

**NATIONAL LOCKDOWN JANUARY 2021- OPENING THE SCHOOL TO VULNERABLE AND CRITICAL WORKER PUPILS- COVID 19 RISK ASSESSMENT**

**LONGWOOD PRIMARY SCHOOL**

PROCEDURES	OPENING THE SCHOOL TO VULNERABLE AND CRITICAL WORKER PUPILS DURING A NATIONAL LOCKDOWN JANUARY 2021
------------	---

<b>HAZARD 1</b>	<b>Who might be harmed and how?</b>		
Lack of social distancing waiting to enter school in the morning resulting in direct transmission of the virus The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred onto a surface from hands. It can survive on surfaces for a period of time depending upon the surface type, its moisture content and temperature.	Everyone on the school site General transmission may occur through close contact between parents, pupils and through touching a contaminated surface		
<b>Existing level of risk</b>			
<b>HIGH</b>	MEDIUM	LOW	NEGLIBL E
<b>Control Measures</b>			
Remind parents of expectations when dropping and collecting pupils from school Encourage social distancing Limit parents collecting pupils – one per family Parents required to wear face masks Minimise pinch points by using staggered times and doorways to keep bubble apart Senior Leaders around at start and end of the day Suppliers to arrive at different times to parents Non-essential visitors will not be permitted in school One bubble in the corridor at a time			
<b>New Level of risk</b>			
HIGH	<b>MEDIUM</b>	LOW	NEGLIBL E

<b>HAZARD 2</b>		<b>Who might be harmed and how?</b>	
Lack of social distancing in the classroom resulting in direct transmission of the virus		Everyone on the school site General transmission may occur through close contact between staff, pupils and touching a contaminated surface Transmission may occur during learning activities and behaviour management	
<b>Existing level of risk</b>			
<b>HIGH</b>	MEDIUM	LOW	NEGLIBL E
<b>Control Measures</b>			
<p>Limit the attendance during the national lockdown to only children of critical workers and vulnerable pupils in order to reduce the overall number of social contact within the school community</p> <p>Remind parents to keep their children at home if at all possible</p> <p>Two year groups to form a bubble (Rec/Y1, Y2, Y3/Y4, Y5/Y6) to ensure minimal staff present on site. Bubbles to remain apart from other bubbles. Bubbles to socialise within a safe zone (no mixing)</p> <p>Places will be offered to all children who request a place if it is safe to do so and they meet the set criteria. School may need to cap numbers for H&amp;S reasons if the demand is high.</p> <p>Children to be supervised by TAs in the classroom whilst accessing the remote learning via Google Classroom delivered by the Teacher. The same staffs are allocated to a specific bubble.</p> <p>Teachers will deliver face to face learning in school at least once a week.</p> <p>Staff to wear face shields and masks if they wish to do so.</p> <p>Staff will remain at the front, side or back of the room where possible.</p> <p>Where staff need to be close to pupils they will be side by side not face to face.</p> <p>From Year 1 to Year 6 Pupils will have their own desk space which will be the same every day.</p> <p>Eating lunch – pupils will sit in the same seats every day.</p> <p>Younger pupils will sit spaced out on the carpets or tables when necessary for specific teaching like phonics</p> <p>Classrooms will be well ventilated (windows and doors open)</p> <p>PE or physical activities will take place outside in the bubbles allocated zone</p> <p>Staff will NOT cross bubbles.</p>			
<b>New Level of risk</b>			
HIGH	<b>MEDIUM</b>	LOW	NEGLIBL E

<b>HAZARD 3</b>		<b>Who might be harmed and how?</b>	
Contact of shared resources resulting in indirect transmission of the virus		<p>Everyone on the school site</p> <p>General transmission may occur through close contact between staff, pupils and touching a contaminated surface</p> <p>Transmission may occur during learning activities and behaviour management</p>	
<b>Existing level of risk</b>			
<b>HIGH</b>	MEDIUM	LOW	NEGLIBL E
<b>Control Measures</b>			
<p>Staff to sanitise before and after signing in. Screen to be wiped down by office staff after each use.</p> <p>Staff to hand sanitise before and after using the photocopier or paper cutters.</p> <p>Staff to hand sanitise before entering the staff room to make drinks or use the microwave. Staff to sanitise equipment after each use.</p> <p>Pupils will use their own equipment (individual pencil cases supplied)</p> <p>Tables and surface areas will be regularly wiped down by staff in bubbles</p> <p>Doors to be kept open to avoid unnecessary touching. Doors plates and other surfaces to be regularly wiped down.</p> <p>Resources on tables ready for the lessons and not distributed within lesson time.</p> <p>Children will wash hands/use hand gel on entry to the classroom and each time they move to a different space in the school.</p> <p>Outdoor equipment will be allocated to specific bubbles</p> <p>Resources left on front tables for cleaning (by bubble staff after each use)</p> <p>Surfaces to be left clear at the end of the day for ease of cleaning</p> <p>Pupils will be allocated a home reading book. These will be quarantined upon their return on a Friday (48 hours quarantine) before being redistributed.</p>			
<b>New Level of risk</b>			
HIGH	<b>MEDIUM</b>	LOW	NEGLIBL E

<b>HAZARD 4</b>		<b>Who might be harmed and how?</b>	
Risk of spreading the virus due to close contact with pupil – 1:1 and restraint resulting in direct transmission of the virus		<p>Everyone on the school site</p> <p>General transmission may occur through close contact between staff, pupils and touching a contaminated surface</p> <p>Transmission may occur during learning activities and behaviour management</p>	
<b>Existing level of risk</b>			
<b>HIGH</b>	MEDIUM	LOW	NEGLIBL E
<b>Control Measures</b>			
<p>All staff in school will be given the opportunity to receive a Lateral Flow test (twice a week testing) to ensure that they are not asymptomatic</p> <p>Staff who have been identified as a close contact of someone who has tested positive for COVID 19 will be tested daily to ensure that they remain well</p> <p>Risk Assessments for vulnerable pupils will be in place</p> <p>Reduced timetable considered if the pupil are acting in a manner that staff are put at risk</p> <p>Pupils who are ill will not be in school</p> <p>When administering personal care PPE will be worn (apron/gloves)</p> <p>Administering first aid to be carried out side by side using verbal instructions if possible. Gloves and masks/visors to be worn at all times</p> <p>If a pupil has a continual cough, temperature – Staff to wear PPE and child to be isolated. Parents contacted. Staff member to saty with pupil until parent arrives. Siblings to be sent home. Parents informed that the pupil needs to be tested and to remain at home until a negative test result is confirmed.</p> <p>Member of staff who was with the child removes all PPE and washes their hands and uses hand gel. They can return to their bubble after.</p> <p>Pupils wearing face masks: Face covering to be disposed of in the medical bin by the entrance. Pupils to remove the face mask themselves and place it in the bin. Once the face mask has been removed the pupil will need to hand sanitise immediately.</p> <p>Re-useable face masks: The pupil must bring a sealable plastic bag in which to place the facemask. This needs to be placed in the pupils pocket until the end of the day. Once the pupil has removed the mask they must use hand sanitisers straightway. If the child wishes to wear the mask to return home the mask should not be donned until they have exited the building.</p>			
<b>New Level of risk</b>			
HIGH	<b>MEDIUM</b>	LOW	NEGLIBL E

<b>HAZARD 5</b>		<b>Who might be harmed and how?</b>	
Lack of social distancing using corridors and toilets resulting in direct and indirect transmission of the virus		Everyone on the school site General transmission may occur through close contact between staff, pupils and touching a contaminated surface	
<b>Existing level of risk</b>			
HIGH	MEDIUM	LOW	NEGLIBL E
<b>Control Measures</b>			
<p>All pupils remain in classrooms and escorted outside to their zoned area as a bubble. No unnecessary walking through the school</p> <p>Staff to use “Walkie Talkies” to communicate (Channel 16 everyone/ Channel 15 personal)</p> <p>When in the corridors pupils to be supervised at all times to ensure movement away from others.</p> <p>Prevent toilet overcrowding by sending one a t a time. Two class bubbles have been allocated specific toilets. Avoid pupils from different bubble accessing the toilet at the same time. Use the toilet sign to indicate toilet block in use.</p> <p>Agree instructions with pupils using the toilet eg one at a time</p> <p>Promote handwashing after using the toilet</p> <p>Hand gel is available to be used on entry to classroom after accessing another space eg toilet</p> <p>Ensure adequate supply of soap so we do not run out</p> <p>Ensure toilet signs promote hand washing</p> <p>In an emergency social distancing may not apply</p>			
<b>New Level of risk</b>			
HIGH	MEDIUM	LOW	NEGLIBL E

<b>HAZARD 6</b>		<b>Who might be harmed and how?</b>	
Lack of social distancing during social times eg lunch/playtimes		Everyone on the school site General transmission may occur through close contact between staff, pupils and touching a contaminated surface	
<b>Existing level of risk</b>			
HIGH	MEDIUM	LOW	NEGLIBL E
<b>Control Measures</b>			
<p>Staggered playtimes and allocated zones for each year group</p> <p>Staff and pupils to remain in bubbles and not mix</p> <p>Staff supervision at all times</p> <p>Reduce playground equipment allocated to a specific bubble to reduce cross contamination</p> <p>Fixed equipment to be used by a specific bubble (leave 48 hours between a different bubble using the equipment)</p> <p>Contact games not allowed</p> <p>Football (passing) to encourage social distancing encouraged</p> <p>Lunchtimes staggered to to enable the hall to be cleaned after eat sitting. Seating plan for pupils to ensure they sit in the same seat daily. Tables to be kept apart. Pupils all face forward. Tables will be cleaned after each sitting. Lunches will be brought to the pupils. Pupils will wash their hands before eating. School meals only served.</p> <p>Staff allocated time to rest within their zones at specific times</p>			
<b>New Level of risk</b>			
HIGH	MEDIUM	LOW	NEGLIBL E

<b>HAZARD 7</b>		<b>Who might be harmed and how?</b>	
Risk of spreading due to insufficient cleaning and poor hygiene resulting in indirect transmission of the virus		Everyone on the school site General transmission may occur through close contact between staff, pupils and touching a contaminated surface	
<b>Existing level of risk</b>			
<b>HIGH</b>	MEDIUM	LOW	NEGLIBL E
<b>Control Measures</b>			
<p>All surfaces, handles, toilets and shared equipment to be cleaned regularly throughout the day</p> <p>PPE to be worn by cleaning staff</p> <p>Tables to be left clean not wet (ensure edges of the tables have been wiped as well as the surface, use a clean cloth each time)</p> <p>Reading books to be quarantined before redistribution</p> <p>Shared resources cleaned after each use</p> <p>Classrooms to be well ventilated throughout the day and surfaces regularly wiped down</p> <p>Hand gel dispensers inside classrooms</p> <p>Extra soap dispensers and refills in all areas</p> <p>Hand washing and hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</p> <p>Frequent reminders on how to wash their hands</p> <p>Procedures agreed with pupils on how to wash their hands properly- soap walk to the back, rubbing hands, and then rinse off when back at the front of the line.</p> <p>ICT equipment will be sterilised after use</p> <p>Shared spaces will be wiped by staff using the equipment before leaving. Hand will be sanitised on entry into a room.</p> <p>No visitors on site during the national lockdown</p> <p>Review COSHH assessment or hand sanitiser and cleaning materials</p> <p>Increase signage to promote hygiene</p> <p>Disposable tissues available in classrooms</p> <p>Teach the pupils to follow the rules on hand cleaning, not touching faces, “catch it, bin it, kill it” including the updating your classroom posters</p> <p>Review stocks of soap, hand sanitiser, tissues re order as necessary</p>			
<b>New Level of risk</b>			
HIGH	<b>MEDIUM</b>	LOW	NEGLIBL E

<b>HAZARD 8</b>		<b>Who might be harmed and how?</b>	
Risk of emotional distress		Pupils Anxiety around catching the virus and being poorly or grief from bereavement	
<b>Existing level of risk</b>			
HIGH	MEDIUM	LOW	NEGLIBL E
<b>Control Measures</b>			
Continue to focus on mental health and well-being during the lockdown for pupils in school and those accessing remote learning Individual risk assessments for pupils with special educational and behavioural needs Time on Google classroom to interact with peers within their cohort			
<b>New Level of risk</b>			
HIGH	MEDIUM	LOW	NEGLIBL E

<b>HAZARD 9</b>		<b>Who might be harmed and how?</b>	
Risk of emotional distress of the staff including anxiety		Staff Anxiety around catching the virus and being poorly or taking it home to their families or grief from bereavement	
<b>Existing level of risk</b>			
HIGH	MEDIUM	LOW	NEGLIBL E
<b>Control Measures</b>			
Staff have access to lateral flow testing (twice a week) Share risk assessment- invite staff to identify hazards and control measures SAS- online coaching or counselling available Virtual staff meetings Staff Whatsap messages SLT on site daily Staff have the opportunity to talk via “Walkie Talkies” Monitor workload to ensure staff are not overwhelmed			
<b>New Level of risk</b>			
HIGH	MEDIUM	LOW	NEGLIBL E



<b>HAZARD 10</b>		<b>Who might be harmed and how?</b>	
Risk of illness to clinically vulnerable staff and pupils and pregnant staff		Staff /pupils	
<b>Existing level of risk</b>			
<b>HIGH</b>	MEDIUM	LOW	NEGLIBL E
<b>Control Measures</b>			
<p>Following the reintroduction of shielding, clinically extremely vulnerable staff and pupils are advised not to attend the workplace. These staff and pupils are those identified through a medical letter Staff or pupils identified should follow the guidance on the published guidance on shielding. Staff to inform the school on how they will work from home.</p> <p>Clinically vulnerable staff or pupils can continue to work in school where it is not possible to work from home. A personalised risk assessment should be written to minimise the risks of transmission e.g observe good hand and respiratory hygiene and minimise contact and maintain social distancing. For staff stay 2 metres distance from others and avoid face to face contact.</p> <p>Pregnant staff are in the clinically vulnerable category and are generally advised to work from home where possible. If working from home is not possible pregnant staff should follow the advice in the Coronavirus: Advice for pregnant employees</p> <p>All pregnant staff should take particular care to practise frequent through hand washing, cleaning of frequently touched surfaces in their home or at work, and follow the measures set out to minimise the risk of transmission. Pregnant woman are advised to be vaccinated against COVID -19</p>			
<b>New Level of risk</b>			
HIGH	<b>MEDIUM</b>	LOW	NEGLIBL E

<b>HAZARD 11</b>		<b>Who might be harmed and how?</b>	
Risk of illness to staff and families through direct and indirect transmission of the virus		Staff /pupils May occur if engaging in a n activity with in close proximity to each other	
<b>Existing level of risk</b>			
<b>HIGH</b>	MEDIUM	LOW	NEGLIBL E
<b>Control Measures</b>			
<p>A requirement for staff &amp; children to stay at home if they:</p> <ol style="list-style-type: none"> <li>are ill with virus symptoms</li> <li>have tested positive, even if asymptomatic</li> <li>have been advised by NHS Test and Trace to do so</li> <li>are household members of a positive case, even if that case is asymptomatic</li> <li>are required to self-isolate for travel-related reasons</li> </ol> <p>No staff member or child is to be in school if they are displaying symptoms of COVID19, they should remain at home and arrange for a test. The wider household members should also self-isolate until the test result is received.</p> <p>Where a child tests negative, they can return to their setting and the wider household members can end their self-isolation.</p> <p>Where the child tests positive:</p> <ul style="list-style-type: none"> <li>The child must remain at home and self-isolate for a minimum of 10 days from the onset of symptoms. The wider household of this individual must also self-isolate for 10 days.</li> <li>The Headteacher will contact SCC Local Outbreak Team or a dedicated advice service for schools introduced by Public Health England on 0800 046 8687 and selecting option 1 for the advice on the action to take in response to a positive case</li> <li>If, following triage, further expert advice is required the advisor will escalate the call to the PHE</li> </ul>			

West Midlands

- The advice service/ HPT will work with the school to carry out a rapid risk assessment and identify the next appropriate steps to take, including the identification of close contacts who need to self-isolate
  - For pupils who need to self-isolate, either because they are displaying symptoms themselves or because they have been in close contact with a person who has tested positive for COVID-19 will be given access to remote provision so that they can continue learning remotely via Google Classroom;
  - A template letter will be provided to settings by the advice service or HPT to send to parents and staff who have been identified as a close contact informing them of the need for self-isolation and a further template letter to inform the rest of the setting of the situation
  - The identities of those testing positive for COVID-19 will not be shared with the school community unless this is essential to protect others
  - Where a close contact is sent home and advised to self-isolate for 10 days. The other household members of that individual do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.
  - At the end of the 10 days, the child or staff member who tested positive may end their self-isolation and return to the setting, providing they feel well enough and no longer have a temperature
  - The wider household members must complete their 10 days before ending their isolation
    - If at the end of the 10 days they are not displaying symptoms they may end their self-isolation and return to their usual routine
    - If during the 10 days a wider household member begins to display symptoms, they must arrange for a COVID test for themselves. If this returns a positive result, then this person must begin a new 10 days self-isolation period. There is no requirements for those that remain well in the household to extend their self-isolation beyond the 10 days.
- If a staff member is identified as a close contact of an individual who has tested positive for COVID 19 they will be given a Lateral Flow Test for peace of mind and advised to self-isolation

**New Level of risk**

HIGH	<b>MEDIUM</b>	LOW	NEGLIBL E
------	---------------	-----	-----------

**Overall the level of risk after control measures have been considered is**

HIGH	<b>MEDIUM</b>	LOW	NEGLIBL E
------	---------------	-----	-----------

Risk Assessment affective from 4<sup>th</sup> January 2021