. isolating</u></p> <ul style="list-style-type: none">Educational resources for these children will be produced and made available online as needed.Remote learning will only be made available through the MS Teams in response to a requirement for pupils to self-isolate.			
Health and safety whilst in school			<ul style="list-style-type: none">All adults will sign in as normal at the front office when they enter and exit the buildingA member staff with first aid training will be on site at all timesPupils will be registered electronically – as before.			
Safeguarding			<ul style="list-style-type: none">Weekly welfare calls to be made to all vulnerable children who are not attending schoolHome visits to be made for children where we have concerns			
Head teacher	Name	Pam Belnavis	Signature	P. Belnavis	Date	6.9.21



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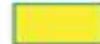


		Consequence				
		What is the result of exposure to the hazard?				
		1 Insignificant First aid only	2 Minor Medical attention	3 Moderate Increased medical attention	4 Major Severe health crisis	5 Extreme Severe injury or death
Likelihood of occurrence	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Almost certain	5	10	15	20	25

Legend:



Low



Medium



High