

## COVID-19 September 2021: Covid 19 Risk Assessment and Contingency Plan for New Road Primary and Nursery School, Whittlesey

This risk assessment was undertaken in conjunction with the guidance on school reopening issued by the Department for Education as follows:

[Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/95222/contingency-framework-education-and-childcare-settings)

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

<b>School name:</b>	New Road Primary and Nursery School	<b>Assessment conducted by – name:</b>	Mr Rob Litten		
<b>Covered by this assessment:</b>	Star staff, pupils, contractors, visitors, volunteers, vulnerable people	<b>Assessment conducted by – job title:</b>	Executive Headteacher		
<b>Assessment date:</b>	16/08/2021	<b>Review interval:</b>	Quarterly	<b>Date of next review:</b>	03/01/2022

**Note:** Risks assessments must be reviewed quarterly, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

### Related documents

#### Government guidance:

[Managing school premises during the coronavirus \(COVID-19\) outbreak](#)

[Guidance for food businesses on coronavirus \(COVID-19\)](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Safe working in education, childcare and children's social care](#)

[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)

[Actions for schools during the coronavirus outbreak](#)

[Coronavirus \(COVID-19\): guidance for educational settings](#)

[COVID-19: cleaning in non-healthcare settings](#)

## Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence				
		Probable	Possible	Remote		
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H		
	Severe: Causes physical injury or illness requiring first aid.	H	M	L		
	Minor: Causes physical or emotional discomfort.	M	L	L		
Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
<b>Contingency Planning Approach and Infection control</b>						
Spread of COVID-19 due to high rates of transmission in the school.	L	In addition to the control measures below, Public Health England must be notified when whichever of these thresholds is reached first:  <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul>	Y			L
Spread of COVID 19 due to chain of transmission being 'unbroken'	L	In the event of high numbers of pupils/staff testing positive for Corona Virus the school's contingency plan will be agreed in partnership with the Local Authority, Public Health England and a local Health Protection Team.  Contingency Plan 1. Testing: Staff will be asked to increase the number of LFD tests (in agreement with the HPT). 2. Face coverings: Staff will be asked to use these in communal areas and when moving between designated areas. 3. Shielding: if a government directive is issued to shield vulnerable staff and pupils, this will be implemented immediately.	Y	The government has advised schools to using existing documentation. The school's Corona Virus Risk Assessment and Procedures for a full/part school closure and it's remote learning offer (Seesaw and Tapestry) for pupils at home is available and can be updated/agreed in a multi-agency meeting if/when this is required.		L

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		<p>4. Attendance Restrictions: as a last resort to break the chain of transmission pupils/staff may be asked to stay at home and be taught remotely.</p> <p>5. Other Measures - all other measures, such as staggered starts, bubbles, one-way systems will be reconsidered and agreed in a multi-agency meeting chaired by Public Health England or similar agency.</p>				
<b>Spread of COVID-19 due to poor hygiene control</b>	L	<ul style="list-style-type: none"> <li>• Reopening in September 2021 government guidance will be applied</li> <li>• All staff to complete LFD Tests on a Wednesday and Sunday evening</li> <li>• Schedule for hand washing for pupils is agreed (as a minimum, this includes hand washing on arrival at school, before and after eating lunch, each time after using the toilet and on departure from school. Pupils should also wash their hands immediately after coughing or sneezing)</li> <li>• Expectations of hand washing are established for all adults on site.</li> <li>• Hand washing techniques are taught to all pupils.</li> <li>• Where necessary, pupils are supervised to ensure correct hand washing procedures.</li> <li>• Signage is installed to promote hand washing.</li> <li>• Regular checking of soap dispensers and hand towels within classrooms/toilets is scheduled to ensure supply is maintained throughout the day.</li> <li>• Stocks of soap and hand towels are monitored on a daily basis and timely orders placed for replenishment.</li> <li>• Hand sanitiser dispensers are provided around school in key areas (e.g. reception, dining hall, entrances/exits, classrooms). Hand sanitiser is to be used in addition to hand washing procedures.</li> <li>• Disinfectant wipes are readily available in key areas.</li> <li>• Any areas that have been visited by someone with a suspected or confirmed case of COVID-19 are thoroughly disinfected as soon as that person has departed. The need for deep cleaning to take place should be assessed.</li> <li>• All staff, pupils and parents will be thoroughly briefed on hygiene procedures.</li> </ul>	Y	RL -Continually update and reissue parent guidance so that it fully reflects the system of controls in place - ongoing.	Y	L

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<b>Maintaining effective social distancing to prevent spread of COVID-19</b>	L	<ul style="list-style-type: none"> <li>• Reopening in September 2021 government guidance will be applied and 1m social distancing between adults.</li> <li>• Staff are regularly reminded about social distancing.</li> <li>• Parents are encouraged not to gather at the school gate.</li> <li>• Appropriate signage is in place to protect reception staff so that they can remain at a distance of 1m from any visitors. Where possible, they are further protected by screens.</li> <li>• Dining hall to be used by a small number of year groups; most pupils to eat in their classrooms.</li> </ul> <p>Senior management closely monitor compliance with social distancing and adjust procedures where necessary.</p>	Y	RL -Continually update and reissue parent guidance so that it fully reflects the system of controls in place - ongoing.	Y	L
<b>Exposure from others due to:</b> <b>(a) Staff/pupils or their family members with symptoms</b> <b>(b) Member of staff or pupil with suspected COVID-19 symptoms in school</b> <b>(c) Staff/pupils or their family members testing positive for COVID-19</b>	L	<ul style="list-style-type: none"> <li>• Reopening in September 2021 government guidance will be applied.</li> <li>• All staff/pupils to complete LFD Tests on a Wednesday and Sunday evening</li> <li>• Staff, pupils and parents have been briefed regarding the need to self-isolate with symptoms or a positive LFD/PCR test.</li> <li>• Procedures are in place to ensure that staff, pupils or visitors do not enter the school if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms / have been told to self-isolate by a healthcare professional or alerted by the government's contact tracing app.</li> <li>• Any staff/pupils who become unwell at school must be isolated immediately and sent home as soon as possible.</li> <li>• A room and separate toilet have been designated to accommodate any suspected case whilst they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising.</li> <li>• Arrangements are in place for staff supervision of any pupil displaying COVID-19 symptoms. (2m distancing should be observed and where this is not possible, they should wear suitable PPE)</li> <li>• Staff and pupil absence related to COVID-19 is monitored and carefully tracked so that no pupils or staff are accepted back into school before the incubation timeline has elapsed.</li> <li>• Arrangements are in place to notify the Trust/Local Authority of any pupils or staff who test positive for COVID-19.</li> </ul>	Y			

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		<ul style="list-style-type: none"> <li>Pupils suspected of having COVID-19 will be sent home until confirmation of a test result is received or completion of isolation period.</li> </ul>				
<b>Access to /Exit from site</b>	L	<ul style="list-style-type: none"> <li>Arrangements for dropping off and picking up pupils have been reviewed. Staggered arrivals/pick-ups have been discontinued for the time being.</li> <li>Parents to be advised to avoid congregating at the school entrance.</li> <li>Staff, pupils and parents have been briefed regarding new arrangements, including staggered start/finish times.</li> <li>Supervision supports the observation of social distancing rules when pupils get in and out of vehicles near the school entrance.</li> <li>Outside doors are used to access classrooms directly where these are available.</li> <li>No non-essential visitors are admitted to school.</li> <li>Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing.</li> </ul>	Y	Continually update and reissue Parent Guidance so that it fully reflects the system of controls in place - ongoing.	Y	L
<b>Extra-curricular activities (coaches, tutors, after school)</b>	L	<ul style="list-style-type: none"> <li>Pupils and staff are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities.</li> </ul>	Y			
<b>Breakfast Clubs and wrap around child care</b>	L	<ul style="list-style-type: none"> <li>Reopening in September 2021 government guidance will be applied.</li> <li>The requirement for 'bubbles' and small consistent groups has been removed.</li> </ul>	Y			
<b>Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection</b>	L	<ul style="list-style-type: none"> <li>Guidance has been issued to designated First Aid staff around need for and how to put on and take off PPE correctly when dealing with a suspect COVID 19 Case.</li> <li>The need for PPE in some circumstances, such as providing intimate care, will be subject to a thorough individual risk assessment.</li> <li>Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required.</li> </ul>	Y			

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		<ul style="list-style-type: none"> <li>• Spill kits are available to be used when cleaning visible bodily fluids produced by a person with coronavirus (COVID-19) to reduce the risk of contamination.</li> <li>• Guidance has been issued regarding the correct disposal of PPE.</li> </ul>				
<b>Staff and pupil wellbeing</b>						
<b>Staff and pupils (or close family members), which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19</b>	L	<ul style="list-style-type: none"> <li>• The government guidance for extremely clinically vulnerable and clinically vulnerable staff will be used.</li> <li>• Separate risk assessments have been undertaken for staff and pupils who are clinically vulnerable, or who have family members who are extremely clinically vulnerable and clinically vulnerable.</li> <li>• Appropriate steps have been put in place to support staff who are clinically vulnerable</li> <li>• Appropriate steps have been put in place to support pupils who are clinically vulnerable.</li> </ul>	Y			

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<b>Mental health concerns for staff and pupils due to COVID-19</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Wellbeing/mental health issues are discussed with pupils during a daily 1Decision PSHE session and other opportunities.</li> <li>• Age-appropriate websites/resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them.</li> <li>• Staff are directed to useful websites and resources that they might find helpful themselves.</li> <li>• Line managers stay in touch regularly with staff and check that they are well.</li> <li>• Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils.</li> <li>• Appropriate work plans are agreed with staff and support is provided where necessary.</li> <li>• Staff working from home help to provide remote learning for any pupils who are not at school.</li> <li>• Staff are considered as individuals and managed accordingly.</li> <li>• Wellbeing and work-life balance are promoted with all staff.</li> <li>• The school has access to trained staff who can deliver counselling and support.</li> </ul>	<b>Y</b>			
<b>Operational issues</b>						
<b>Existing site maintenance regimes are not up to date and/or all systems are not operational</b>	<b>L</b>	<ul style="list-style-type: none"> <li>• Reopening government guidance will be applied.</li> <li>• All utilities and systems (including gas, heating, water supply, mechanical and electrical systems and catering equipment) have been re-commissioned before reopening as would have been the case after a long holiday period.</li> <li>• Where water systems have not been maintained in line with required schedules, they have been chlorinated, flushed and certified by a specialist contractor prior to reopening.</li> <li>• Pest control is being utilised where necessary.</li> <li>• A health and safety site inspection will take place prior to reopening.</li> </ul>	<b>Y</b>			

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Current policies and procedures have not been adapted/updated to take account of COVID-19 impact	L	<ul style="list-style-type: none"> <li>Existing policies and procedures have been updated/adapted to take account of COVID-19 impact.</li> <li>Fire procedures will return to the pre-closure procedures. An untimed and staged fire drill will take place early in September to help staff and pupils become familiar with the fire escape route and assembly point.</li> <li>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.</li> </ul>	Y			
Third party contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	L	<ul style="list-style-type: none"> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) and these have been reviewed.</li> </ul>	Y			
Staff shortages due to absence may compromise operational safety	L	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is regularly updated so that deployment can be planned.</li> <li>All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure.</li> <li>Sufficient cover/supply staff are available.</li> <li>Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles.</li> <li>There are sufficient qualified first aiders to cover the numbers of staff and pupils on site.</li> </ul>	Y			