

**Risk Assessment for Aslacton Primary and Manor Field Infants and Nursery Schools – part of the Corvus Education Trust**

**Updated Coronavirus Risk Assessment with effect from 08.03.21**

	Hazard	Risk	Initial Rating – L, M, H	Control Measures to Reduce Risk	Responsibility	Further Actions	Final Rating – L, M, H
SLT	Covid-19 training First day back Ongoing risk management	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	H	Letter to parents advising them of arrangements for 8 <sup>th</sup> March 2021. SMT meeting 24.02.21, Phase meeting 24.02.21 and TA meetings 26.02.21 and 01.03.21 to discuss changes wef 08.03.21 updated school Covid19 risk assessment. 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 week commencing 15.03.21.	Head Teacher/deputy Head Teacher	Risk assessments sought from childminders.  Parents advised in accordance with government guidance – to minimize all other social contacts/bubbles.	Medium
	quarantined						

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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"> <li>• 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.</li> <li>• 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.</li> <li>• If symptoms can be defined as Covid-19 staff/families suggested to take the virus test.</li> <li>• If members of a household tests positive, that member of staff or child must remain at home and isolate for 10 days.</li> <li>• Other contacts made, will be contacted in line with Track and trace guidance.</li> </ul>	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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	<p>2. Spread of the virus</p>	<p>Coronavirus spreads quickly when people are in large groups.</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Parents to socially distance on drop off and collection – only one parent per child. Adults to wear a face covering on school campus.</li> <li>• Parents not to enter the school building.</li> <li>• Drop off and pick up times extended and staggered</li> <li>• Children reminded of 'safe space' when lining up etc.</li> <li>• Children will be in a class bubble at all times.</li> <li>• Adults - social distancing is to be maintained. Children to be directed and encouraged to avoid touching others and their face.</li> <li>• Rooms occupied to be ventilated with fresh air; weather permitting.</li> <li>• Classroom layouts adjusted so no face to face contact.</li> <li>• Adults to spend limited time in close contact with children when assisting with learning. If longer required staff must wear a face covering.</li> <li>• Each year group bubble to have staggered playtimes and lunchtimes. Playgrounds separated with a barrier to maintain class bubbles</li> <li>• Each class bubble to access the outdoors for physical activity and play at regular intervals, inc timetabled time for Hills and Hollows.</li> <li>• Staff to communicate maintaining the 2-meter social distancing or by email.</li> </ul>	<p>Staff</p>	<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 style="background-color: yellow;">Medium</p>
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				<ul style="list-style-type: none"> <li>• Staff to wear a face covering in school communal areas and if 2 metres cannot be maintained.</li> <li>• Meetings to be conducted by Teams on Office 365.</li> <li>• Social distancing should be maintained within the staffroom.</li> <li>• Mugs etc. should be washed after use. Keep to your own mug.</li> <li>• Children to have own labelled water bottles.</li> <li>• Visitors will be known in advance. Contact details will be asked for and kept for 21 days for Track and Trace.</li> <li>• 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.</li> <li>• Each member of staff will be allocated their own face shield to wear when meeting non-school personnel.</li> <li>• Further PPE (face masks, gloves and aprons) available in each key area for staff to use.</li> <li>• Staff and children to have designated toilets.</li> <li>• All telephones to be wiped down after use.</li> <li>• Photocopier to be wiped down after use.</li> </ul>			
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				<ul style="list-style-type: none"> <li>• Cleaning of high use areas frequently throughout the day by members of staff.</li> <li>• At lunchtimes door handles and touchpads need to be cleaned by members of staff.</li> <li>• Children to only bring bookbag, lunch bag, drinks bottle and PE kit.</li> <li>• Children put bags and coats on named peg.</li> <li>• Reading books can be issued but quarantined between issue.</li> </ul>			
Hygiene	3. Handwashing	Handwashing procedures may not be followed and will cause the virus to spread.	High	<ul style="list-style-type: none"> <li>• Signs up in working areas and toilets – words and pictures</li> <li>• Children regularly reminded/shown how to wash their hands with their designated staff member.</li> <li>• Hand sanitizer stations in all classroom (under supervision) and at entrances to school.</li> </ul>	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"> <li>• Children and staff wash and sanitise their hands frequently, and at the change of any activity. Directed by staff.</li> <li>• Tables and chairs are to be sanitised regularly.</li> <li>• Daily cleaning of the classrooms and areas of school in use.</li> <li>• Sanitiser available at entrances to school.</li> <li>• See Norse Covid 19 cleaning protocols and Risk Assessment.</li> </ul>	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	Med	<ul style="list-style-type: none"> <li>• Children directed to use own pen/pencil or paired pencil pot, (Year 2 -6).</li> </ul>	Teachers and TAs	Children to be reminded not to place equipment in their mouths.	Low

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		by sharing resources.		<ul style="list-style-type: none"> <li>Learning equipment only to be used by own class bubble and cleaned afterwards.</li> <li>For outside gym equipment – see PE Covid-19 statement and guidance.</li> <li>Reading books can be issued but quarantined between issues.</li> </ul>			
	6. Clothing	Coronavirus can linger on clothing.	Med	<ul style="list-style-type: none"> <li>PE kit to be kept at school for the half term or worn on PE days</li> <li>Normal School uniform to be worn but appropriate clothing replacements made to uniform items out grown.</li> <li>Trainers to be worn every day.</li> <li>Suncream, if needed, applied by parent before school.</li> </ul>	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"> <li>Report cleaning issues directly to the caretaker or business manager via email or phone.</li> <li>Order essential cleaning supplies in quantity for every classroom to have own cleaning kit.</li> <li>PPE supplies ordered as a Trust and distributed.</li> <li>Outreach assistants to have own PPE supply</li> </ul>	Staff, caretaker, Norse 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,	High	<ul style="list-style-type: none"> <li>Children who pose a high-risk of the identified behaviour will have an individual risk assessment.</li> <li>An individual risk assessment will be written for any child known to exhibit these behaviours, before they can be admitted into school. This is</li> </ul>	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</p>	Medium

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		biting and/or spitting.		<p>to be shared with the family and child.</p> <ul style="list-style-type: none"> <li>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.</li> <li>Covid-19 appendix added to Behaviour policy.</li> </ul>		will remain at home in isolation for 10 days.	
9.	Contamination	Faecal smearing	High	<ul style="list-style-type: none"> <li>Children who pose a high-risk of the identified behaviour will have a risk assessment completed.</li> <li>An individual risk assessment will be written for any child known to exhibit these behaviours and a tailored hygiene plan developed.</li> <li>This is to be reviewed regularly.</li> </ul>	SENDCo, Teacher and TA	<p>If faecal touching, smearing or eating has occurred, the child will go to the designated isolation room.</p> <p>The child is sent home to one of the emergency contacts provided to the school.</p> <p>Remove other children and staff for any contaminated areas.</p> <p>Deep clean arranged with cleaning provider.</p>	Medium

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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"> <li>• Staff can only work within their class bubbles, maintaining good hand hygiene, social distancing and use PPE where appropriate. Periods not in school imbetween different bubbles will be adhered to if a staff crosses bubbles.</li> <li>• Staff to not share resources with other staff members.</li> <li>• Job share staff to clean the key board after use.</li> <li>• Staff with High Risk medical conditions, to have individual risk assessment or continue to Shield in accordance to NHS advice.</li> <li>• A supply teacher will be requested if a teacher goes off sick.</li> <li>• If a TA goes off sick the needs of the class will be assessed. If need is med-low staff will not be asked to cross class bubbles.</li> <li>• If high, alternatives will have to be considered.</li> </ul>	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"> <li>• Staff members are free to phone or email the schools' designated Mental Health Worker</li> <li>• Staff to contact senior leaders around concerns</li> <li>• Share concern with Mental Health champion/ First Aiders (MHFAiders)(DB/NN)</li> <li>• Head teacher to contact HR or Coronavirus Help line for advice, where needed.</li> </ul>	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



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Staff	Cross contamination	Threat of transferring the virus between home and school	High	<ul style="list-style-type: none"> <li>• Staff cannot take children's books home.</li> <li>• School laptop can go home – wipe down with anti bac wipe before leaving school/home.</li> <li>• Staff to voluntary take a LFD Test – Monday and Thursday's mornings. A positive test is to be reported immediately to the Head Teacher. The procedure for a positive case in school will then be followed.</li> </ul>	Staff	If extra marking time needed and cannot be completed in school time. See SLT for advice and support.	Low
Visitors	Cross contamination	Threat of transferring virus between different settings	High	<ul style="list-style-type: none"> <li>• The visit will be allow only if there is an exceptional need e.g. SEN needs/Appropriate Provision/EP assessment.</li> <li>• 1 visitor only at a time.</li> <li>• Visitor must produce a negative LFD test result.</li> <li>• Sanitize on entry and exit</li> <li>• Wear appropriate PPE</li> <li>• Stay at least 2m apart from other adults.</li> <li>• Stay for the minimum time needed.</li> <li>• Stay in one place when assessing/observing</li> <li>• Be in a ventilated room</li> </ul>	Visitors Staff	National Lockdown rules otherwise must be followed.	Low

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School Wrap Around provision	Cross contamination	Threat of transferring the virus between different settings	High	<ul style="list-style-type: none"> <li>Breakfast club moved to the hall for a larger space.</li> <li>Separated into 2 halves for St Mary's children and Manor Field children. St Marys children returning after Easter 2021.</li> <li>Only toasted goods and cereal offered.</li> <li>Hall tables and equipment cleaned afterwards</li> <li>Children to only use designated equipment or own. No sharing.</li> <li>Staff to wear a face covering and gloves when delivering the breakfast goods.</li> <li>At all other times remain 2m social distance.</li> </ul>	SLT and breakfast club staff.	Families advised to minimise further bubbles/groups children access.	Med
Attendance	<b>Home schooling</b>	Safeguarding concerns if child not in school.	Med	<ul style="list-style-type: none"> <li>Contact with all families isolating will be made each week.</li> <li>If no contact is made SMT/DSL to make a home visit.</li> <li>The basic remote learning offer will be supplied and can be accessed on the school's website.</li> </ul>	TAs, Teachers Office staff SMT	Registers are kept for how families have made contact. Non-contact families discussed at DSL meetings.	Low
		Making a home visit	Med	<ul style="list-style-type: none"> <li>RAG rate the family – if Red consider calling NCC Attendance or CADS</li> <li>Two members of staff to visit together.</li> <li>Office staff to know of visit, where and whom.</li> <li>Mobile telephone to be taken.</li> <li>PPE worn and social distance maintained.</li> </ul>	Office SMT/DSL	Walk or travel in separate cars. If in car masks must be worn.	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.</p> <p>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"> <li>• Curriculum and timetables for the first few weeks designed to integrate children sensitively back to school life and routines.</li> <li>• Recovery Curriculum in place for 08.03.21</li> <li>• EYFS and KS1 children can sit on the carpet in their own allocated spot.</li> <li>• Thrive activities planned to help with anxiety and Covid 19 trauma.</li> <li>• Parents advised schools attendance is mandatory WEF 08.03.21 School website offers guidance concerning consequences.</li> <li>• DfE guidance around singing to be followed.</li> <li>• If there is a need for a drama activity, it should be done outdoors and avoid person to person contact.</li> <li>• See the PE guidance for further details regarding the PE curriculum.</li> <li>• 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.</li> <li>• If soft furnishings or dressing up clothes cannot be washed they cannot be used.</li> <li>• If a practical demonstration is needed in a lesson it should not encourage children to huddle around.</li> </ul>	<p>External equipment will be allocated to class bubbles for their exclusive use. This will be reviewed regularly.</p> <p>Hills and Hollows use will be timetabled.</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"> <li>Head teacher's School assemblies will be virtual.</li> <li>Full school assemblies to recommence after Easter. Classes to replace assembly time with PSHE time.</li> <li>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.</li> <li>There will be one way in and out of the hall for lunch.</li> <li>Children will have washed their hands and sanitized before eating.</li> </ul>		EYFS outdoor space to be partitioned or used on a rota.
<b>Actions</b>	<b>Actions following someone from the setting developing symptoms</b>					
	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.					
<b>Symptomatic staff member</b>	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: <a href="mailto:NorfolkRegistercovidtesting@nuh.nhs.uk">NorfolkRegistercovidtesting@nuh.nhs.uk</a> 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.					

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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.
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