

**INSPIRING PRIMARIES ACADEMY TRUST: COVID-19 GENERIC RISK ASSESSMENT FROM 17.5.21
ULLESTHORPE CE PRIMARY SCHOOL**

Covered by this assessment:	Staff, pupils, contractors, visitors, vulnerable people
Quarterly review due:	Original reviewed 13.5.21. Next review mid June 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"> o 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). Anyone who gets a positive 	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	

		<p>result from an LFD test should self-isolate immediately, as must other members of their household, while they get a confirmatory PCR test.</p> <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) if unable to be 2m 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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			Y	Results from LFD tests to be reported on Arbor.	Y	
Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection.		<ul style="list-style-type: none"> • The latest government guidance on wearing PPE in schools is applied. • Guidance has been issued to staff around need for and how to put on and take off PPE correctly (see donning and doffing documents). • The need for PPE in some circumstances, such as providing intimate care, will be subject to an individual risk assessment. • 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. 	Y		Y	
Staff and pupil wellbeing						
Mental health concerns for staff and		<ul style="list-style-type: none"> • Wellbeing / mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities. 	Y	ELSA and Forest School continue.	Y	

pupils due to COVID-19.		<ul style="list-style-type: none"> • 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. 		'Bounce Back' resource available to use.		
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 distancing and infection control.		<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	
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. 	Y		Y	

		<ul style="list-style-type: none"> 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. 				
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. 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 working from home earlier than 28 weeks. After 28 weeks, risk assessment indicates pregnant staff should work from home. 	Y		Y	
Clinically Extremely Vulnerable (CEV) pupils are at increased risk.		<ul style="list-style-type: none"> Individual risk assessments completed for pupils who are CEV. 	Y		Y	