

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 02.09.21

	Hazard	Risk	Initial Rating – L, M, H	Control Measures to Reduce Risk	Responsibility	Further Actions	Final Rating – L, M, H
SLT	INSET training First day back Large numbers of staff together.	Large numbers of staff together in one space.	M	LFD testings Wearing face covering in INSET sessions Good hand hygiene Mindful of personal space Ventilated rooms	All		Low
Illness	Staff or children feeling unwell or showing symptoms of Coronavirus	Coronavirus may enter the school and spread to other children and staff.	Med	<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 positive – self isolate. No need to isolate if asymptomatic and awaiting a PCR test result due to being a identified close contact via NHS track and trace.</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>	Low

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	<p>2. Spread of the virus</p>	<p>Coronavirus spreads quickly when people are in large groups.</p>	<p>Med</p>	<ul style="list-style-type: none"> <li>• Parents ask to be mindful and maintain socially distant on drop off and pick up.</li> <li>• Rooms occupied to be ventilated with fresh air; weather permitting.</li> <li>• Each class to access the outdoors for physical activity and play at regular intervals, inc timetabled time for Hills and Hollows.</li> <li>• Social distancing should be maintained within the staffroom, where possible.</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>• 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>• All telephones to be wiped down after use.</li> <li>• Photocopier to be wiped down after use.</li> <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 put bags and coats on named peg.</li> </ul>	<p>Staff</p>	<p>Inform parents if any case is confirmed.</p> <p>If cases confirmed advice Norse 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>Low</p>
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				<ul style="list-style-type: none"> <li>High % of staff and parents are double vaccinated.</li> <li>No one should enter the school with Covid 19 symptoms.</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 by sharing resources.	Med	<ul style="list-style-type: none"> <li>Limit the sharing of resources to pairs or small groups.</li> </ul>	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"> <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.</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

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	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>If stocks are low, report to caretaker or Clair for reordering.</li> </ul>	Staff, caretaker, Nurse 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"> <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 to be shared with the family and child.</li> <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>	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 10 days.</p>	Medium
	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>	Medium

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						Deep clean arranged with cleaning provider.	
Staffing	10. Shortages	Too many staff are unwell at one time to maintain staffing levels in the school.	Low	<ul style="list-style-type: none"> <li>• High proportion of staff are double vaccinated.</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 inc Pregnant staff members.</li> <li>• A supply teacher/HLTA 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 and another TA asked to support across classes.</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.	Medium	<ul style="list-style-type: none"> <li>• High proportion of staff are double vaccinated.</li> <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.	Low

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Staff	Cross contamination	Threat of transferring the virus between home and school	Med	<ul style="list-style-type: none"> <li>High proportion of staff are double vaccinated.</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.</li> <li>Good hand hygiene measures</li> <li>Staff meetings to be held in the hall, for space and ventilation.</li> </ul>	Staff		Low
Visitors	Cross contamination	Threat of transferring virus between different settings	Med	<ul style="list-style-type: none"> <li>Visitors to be requested to 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
School Wrap Around	Cross contamination	Threat of transferring the virus between different settings	Med	<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>Hall tables and equipment cleaned afterwards</li> <li>Food hygiene measures followed.</li> </ul>	SLT and breakfast club staff.		Low
Attendance	<b>Home schooling/Isolating</b>	Safeguarding concerns if child not in school.	High	<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

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		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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	<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>• Full and engaging curriculum in place.</li> <li>• Thrive assessments per class made and outcomes acted upon and reported to SMT.</li> <li>• Therapeutic interventions in place.</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. School website offers guidance concerning consequences.</li> <li>• If there is a need for a drama activity, consider using the outdoors and/or a well ventilated large indoor space.</li> <li>• See the PE guidance for further details regarding the PE curriculum.</li> <li>• Assemblies will be delivered on a hybrid model of virtual, recorded or in person.</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>	All	<p>Hills and Hollows use will be timetabled.</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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<b>Actions</b>	<b>Actions following someone from the setting developing symptoms</b>	
	The school will follow the Public Health thresholds to communicate and manage Outbreaks.	
	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.	
	NHS track and Trace will identify positive cases and close contacts.	
	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@nnuh.nhs.uk">NorfolkRegistercovidtesting@nnuh.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.	
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.	