

Updated Coronavirus Risk Assessment with effect from 03.09.20

	Hazard	Risk	Initial Rating – L, M, H	Control Measures to Reduce Risk	Responsibility	Further Actions	Final Rating – L, M, H
SLT	<p>Covid-19 training First day back Ongoing risk management</p> <p>quaranteed</p>	<p>Staff unaware of any new risk management measures – Parents unfamiliar with in and out arrangements Risk measures not updated All leading to a risk of contact contamination</p>	H	<p>Letter to parents advising them of arrangements for September issued at the end of the summer term and published on website. Staff training 04.09.20 on updated school Covid19 risk assessment. Copies by email and in staff room. Staff to sign to acknowledge training. SLT/SMT on site to manage peak times every day (HT/DHT especially the first day). SLT/SMT regularly update the school's risk assessment considering new guidance. SLT to enforce one way school in and out system for campus. Fire drill first week back.</p>	Head Teacher/deputy Head Teacher	<p>Risk assessments sought from childminders.</p> <p>Parents advised in accordance with government guidance – to minimize all other social contacts/bubbles.</p>	Medium

Illness	Unwell children and staff.	Coronavirus may enter the school and spread to other children and staff.	High	<p>Temperature and health checks:</p> <ul style="list-style-type: none"> • Prior to entry to the school, Staff asked to check themselves to see whether they feel fit and well and whether they have developed a new cough. Parents told to check themselves and their children before coming to school for a high temperature/ new cough. • Children and staff to identify immediately if they begin to feel unwell (Covid-19 symptoms). Children are taught what the potential symptoms could be so they can recognise them. • If symptoms can be defined as Covid-19 staff/families suggested to take the virus test. • If members of a household tests positive, that member of staff or child must remain at home and isolate for 7-14 days. • Other contacts made, will be contacted in line with Track and trace guidance. 	First Aid trained TA under direction of the teacher.	<p>Isolate child in designated room while they await pick up. This room to be deep cleaned afterwards. Staff will wear PPE and keep 2m social distance.</p> <p>If available another replacement staff member will be called in to cover.</p> <p>If multiple staff have to go home, all children are sent home.</p> <p>Please see the end of the document for full government advice about testing and isolating.</p>	Medium
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	2. Spread of the virus	Coronavirus spreads quickly when people are in large groups.	High	<ul style="list-style-type: none"> • Parents to socially distance on drop off and collection – only one parent per child. • Parents not to enter the school building. • Drop off and pick up times staggered • Children reminded of 'safe space' when lining up etc. • Children will be in a class bubble – Year group bubble at playtimes. • Adults - social distancing is to be maintained. Children to be directed and encouraged to avoid touching others and their face. • School assembly the first week back to reinforce good personal and hand hygiene. • Rooms occupied to be ventilated with fresh air; weather permitting. • Classroom layouts adjusted so no face to face contact. • Adults to spend limited time in close contact with children when assisting with learning. If longer required consider use of face shield or other face covering. • Each year group bubble to have staggered playtimes and lunchtimes. • Each class bubble to access the outdoors for physical activity and play at regular intervals. • Staff to communicate maintaining the 2-meter social distancing or by email. 	Staff	<p>Inform parents if any case is confirmed.</p> <p>If cases confirmed advice Nurse regarding deep clean.</p> <p>Inform the team who may have had contact with the person.</p> <p>Please see break and lunchtime rotas And staggered start times letter.</p> <p>Please note one-way system in and out of school campus.</p> <p>One-way in and out of the hall at lunchtimes.</p> <p>When blowing Whistles – only blow your own and away from others.</p> <p>No singing is permitted and no playing of wind instruments.</p>	Medium
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				<ul style="list-style-type: none">• Meetings, if necessary, to be conducted by Teams on Office 365.• Social distancing should be maintained within the staffroom.• Mugs etc. should be washed in the dishwasher. Keep to your own mug.• Children to have own labelled water bottles.• Visitors will be known in advance. Contact details will be asked for and kept for 21 days for Track and Trace.• For deliveries – foyer intercom to be used and supplies dropped off and retrieved once delivery person exited. If no intercom – wait for delivery to be made and then retrieve, if contact has to be made with delivery person a face shield must be worn.• Each member of staff will be allocated their own face shield to wear when meeting non-school personnel.• Further PPE (face masks, gloves and aprons) available in each key area for staff to use.• Staff and children to have designated toilets.• All telephones to be wiped down after use.• Photocopier to be wiped down after use.• Cleaning of high use areas frequently throughout the day by members of staff.			
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				<ul style="list-style-type: none"> At lunchtimes door handles and touchpads need to be cleaned by members of staff. Children to only bring bookbag, lunch bag, drinks bottle and PE kit. Children put bags and coats on named peg. 			
Hygiene	3. Handwashing	Handwashing procedures may not be followed and will cause the virus to spread.	High	<ul style="list-style-type: none"> Signs up in working areas and toilets – words and pictures Children regularly reminded/shown how to wash their hands with their designated staff member. Hand sanitizer stations in all classroom (under supervision) and at entrances to school. 	Teachers and TAs	Any child refusing to follow procedures will be offered the use of hand sanitiser, and/or skin friendly wipe.	Low
	4. Sanitising	The virus contaminating surfaces.	High	<ul style="list-style-type: none"> Children and staff wash and sanitise their hands frequently, and at the change of any activity. Directed by staff. Tables and chairs are to be sanitised regularly. Daily cleaning of the classrooms and areas of school in use. Sanitiser available at entrances to school. See Norse Covid 19 cleaning protocols and Risk Assessment. 	Teachers, TAs and pupils	<p>Ensure new cloths and gloves are used when cleaning.</p> <p>Sanitizer to be stored in a cool place as flammable. Not to be left in an unsupervised space.</p>	Medium
	5. Sharing resources	Children may pick up the virus by sharing resources.	Med	<ul style="list-style-type: none"> Children directed to use own pen/pencil or paired pencil pot. Learning equipment only to be used by own class bubble and cleaned afterwards. For outside gym equipment – see PE Covid-19 statement and guidance. 	Teachers and TAs	Children to be reminded not to place equipment in their mouths.	Low

	6. Clothing	Coronavirus can linger on clothing.	Med	<ul style="list-style-type: none"> PE kit to be kept at school for the half term. Normal School uniform to be worn. 	Staff and parents.	Where a child does not have a kit – provide school spare which then must be used only by that child until washed.	Low
	7. Maintaining supplies	The school runs out of hygiene and cleaning supplies.	Medium	<ul style="list-style-type: none"> Report cleaning issues directly to the caretaker or business manager via email or phone. Order essential cleaning supplies in quantity for every classroom to have own cleaning kit. PPE supplies ordered as a Trust and distributed. Outreach assistants to have own PPE supply 	Staff, caretaker, Nourse cleaning	In the unlikely event of a supply shortage, any soap, shampoo or washing up liquid can be used to wash hands.	Low
	Behavioural Issues	8. Aggression and contamination.	Specific children may contaminate staff, or other children, through close contact physical aggression, biting and/or spitting.	High	<ul style="list-style-type: none"> Children who pose a high-risk of the identified behaviour will have an individual risk assessment. An individual risk assessment will be written for any child known to exhibit these behaviours, before they can be admitted into school. This is to be shared with the family and child. The risk assessment will identify the child's potential triggers, strategies and early signs which indicate the child is not managing, providing actions for de-escalation. Covid-19 appendix added to Behaviour policy. 	SENDCo, Teacher and TA	<p>Upon identification of early warning signs, de-escalation and risk minimising actions as identified in the IRS put into action.</p> <p>In the unlikely event a child or staff member has been contaminated, they will remain at home in isolation for 14 days.</p>
9. Contamination		Faecal smearing	High	<ul style="list-style-type: none"> Children who pose a high-risk of the identified behaviour will have a risk assessment completed. An individual risk assessment will be written for any child 	SENDCo, Teacher and TA	If faecal touching, smearing or eating has occurred, the child will go to the designated isolation room.	Medium

				<p>know to exhibit these behaviours and a tailored hygiene plan developed.</p> <ul style="list-style-type: none"> This is to be reviewed regularly. 		<p>The child is sent home to one of the emergency contacts provided to the school. Remove other children and staff for any contaminated areas. Deep clean arranged with cleaning provider.</p>	
Staffing	10. Shortages	Too many staff are unwell at one time to maintain staffing levels in the school.	Medium	<ul style="list-style-type: none"> Staff can work across the class bubbles, maintaining good hand hygiene, social distancing and use PPE where appropriate. Staff to not share resources with other staff members. Job share staff to clean the key board after use. Staff with High Risk medical conditions, to have individual risk assessment. A replacement member of staff may be found. 	Senior leadership	In the event of staffing shortages, the class/school will close until safe staffing levels can be established.	Low
	11. Excessive mental pressure	Threat of the virus may cause staff increased levels of anxiety.	High	<ul style="list-style-type: none"> Staff members are free to phone or email the schools' designated Mental Health Worker Staff to contact senior leaders around concerns Share concern with Mental Health First Aiders (MHFAiders) Head teacher to contact HR or Coronavirus Help line for advice, where needed. 	Staff, MH Team Leaders.	MH workers and MH First aiders to share significant general concerns with senior leaders. Senior leaders to review plans if necessary.	Medium

Staff	Cross contamination	Threat of transferring the virus between home and school	High	<ul style="list-style-type: none"> Staff cannot take children's books home. School laptop can go home – wipe down with anti bac wipe before leaving school/home. 	Staff	If extra marking time needed and cannot be completed in school time. See SLT for advice and support.	Low
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Visitors	Cross contamination	Threat of transferring virus between different settings	High	<ul style="list-style-type: none"> The visit will be allow only if there is an exceptional need e.g. SEN needs/Appropriate Provision/EP assessment. 1 visitor only at a time. Visitor must produce a negative LFD test result. Sanitize on entry and exit Wear appropriate PPE Stay at least 2m apart from other adults. Stay for the minimum time needed. Stay in one place when assessing/observing Be in a ventilated room 	Visitors Staff	National Lockdown rules otherwise must be followed.	Low
School Wrap Around provision	Cross contamination	Threat of transferring the virus between different settings	High	<ul style="list-style-type: none"> Breakfast club moved to the hall for a larger space. Separated into 2 halves for St Mary's children and Manor Field children. Only toasted goods and cereal offered. Hall tables and equipment cleaned afterwards Children to only use designated equipment or own. No sharing. Staff to wear a face shield and gloves when delivering the breakfast goods. At all other times remain 2m social distance. 	SLT and breakfast club staff.	Families advised to minimise further bubbles/groups children access.	Med
Attendance	Home schooling	Safeguarding concerns if child not in school.	Med	<ul style="list-style-type: none"> Contact with all home schooling families checked each week (homework email, Zoom meeting, Welfare call or Office). See flow chart. If no contact is made SMT/DSL to make a home visit. 	TAs, Teachers Office staff SMT	Registers are kept for how families have made contact. TAs record welfare call and outcome on CPOMS Non-contact families discussed at DSL meetings.	Low

		Making a home visit	Med	<ul style="list-style-type: none">• RAG rate the family – if Red consider calling NCC Attendance or CADS• Two members of staff to visit together.• Office staff to know of visit, where and whom.• Mobile telephone to be taken.• PPE worn and social distance maintained.	Office SMT/DSL	Walk or travel in separate cars.	Low
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Curriculum	<p>Lack of learning opportunities</p> <p>Children's risk of poor mental health due to Covid-19 trauma</p>	<p>Gaps in learning will not be closed. Children not having access to a wide curriculum offer will be academically disadvantaged.</p> <p>Stress and anxiety.</p>	Low	<ul style="list-style-type: none"> • Curriculum and timetables for the first few weeks designed to integrate children sensitively back to school life and routines. Full curriculum offer by Autumn half term. • EYFS and KS1 children can sit on the carpet in their own allocated spot. • Thrive assessments and activities planned to help with anxiety and Covid 19 trauma. • Parents advised schools attendance is mandatory from September 2020. School website offers guidance concerning consequences. • Singing cannot be permitted. • If there is a need for a drama activity, it should be done outdoors and avoid person to person contact. • See the PE guidance for further details regarding the PE curriculum. • Reading books can be used and go home – on their return are quarantined in a marked container for 48 hours and wiped down with a anti bac wipe before being reissued. • If soft furnishings or dressing up clothes cannot be washed they cannot be used. • If a practical demonstration is needed in a lesson it should not encourage children to huddle around. • School assemblies will be virtual or held within the class bubble. 		<p>Hills and Hollows booking system to allow 48 hours between class bubble use.</p> <p>External equipment cannot be used until further notice. This will be reviewed regularly.</p> <p>Educational visits are not permitted. A walk in the local area permitted subject to risk assessment.</p> <p>After school clubs and activities will not be permitted.</p> <p>Staff to maintain good hand hygiene throughout the day.</p> <p>Staff only to refill children's water bottles – with clean hands/gloves.</p>	Low
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				<ul style="list-style-type: none"> Children will be in their class bubbles separately in the hall for lunch and MDSAs will deliver pre-ordered lunch to the table via a trolley. There will be one way in and out of the hall for lunch. Children will have washed their hands and sanitized before eating. 		EYFS outdoor space to be partitioned or used on a rota.	
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Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided
	Parents/carers will be advised to notify the setting as soon as the test result is known.
Symptomatic staff member	Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings.
	An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action.
	Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.
The employer referral process for testing information will be provided to the employee in order to obtain a test.	
The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number.	
The employee will be asked to provide their test result to the setting as soon as it is known.	
Contact tracing	The setting will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or child in a cohort has tested positive.
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.
	The setting will contact the NCC Education Incident Room in the event of a positive test.
Education contingency planning	The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements.

Lockdown 3

Aslacton Primary

Teachers to work half the day in class and half managing home & virtual learning. When Teacher out of the class, the TAs cover. One teacher to remain on site each day.

Zoom times – in accordance with participation terms and conditions

12:30pm Kestrel

1:30 pm Eagle

2:00pm – Owl YR

2:15pm – Owl Y1

Zoom meetings can be hosted at school or at home and PPA can be taken at home. Zoom meetings to offer that chance to see each other, check in, followed by explaining the days learning, and followed by a core story reading or phonics lesson. Parents to be informed of Zoom meeting times via homework email. Parents will be asked to sign the terms and conditions for the Zoom meetings.

Wednesday afternoons is PPA time. No school provision provided unless requested.

Staggered Lunch and playtimes continue. Lunch to be eaten in the classroom. Children who receive means tested free school meals can order them via the office and collect from school or will received Supermarket vouchers.

A home learning resource pack will be provided to facilitate learning. In class all work completed will go in a separate lockdown learning book. We will be keeping in touch with our home learning families.

Home learning to be sent by 4pm each workday evening and emails answered up to 4:30pm.

The office will be manned in the mornings and remotely in the afternoons.

Manor Field

Teachers rotate either daily or weekly, one in the classroom the other managing home and virtual learning.

Wednesday afternoons is PPA time. No school provision provided unless requested.

Staggered Lunch and playtimes continue. Lunch to be eaten in the classroom.

MDSAs will deliver packed lunches to the bubbles. Children who receive means tested free school meals can order them via the office and collect from school or will received Supermarket vouchers.

Zoom times

10am – Y2

10:30 – Reception

11:00 – Y1

Nursery – 9:30am

Zoom meetings can be hosted at school or at home and PPA can be taken at home. Zoom meetings to offer that chance to see each other, check in, followed by explaining the days learning, and followed by a core story reading or phonics lesson. Parents to be informed of Zoom meeting times via homework email.

We will be keeping in touch with our home learning families. A home learning resource pack will be provided to facilitate learning. In class all work completed will go in a separate lockdown learning book.

Home learning to be sent by 4pm each workday evening and emails answered up to 4:30pm.

The office will be manned in the mornings and remotely in the afternoons.

LFD Testing with effect from 28.01.21

Items	Control measures	Yes/No	Notes & Further information specific arrangements
Delivery requirements	<ul style="list-style-type: none"> • When delivery arrives, it will be met and managed by a staff member who will ensure the vehicle safely manoeuvres on and off the premises (staff member will only direct and instruct to the area from a 2m distance and not physically assist with vehicle movement). • The delivery route will be protected from students/staff or members of the public • The delivery will be moved into storage using mechanical aids where possible (and where the load requires this). • If mechanical aids are not available, the delivery will be broken down into manageable loads • Manual handling arrangements are in place where required and following the settings normal manual handling procedures. • Deliveries will be scheduled outside of school run times to avoid disruption or nuisance, where possible. • Deliveries will be signed for using safe methods as described in the settings overarching COVID-19 risk assessment and compliance code 	Yes	Office to sign in the delivery and place in Head's office.
Storage at the school	<ul style="list-style-type: none"> • The test kit is stored appropriately: <ul style="list-style-type: none"> ○ At either room temperature or in a cool dry place (2°C to 30°C). ○ Away from direct sunlight ○ Tests are not stored in a fridge or freezer. • Test kits are stored in a secure area where unauthorised access is prevented 	Yes	At MF stored in Heads office. At ASL in Staff room
Roles	A COVID-19 Co-ordinator and Registration assistant has been appointed to support with key tasks as detailed in the Primary Schools Document Sharing Platform - Google Drive "How to Guide - Rapid testing of primary and nursery workforce"	Yes	HH
General arrangements for distributing and use of test kits	<ul style="list-style-type: none"> • The requirements of the 'How to Guide' Rapid testing of primary and nursery workforce has been implemented • The collection time is planned to ensure social distancing is applied and where possible is close to the time that staff leave the school . • The member of staff coordinating test kit collection and staff collecting the test kits will wear a face covering at all times and always maintain a 2-metre distance from each other and all other staff. • Test kits are not directly handed to staff and the arrangements for passing resources as outlined in the compliance code and general operational risk assessment are implemented for this activity. • Test kits are checked for damage before distributing. • Arrangements are in place to ensure stock levels are managed and appropriate distribution records kept as outlined in the Standard Operating Procedure and How to Guide on the Primary Schools Document Sharing Platform - Google Drive • Arrangements are in place to monitor the use of tests and recording of test results to enable early identification and reporting of issues 	Yes	HH/Offices
Other areas of infection control	<ul style="list-style-type: none"> • The COVID-19 Risk Assessment has been reviewed and all appropriate steps from that assessment taken as they apply to this activity including: cleaning and disinfection, hand hygiene and social distancing. • The management of cases guidance will be followed in the event of any positive test results 	Yes Yes	HH HH

Information, instruction and training	<ul style="list-style-type: none"> • Staff have received appropriate instruction, information and training and understand how to carry out their roles safely including: <ul style="list-style-type: none"> ○ The role, name and contact details of the Co-ordinator and Registration Assessment ○ Arrangements for issuing test kits to staff ○ Hygiene requirements ○ How to store kits appropriately and safely at home (at either room temperature or in a cool dry place (2°C to 30°C), away from direct sunlight, tests are not stored in a fridge or freezer, test kits are kept away from children and animals) ○ That tests must only be used by the staff member and are not for use by their family ○ That this testing is only appropriate if you are asymptomatic ○ Collection point location, time and infection control arrangements in place ○ Arrangements for recording results and action to take following results ○ Arrangements for raising issues or concerns with testing and test kits e.g. damaged kits, missing items, more than one void result ○ How to safely dispose of the waste generated from the test kits • Staff have been provided with a checklist covering this information to take home • The instructional video has been provided to staff who will be carrying out tests at home. • All staff participating in the programme have confirmed they have read the instructions provided and watched the video. • All staff are aware that lateral flow testing does not replace any of the infection control measures that reduce the risk of transmission • Staff have been issued with the latest version of the Instructions for Use as provided in the delivery 	Yes	HH
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Making contact flow chart

