



# **Hardwick Primary School**

## **COVID-19: risk assessment**

***(with effect from 1<sup>st</sup> September 2021)***

---

The measures we list are based on current (as of 27<sup>th</sup> August 2021) government guidance:

- > [School coronavirus \(COVID-19\) operational guidance](#) (applies from 27 August)
- > [Annex A: health and safety risk assessment](#)
- > [Coronavirus: advice for pregnant employees](#)
- > [Coronavirus: asymptomatic testing in schools and colleges](#)
- > [Rapid asymptomatic testing in specialist schools](#)
- > [Safe working in education, childcare and children's social care](#)

### **RAG rate your control measures**

Mark up each control measure in the appropriate colour:

- > Red: this measure cannot be put in place in our school
- > Amber: this measure isn't in place yet, but can be put in place
- > Green: this measure is already in place

## RISKS:

- That children or adults within the school community will be exposed to, catch or spread coronavirus
- That children’s well-being and cognitive and academic development will be adversely affected by not attending school or by school being an unsafe environment physically or emotionally

There cannot be a ‘one-size-fits-all’ approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk. The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.

DfE advised steps	Mitigation actions necessary	How effectively can your school meet this recommendation?			Comments
		Barely	Partially	Fully	
<b>Section 1: Control measures to minimise coronavirus (COVID-19) risks - Numbers 1 to 4 must be in place in all schools, all the time.</b>					
<b>1) Ensure good hygiene for everyone</b> <ul style="list-style-type: none"> <li>○ Hand hygiene</li> <li>○ Respiratory hygiene</li> <li>○ Use of personal protective equipment (PPE)</li> </ul>	<p><b>Hand hygiene</b> Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p><b>Respiratory hygiene</b> The ‘catch it, bin it, kill it’ approach continues to be very important and conveyed to all pupils, staff and visitors.</p> <p><b>Use of personal protective equipment (PPE)</b> Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the <a href="#">use of PPE in education, childcare and children’s social care settings</a> provides more information on the use of PPE for COVID-19.</p>				
<b>2) Maintain appropriate cleaning regimes</b>	<p>We will maintain an appropriate cleaning schedule. This includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p>				

	PHE has published guidance on the <a href="#">cleaning of non-healthcare settings</a> .				
<b>3) Keep occupied spaces well ventilated</b>	<p>It is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>Steps will be taken to improve fresh air flow in any areas identified as poorly ventilated spaces e.g. school hall, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>The <a href="#">Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic</a> and <a href="#">CIBSE COVID-19 advice</a> provides more information.</p> <p>CO2 monitors will also be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out.</p>				Parents advised to send children in wearing warm clothes for colder months.
<b>4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b>	<p><b><i>When an individual develops COVID-19 symptoms or has a positive test</i></b></p> <p>Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p>				<p>Adults who are double vaccinated and children under 18y 6m do not need to self-isolate if they are a close contact.</p> <p>If a parent or carer insists on a pupil attending your school, the school</p>

	<p>If anyone in school develops <a href="#">COVID-19 symptoms</a>, however mild, they should be sent home and they should follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they will be left outside (with an adult and weather permitting) or in the disabled toilet, on their own if possible and safe to do so. The skylight window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the <a href="#">use of PPE in education, childcare and children’s social care settings</a> guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p><b><i>Asymptomatic testing</i></b> Staff should undertake twice weekly home tests whenever they are on site until the end of September 2021, when this will also be reviewed.</p> <p><b><i>Confirmatory PCR tests</i></b> Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p>				<p>can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Our decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>
--	---	--	--	--	---

	<p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</p>				
<b>Section 2: School operations</b>					
<b>Bubbles or consistent groups</b>	<p>'Bubbles' or the need to keep pupils in consistent groups is no longer required. Children can mix at playtimes/lunchtimes, eat altogether in Hall and resume assemblies.</p> <p>Although social distancing not required, staff to remain vigilant and children to follow school rules of 'hands on own body' to minimise contact.</p>				<p>The outbreak management plan covers the possibility of temporarily reintroducing bubbles, e.g. during a local outbreak.</p>
<b>Face coverings in schools</b>	<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p>				<p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>The outbreak management plan covers the</p>

					possibility of temporary use of face coverings in communal areas or classrooms by staff and visitors, unless exempt), in case of an outbreak
<b>CEV pupils and staff attendance</b>	<p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>Further information is available in the guidance on <a href="#">supporting pupils at school with medical conditions</a>.</p>				
<b>Attendance</b>	<p>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the <a href="#">school attendance guidance</a>.</p>				

<b>Control of contractors and visitors to school site</b>	Ensure that contractors and visitors are aware of the school's control measures and ways of working, by reading the visitors RA.				
<b>Travel and quarantine</b>	Ensure parents are aware of the regulations: Pupils aged 11 to 17 need <a href="#">proof of a negative COVID-19 test</a> to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government's <a href="#">quarantine and testing guidance</a> .				Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.
<b>School start and finish times</b>	Staggered start/end times to remain to ease congestion outside of school.				Staggered drop off times reviewed to allow families with children in more than one year group to drop off at the same time.
<b>Volunteers may be used to support the work of the school, as would usually be the case.</b>	Any volunteers to be made fully aware of protocols and procedures around COVID-19. Monitored by SLT.				
<b>Educational visits.</b>	Educational day visits and domestic residential visits can go ahead.  School will carry out a separate risk assessment for each educational visit to determine whether it can be undertaken safely.				
<b>Extra-curricular provision</b>	B&A Club can run without social distancing rules. Continue in B&A Room and make use of playground and field for fresh air. B&A Club staff to follow good hygiene controls listed above.				
<b>Section 3: Curriculum, behaviour and pastoral support</b>					

<b>Curriculum expectations</b>	Teaching of our full curriculum.				
<b>Physical activity in schools</b>	<p>PE lessons to be outside unless severe weather permits this or deemed to be indoor PE. Indoor PE will take place in the hall, which will be well ventilated.</p> <p>To maximise effective use of PE lesson time, children are now coming into school in their PE kit on their designated PE days.</p> <p>Swimming lessons for Year 5 to restart. Both indoor and outdoor sporting competitions can take place.</p> <p>We will consult <a href="#">government guidance</a> when planning for team sports.</p>				Letter to parents to explain that PE will be taking place outside as far as possible and ask them to provide suitable PE kit for children.
<b>School performances</b>	<p>Indoor and outdoor performances with an audience can go ahead.</p> <p>Numbers will be restricted in the school hall in line with fire safety.</p> <p>We will consult <a href="#">this guidance</a> (Working safely during coronavirus – Events and attractions) when planning indoor and outdoor performances</p>				
<b>Catch-up support</b>	Use of PiXL Primary interventions and possible additional tutoring for those who require catch up.				SLT to investigate other interventions which school could buy into in addition to school-led interventions which already take place.
<b>Pupil wellbeing and support</b>	Ensure transition back to school is smooth and give opportunities for transition/PSHE based activities where necessary. PSHE programme to include lessons on friendship and social engagement, any issues responding to coronavirus and improving of physical and mental well-being.				

	Any children with specific needs or issues relating to school closure, coronavirus or difficulty in re-engaging back with school to be addressed through nurture sessions with Pastoral Support Lead.				
<b>Behaviour expectations</b>	Behaviour expectations in line with school Behaviour Policy.				
<b>Section 4: Contingency planning for outbreaks</b>					
Contingency plans for outbreaks	Work with families to ensure that online work is provided for those that need to self-isolate.				Refer to the schools COVID-19: outbreak management plan

### Lateral Flow Testing for Staff

DfE advised steps	Mitigating actions necessary	How effectively can your school meet this recommendation?			Comments
		Barely	Partially	Fully	
<ul style="list-style-type: none"> <li>Risks associated with testing</li> </ul>	<ul style="list-style-type: none"> <li>The test kits will be issued by the test registration assistant (Rachel Waters).</li> <li>When administering kits to staff a 2 m distance will be maintained and PPE will be worn</li> <li>Test will be conducted by staff at home</li> <li>Staff are to follow the test kit instructions</li> <li>All waste from the test kits will be placed in the bag provided in the kit and disposed of at home in general waste bins</li> </ul>				<p>See accompanying guidance approved by the MAT and additional risk reduction guidance for staff.</p> <p>Government to review use of LFT at end of Sept 21.</p>
<ul style="list-style-type: none"> <li>Communication</li> </ul>	<ul style="list-style-type: none"> <li>All staff will be encouraged to take part in self-testing</li> </ul>				See accompanying guidance approved by

	<ul style="list-style-type: none"> <li>All staff will be informed of the testing aims and procedures verbally, via email, by being sign posted to online NHS information and letter</li> <li>Information posters will be displayed in staff toilets and staffroom</li> <li>Staff will be encouraged to talk to the headteacher if they have concerns</li> </ul>				the MAT and additional risk reduction guidance for staff.
<ul style="list-style-type: none"> <li>Poor uptake</li> </ul>	<ul style="list-style-type: none"> <li>The testing and school risk assessment will be shared with all staff</li> <li>All staff will be encouraged to take part in self-testing</li> <li>All staff will be informed of the testing aims and procedures verbally, via email, by being sign posted to online NHS information and letter</li> <li>Information posters will be displayed in staff toilets and staffroom</li> <li>Staff will be encouraged to talk to the headteacher if they have concerns.</li> </ul>				See accompanying guidance approved by the MAT and additional risk reduction guidance for staff.
<ul style="list-style-type: none"> <li>Non-reporting</li> </ul>	<ul style="list-style-type: none"> <li>All staff will receive clear guidance on the testing and reporting process (staff to see attached LFD information document approved by the MAT)</li> <li>Staff will be made aware of staff roles and responsibilities in the testing process.</li> <li>The COVID-19 Co-ordinator is Dawn Fayres</li> <li>Registration Assistant is Amelia Lebentz</li> <li>A register of test results will be kept by the Registration Assistant and followed where needed by the Co-ordinator in the case of no test result being submitted</li> </ul>				See accompanying guidance approved by the MAT and additional risk reduction guidance for staff.