

**INSPIRING PRIMARIES ACADEMY TRUST: COVID-19 GENERIC RISK ASSESSMENT FOR WIDER OPENING ON 08/03/2021
ULLESTHORPE CE PRIMARY SCHOOL**

Covered by this assessment:	Staff, pupils, contractors, visitors, vulnerable people
Quarterly review due:	End of May 2021*

* Risks assessments must be reviewed quarterly or whenever there is a significant change in the activity or following any incident. They must be retained for a period of 6 years.

Related documents
Coronavirus (COVID-19): Education and childcare https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Safe working in education, childcare and children's social care Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak COVID-19: cleaning in non-healthcare settings https://www.gov.uk/government/publications/face-coverings-in-education

Risk matrix

Risk rating High (H), Medium (M), Low (Low)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	M
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action (H M L)	Control measures	In place (Yes/No)	Additional measures/ comments	In place (Yes/No)	Residual risk rating (H M L)
Infection control						
Spread of COVID-19 due to poor hygiene and infection control.		Current government guidance is being applied, and specifically the DfE system of control measures set out below: 1. Minimise contact with individuals who are required to self isolate by ensuring they do not attend our school sites. <ul style="list-style-type: none"> Pupils, staff and other adults with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10 days (including siblings). 	Y	To clean an area after a suspected case of Covid-19: Close off the area securely for 72 hours to reduce the risk	Y	

		<ul style="list-style-type: none"> o Procedures are in place for office staff to check that no one enters the school buildings who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms. o Any pupil or staff member needs to go home immediately if they have symptoms. See IPAT procedure for dealing with possible and confirmed cases of COVID-19. They should avoid using public transport and, wherever possible, be collected by a member of their family or household. They should take a test as soon as possible. o A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a designated well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. o If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. o Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. o Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying COVID-19. o Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. o Infection control training is arranged for new staff. o Procedures are in place in all our schools to ensure that everyone onsite, including visitors are aware of these processes. <p>2. Ensure face coverings are used in recommended circumstances.</p> <ul style="list-style-type: none"> o All adults wear a mask or face covering in communal areas (such as corridors and staffroom). o All adults to wear a mask or face covering if unable to be 2m distance or more from another adult. o Face coverings may be transparent if needed to assist communication with someone who relies on lip reading, clear sound or facial expression to communicate. o Face coverings are worn by adults but not pupils when travelling on school buses/transport. o Face coverings are worn by those staff providing close intervention and/or support for children. o A stock of masks is maintained and made available for staff if required. o Hands should be cleaned before and after touching face coverings. o When not in use, face coverings should be stored securely - plastic bags are supplied for the storage of reusable face coverings. o Where a face covering becomes damp, it should be removed, disposed of carefully and replaced with a new face covering. <p>3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.</p>	<p>Y</p> <p>Y</p>	<p>of the suspected infection being passed on as the amount of virus living on surfaces will have reduced significantly. Wear disposable gloves and a disposable apron and double bag them after removal, leaving them secure before throwing away in the regular rubbish 72 hours later. Use a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products normally used.</p> <p>Reflection area (an outdoor shelter) or if really foul weather ELSA room used as isolation room. Disabled toilet used if required.</p> <p>Parent tours - only view classrooms from the doorways.</p> <p>Face coverings worn by staff on the playground before and after school.</p> <p>Oak and Birch Classes use their usual toilets adjoining their</p>	<p>Y</p> <p>Y</p>	
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	<ul style="list-style-type: none"> o Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; before and after whenever the toilet is used. o Bubbles are assigned specific toilets and sinks. o Posters on display remind pupils about the importance of handwashing. o Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. <p>4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <ul style="list-style-type: none"> o Posters on display remind pupils and adults about the approach. These are displayed around the school, particularly by washbasins/ toilets and at entry/exit points. o The location of bins around the school is checked, and more are ordered if necessary. o A schedule for bins to be emptied / disinfected is in place and is adhered to. o A stock of tissues is maintained. <p>5. Maintain enhanced cleaning, including cleaning frequently touched surfaces and using standard products such as detergents.</p> <ul style="list-style-type: none"> o The IPAT enhanced cleaning plan is adhered to. This includes: o Thorough twice daily clean of desks, dining tables, door handles, communal business machinery (copiers etc.) kitchens, particularly cupboard door handles, fridges, taps, kettles, microwaves and toasters, toilets, cubicle doors, sinks, entry systems, telephones, computers. Cleaning records to be kept. o Hand sanitiser and / or wipes available in all rooms and besides regularly used items e.g. photocopiers, kettles. o Eating areas to be thoroughly cleaned after each consistent group. o All classroom, staffroom and toilet bins to be lined and emptied more regularly throughout the day. o Working hours for cleaning staff are increased if required to ensure the cleaning schedule can be adhered to. o Stock checks and stock control are maintained. o Class cleaning materials to be stored out of reach / accessibility of children. <p>6. Minimise contact between individuals on school sites and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> o Arrangements are in place to limit the number of contacts between pupils and staff. o Bubbles and wider bubbles (domes) are used to keep groups separate. o Individuals are encouraged to maintain social distancing where possible. o Staff are kept consistent with each bubble / wider bubble as far as possible. In class, furniture is arranged so that children are facing forwards and sitting side by side. (Except Reception). o Each discrete bubble remains in their own classroom where most of their learning will take place. o Any furniture that is surplus to requirements is removed. 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>respective cloakroom areas. Willow and Maple have a shared cloakroom area: 1 of the toilets is designated for Willow and 2 for Maple.</p> <p>Trim trail can be used but should be regularly wiped.</p> <p>Additional 1 hour clean (lunchtime). Bubbles - EYFS, Year 1/2 , Year 3/4 and Year 5/6. Wider bubbles - KS1 and KS2.</p> <p>Lunch arrangements: EYFS/Y1/2 12.00-12.30 -eat in hall, Willow and Maple on separate tables</p>	<p>Y</p> <p>Y</p> <p>Y</p>	
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- o Clear social distancing signage is in place throughout the schools.
- o Floor markings clearly demarcate social distancing measures in areas where queues may form e.g. toilets, dining room.
- o Staff and pupils are regularly reminded about social distancing and as far as possible, children are taught not to touch each other or staff.
- o No more than a wider bubble occupies a shared space e.g. hall at one time.
- o Use of shared spaces is on rotation and cleaning of furniture / equipment (including books) takes place between uses or is left unused for 48 hours (72 hours if plastic).
- o Restrictions are placed on the number of staff using staffrooms and communal working spaces at any one time.
- o Children bring a limited amount of equipment into school each day - essentials only e.g. lunch box, coats, books.
- o Staggered start and finish times, staggered break times and staggered lunch times are implemented. Parents are reminded about the process that has been agreed for drop off and collection including - not to gather at the entrances, come onto the school site without permission, wear a face covering.
- o Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe.
- o For each bubble / wider bubble, basic equipment e.g. pen, pencil, ruler is collated and kept separately by each pupil.
- o Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library.
- o Wider bubble groupings are maintained for before and after school provision.
- o Educational, health and care plans are provided as normal but with increased hygiene protocols to minimise the risk of transmission.
- o Collective worship will take place in bubbles.
- o Where singing and / or the playing of wind and brass instruments cannot take place outside, groupings must be small and consistent with bubbles, in a well ventilated room with children side by side or back to back (must not be face to face).
- o One way systems are in use where possible; where this is not possible passing places are divided if possible.
- o Where possible bubbles / wider bubbles use different entrances and exits.
- o Appropriate signage and floor markings are in place to protect reception staff so that they can remain at a distance of 2m from any visitors. In all our schools, they are further protected by screens.
- o Visitors to the school sites, including before and after school staff, sports providers, SEND specialists, peripatetic and supply teachers must maintain as much distance as possible from school staff, be aware of school procedures and be aware of PPE most appropriate for their role. This applies to Trust staff working across more than one site too.
- o Where visits can happen safely outside of school hours, they should.
- o A record of visitors should be kept with sufficient detail to support rapid contact tracing if required by NHS Test and Truce.
- o No non-essential visitors are admitted to our school sites.
- o Meetings with parents, carers and governors will continue remotely at this time.
- o Recruitment should continue remotely at this time.

12.30- 1.00 Playtime on side playground/ half field

KS2

12:00-12:30 - playtime ; front playground & bark area/half field

12:30 - 1:00

Birch Class & Oak hot dinners (Oak pupils to be on a separate table.)

Oak packed lunches in classroom (DT to supervise)

Playgrounds:

EYFS/KS1 - side playground/half field

KS2 - front playground and bark area/ half field

No more than 3 in the staffroom at any one time.

On PE days, children come into school in their PE kits.

Extended drop off - 8.45-9am. Collection times -

Willow & Birch - 3.05 pm

Maple & Oak 3.15 pm

Pupils in Oak and Maple with siblings in Willow or Birch can be collected at 3.05pm

Kidspace bubbles mirror those in school.

Collective worship all pre-recorded apart from Friday which is live through Google Meets.

Main corridor past Oak class and the library

		<ul style="list-style-type: none"> o Only designated personnel should enter school offices. o Designated person(s) are assigned to receive deliveries. o Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing and wearing PPE where appropriate. <p>7. Keep occupied spaces well ventilated.</p> <ul style="list-style-type: none"> o Mechanical ventilation systems are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. o Windows are opened to purge the air in the space. o Internal doors (not internal fire doors) are opened to assist with creating a throughput of air. o Wedging internal fire doors open is unacceptable unless they are fitted with a hold open device designed to close the door in the event of a fire alarm (e.g. electro-magnetic hold open devices or Dorgards). o External doors may be opened if not fire doors and it is safe to do so. o If possible, higher level windows are opened in colder weather to reduce draughts. o Ventilation is increased when a room is unused e.g. breaks and lunch time. o Outdoor learning is incorporated into the curriculum where possible. <p>8. Ensure, where necessary, individuals wear appropriate personal protective equipment (PPE).</p> <ul style="list-style-type: none"> o Continue to maintain and monitor stocks of PPE, replenishing as required. o Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. o Gloves and aprons are provided for cleaning staff. o Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 cases. <p>9. Promote and engage in asymptomatic testing.</p> <ul style="list-style-type: none"> o Sufficient lateral flow device (LFD) test kits supplied for staff and regular visitors to carry out the test twice a week. The LFD test gives a result in 30 minutes. Staff are strongly encouraged to participate. o Results reported to NHS Test & Trace as per instructions in the home test kit. o Results reported to individual schools to help with contact tracing. o Staff with a positive LFD result self isolate in line with guidance and arrange a PCR test to confirm the result. o Staff with a negative LFD result attend and follow usual system controls. o Staff with a void test should repeat. If the second test is void, arrange a PCR test and self isolate, following relevant guidance once the result is confirmed. <p>10. Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> o Staff should provide details of anyone they have been in close contact with, if they test positive for COVID-19 or if asked by NHS Test and Trace. o Parents are advised to inform NHS Test and Trace if they or their child test positive for COVID-19 and also advise of close contacts. o Staff induction includes information about the NHS Test and Trace process. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>remains closed to children.</p> <p>Each bubble has a different entrance and exit point Willow - fire door Maple - fire door Birch: double side doors Oak: back door to class.</p> <p>Intervention screens available to use.</p> <p>When unlocking / locking, Premises Officers to be aware that public facing aspects of the building such as gates, front door handles may have been contaminated even if the building has been unoccupied so should wear gloves / wipe on entry.</p> <p>All cars to park in the same direction to enable entry and exit of cars to be at a distance.</p> <p>Staff able to work across more than one site providing social distancing is maintained or face masks are worn.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
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		<ul style="list-style-type: none"> • Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required. • Sufficient stocks of PPE are kept in each school. • Guidance has been issued regarding the correct disposal of PPE. 				
Staff and pupil wellbeing						
Mental health concerns for staff and pupils due to COVID-19.		<ul style="list-style-type: none"> • Wellbeing / mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities. • Age-appropriate websites / resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them. • Staff are directed to useful websites and resources that they might find helpful themselves. See IPAT Wellbeing drive. • Staff briefings focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils. • Staff working from home help to provide remote learning for any pupils who are not at school. • Wellbeing and work-life balance are promoted with all staff. • Trust wide bereavement policy and guidance in place. 	Y	<p>ELSA continues.</p> <p>Forest School to be introduced.</p> <p>'Bounce Back' resource available to use.</p>	Y	
Further operational issues						
Existing site maintenance regimes are not up to date and/or all systems are not operational.		<ul style="list-style-type: none"> • All utilities and systems (including gas, heating, water supply, mechanical and electrical systems and catering equipment) have been maintained in line with premises management guidance / statutory compliance. • Ventilation systems have been tested and any practical improvements to improve ventilation have been put in place. • Health and safety audit findings have been followed up. 	Y		Y	
Current policies and procedures have not been adapted/updated to take account of COVID-19 impact.		<ul style="list-style-type: none"> • Fire policies and procedures have been reviewed and revised where required, e.g., due to: <ul style="list-style-type: none"> ○ pupils operating in discrete class group bubbles ○ possible absence of fire marshals ○ social distancing rules during evacuation and at assembly points • Staff and pupils have been briefed on any new evacuation procedures. • Fire drills are held in the first week of wider opening to test out the evacuation procedures. • Addendum added to safeguarding policy to ensure a DSL available at all times. • Addendum added to behaviour policy with clear sanctions in place for anyone ignoring or deliberately flouting the rules relating to COVID-19 risk mitigation. • Senior leaders in each school monitor compliance with risk mitigation and advise accordingly or adjust procedures where necessary. 	Y		Y	
Third party contractors on-site whilst school is in operation may pose a risk to social		<ul style="list-style-type: none"> • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. 	Y		Y	

distancing and infection control.						
Staff shortages due to absence may compromise operational safety.		<ul style="list-style-type: none"> The health status and availability of every member of staff is known so that deployment can be planned. Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles. There are sufficient qualified first aiders to cover the numbers of staff and pupils on site. The Trust has a list of known teachers available for supply if necessary. 	Y		Y	
Risk of infection during PE due to lack of COVID-19 secure arrangements.		<ul style="list-style-type: none"> Where possible PE is undertaken outdoors. Where lessons take place indoors, ventilation is maximised and, where practical, doors and windows opened whilst the lesson is taking place. Sports equipment is thoroughly cleaned between each use. Activities are selected that allow for social distancing and small consistent groupings. Hand sanitiser is available if changing clothes is required. 	Y		Y	
Before and after school care and extra-curricular provision leading to compromised bubbles and increased risk of infection.		<ul style="list-style-type: none"> Small consistent bubbles are created in line with bubbles / wider bubbles during the school day. 2m+ distance is maintained between pupils from different wider bubbles. Registers are kept. 	Y	Close liaison with Kidspace.	Y	
Music, dance, and drama in school – increased risk of infection due to the nature of the activity.		<ul style="list-style-type: none"> Social distancing and consistent groupings are maintained during dance, drama and music. Teachers closely monitor and supervise the use of equipment. Where music equipment is shared it is cleaned after every use, including any accessories. In KS2, they are cleaned by pupils, following guidance from staff. Pick up and drop off points are designated for returning equipment with appropriate quarantine/cleaning procedures in place. 	Y		Y	
Arrangements not kept up to date with current guidance.		<ul style="list-style-type: none"> COVID-19 arrangements are regularly reviewed to ensure they are in line with current guidance. 	Y		Y	
Clinically Extremely Vulnerable (CEV) staff are at increased risk.		<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Individual risk assessments completed for staff who are CEV. Current guidance is to shield until 31 March 2021. A pregnancy risk assessment is in place for any pregnant staff. If the risk assessment raises any significant issues for pregnant staff who are not in the third trimester then the full range of options will be considered including 	Y		Y	

		working from home earlier than 28 weeks. After 28 weeks, risk assessment indicates pregnant staff should work from home.				
Clinically Extremely Vulnerable (CEV) pupils are at increased risk.		<ul style="list-style-type: none"> Individual risk assessments completed for pupils who are CEV. Current guidance is to shield until 31st March 2021. Remote learning provided accordingly. 	Y		Y	