

Covid-19 Full School Risk Assessment – Garton on the Wolds CE Primary School

Autumn Term - 2021

In July 2021, the country moved to Step 4 of the COVID-19 roadmap. This marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

The priority continues to be for us to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

The new academic year sees the removal of 'class bubbles', meaning that whole school gatherings, including Collective Worship, can resume. Children can also now eat together at lunchtimes. **Please note that it is possible that in some schools/local areas it may become necessary to reintroduce 'bubbles' and other COVID-19 safety measures if there is an outbreak of COVID-19. In this instance, we would follow our School Outbreak Management Plan. This will be provided to all staff in September 2021.**

NHS Test and Trace will take over contact tracing from schools. From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.

This risk assessment details how Garton on the Wolds CE Primary School, using Government and Local guidance, will mitigate the risks of the spread of COVID-19 through our community.

Please read it carefully and completely and take any necessary actions. Please note that this is a working document and may be updated at any time during the 2021 – 22 academic year. **Any updates will be added in blue text.**

Hazard	Who is at risk?	Level of risk before?	Control Measures	Level of risk after?	Actions (Highlighted Green if Completed)
A child presenting with symptoms	ALL	High	• PPE should be put on before treating the child. • They should be isolated 2 metres away from anyone else in the classroom area. • The affected area will be cleaned should be cleaned. • Their parents should be contacted and advised to collect their child as soon as possible. The child will need to isolate for 10 days or until a negative PCR is received. As of 16th August 2021, members of the household, who have been double vaccinated, will not need to self-isolate. • If the child tests positive, other children in their class group, and other children they have been in contact with, will not be required to self-isolate. Adults who have been in close contact with the child, and are contacted by NHS Test and Trace, will not be required to self-isolate if they have had both doses of a COVID-19 vaccine. • If any children/adults in school are identified by NHS Test and Trace as a close contact, then they will be advised to take a PCR test. • A self-isolating child (who is suspected of having COVID-19) may only return to school if they have confirmed, through testing, that they do not have COVID-19. • When a child presents with COVID-19 symptoms, they must have a PCR test rather than an LFD test. • Individuals must continue to self-isolate if they have symptoms, even if a negative test was received. • Hygiene reminders to be circulated. • Affected areas will be decontaminated. • Cleaning staff are trained in how to correctly use PPE.	Mid	Ensure PPE is in school Communicate procedures with staff.

			- When cleaning an infected area, goggles, mask, gloves, apron and face shield should be donned in the correct manner. - All surfaces should be sprayed with disinfectant and wiped over using a disposable J-Cloth. - Attention should be paid to touch points such as door handles and light switches. - Staff should dispose of gloves, aprons and masks in two bin bags, double bagged.		
Suspected or confirmed case in a family.	ALL	High	- The family will be encouraged to test. Other children in their class group, and other children they have been in contact with, will not be required to self-isolate. Adults who have been in close contact with the child, and have been contacted by NHS Test and Trace, will not be required to self-isolate if they have had both doses of a COVID-19 vaccine. - If a family member/member of the household (other than the child) tests positive for the virus, then their child/ren would not need to self-isolate, however may be advised to take a PCR test by NHS Test and Trace. Children/staff in the class would not need to self-isolate. - Hygiene reminders to be circulated. - Affected areas will be decontaminated.	Mid	Communicate to parents
Minimise contact with people who are unwell	ALL	Mid	- All members of the community will be reminded to self-isolate if they have a COVID-19 symptom. - Those with symptoms will be advised to take a test to confirm CV19 – this will need to be a PCR test rather than an LFD test.	Mid	Communicate in letter or on a case by case basis
Staff who are clinically extremely vulnerable: had organ transplant; having chemotherapy or other antibody treatment; intense	Clinically Extremely Vulnerable	High	- Support measures to be implemented where required. - Staff encouraged to carry out regular LFD testing. - Surfaces must be routinely wiped with soapy water. - Hands must be routinely washed, including wrists. - Staff who wish to wear additional PPE are welcome to do so.	Mid	CEV to have a meeting with Head prior to start of the new academic year.

radiotherapy; having targeted cancer treatments; have blood/bone marrow cancer; been told by a doctor they have cystic fibrosis, severe asthma or severe COPD; have a condition that means they are high risk of infection.			- Gloves are not encouraged, as they can create a false sense of security and the virus can thrive on the latex surface. Best practice is hand-washing at regular intervals: especially before eating. - Staff who are living with someone who is CEV can attend school as normal. These staff should follow the control measures outlined in this risk assessment.		
Staff who are clinically vulnerable: pregnancy, asthma, diabetes, kidney disease or other medical condition that has been proven to worsen the effects of CV19	Clinically Vulnerable	High	- Support measures to be implemented where required. - Surfaces must be routinely wiped with soapy water. - Hands must be routinely washed, including wrists. - Staff who wish to wear additional PPE are welcome to do so. - Gloves are not encouraged, as they can create a false sense of security and the virus can thrive on the latex surface. Best practice is hand-washing at regular intervals: especially before eating. Staff who are living with someone who is CEV can attend school as normal. These staff should follow the control measures outlined in this risk assessment.	Low	Communicate this guidance to CV staff.
Staff welfare	Staff	Mid	- The staffroom will be open and there will be no limits to the numbers who can access it. - Planning, Preparation and Assessment time to run as normal. - Regular updates to COVID-19 guidance to be communicated to staff in weekly e-mails.	Low	Ensure all staff have plans communicated to them. PPA time planned in.
To manage anxiety of staff members through communication of expectations, process	Staff	Mid	- Staff Meetings will take place face to face in a well ventilated classroom. - Phone/E-mail communication will continue to be open to all staff.	Mid	Arrange staff meetings. Provide a new copy of the EAP poster.

and procedures for day to day operation.			- Weekly updates, via e-mail, will be sent out by the Executive Headteacher. - Access to Employee Assistant Programme – details provided to all staff via poster.		
Teacher shortage due to illness	Staff	Mid	HLTAs to be asked to lead classes where necessary.	Low	Address if cases arise.
Support staff shortage due to illness.	Staff	Mid	- Additional support to be sought through supply agencies if required. - Support staff reorganised to ensure priority pupils/classes have adequate support.	Low	Address if cases arise.
Hygiene					
Regular hand sanitisation	ALL	Mid	- Everyone will be asked to sanitise on entry and at regular intervals throughout the day. - Sinks in every classroom will be stocked with soap and paper towels. - Where sinks are not available hand sanitiser will be available instead. - Hand driers to be decommissioned to avoid blowing the virus around the room. - Toilet windows to be opened. - Where it is safe to do so, doors will be left open.	Low	Ensure enough soap is in school.
Good respiratory hygiene	ALL	High	- Everyone will be reminded of the 'catch it, kill it, bin it' campaign and tissues will be available throughout school. - Sneezing and coughing should be encouraged into the elbow. - If children / staff sneeze or cough, hands should, be washed and areas cleaned. - Lidded bins to be provided in each classroom - Where appropriate and safe, windows will be open to allow natural air in.	Mid	Signs in place Ensure enough tissues in school

Cleaning of key areas before the full opening to avoid residual contamination that may exist.	ALL	Mid	Two school cleaners will continue to clean the school daily (Mon-Fri)	Low	Daily cleaning to continue.
Regular cleaning of surfaces - to eliminate any immediate contamination from staff or pupils who are unknowingly infectious	ALL	Mid	- Staff to be responsible for the cleaning of their classroom area throughout the day. - The areas in use will be cleaned every evening, paying close attention to surfaces such as door handles, desks and chairs. - Surfaces will be regularly wiped throughout the day. - The Office will be wiped down at the end of each shift. - Touch points to wiped down every hour.	Low	Liaise with staff.
Ensure that there is no risk that a surface will be forgotten	ALL	High	- Follow government guidelines as required. - Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: - Door handles - Window latches - Table tops - Teaching equipment/resources - Light switches - Toilets - especially taps - Use of disposable cloths - Additional cleaning capacity in place through use of teaching and support staff.	Mid	Liaise with staff.
Risk of virus surviving in faeces for up to 30 days.	ALL	High	- Children, where possible, should be able to manage their own toileting. - Hand washing must be checked and strictly enforced, particularly amongst younger children. - PPE must be worn if a child has an accident and the toilet area cleaned with designated cleaning solutions. - Any unflushed stools should be dealt with asap. - Any smearing or faecal debris must be dealt with urgently, beginning with the immediate closure of the toilets	Mid	Cleaning of toilets each evening. Regular toilet checks throughout the day.

Reducing cross contamination through use of resources	ALL	High	- Resources that will be shared with other children across school, should be cleaned before other class groups use them. - Children to be provided with their own pencil apart from in EYFS. - Resources, such as art, sports and science equipment, can be shared across school, however these resources must be cleaned after they have been used by one class of children. - There should be separate cleaning products for each classroom. - To be effective, disinfectant needs to be used on a clean surface and needs to be allowed to dry and not wiped dry. Even if a dual product is used, if an item is visibly dirty, it should be cleaned first. - If non-disposable micro cloths are used they must be washed at 60 degrees after use.	Mid	Liaise with all staff
Reducing viral load in classrooms	ALL	High	- Wherever possible and safe to do so, windows and doors should be open to allow for fresh air to circulate. Doors must be closed in the event of a fire alarm. - A fire drill will be carried out during the Autumn Term. - Where safe to do so, doors will be open to avoid using handles	Mid	Liaise with all staff
Potential cross-contamination					
Mitigation of cross contamination from home	ALL	Mid	- School will limit the amount of equipment children can bring in from home – no toys or pencil cases. - School to provide pencils/rulers for individual children. - School uniform will be worn by children. - On PE days, children will come to school in their PE kit unless they are in Class 1. - Those children with inhalers should have these in their new classrooms. - Teachers can take children's books/school resources home when required.	Low	Communicate to parents

			• Reading books can go between home and school but will need to be stored for 48 hours before being placed back in the book boxes. • School post box installed so parents can drop off slips/money. • Parent Pay to be used for parents to pay online for school dinners.		
Mitigation of cross contamination within school	ALL	High	• Children will no longer be kept in class bubbles and will be able to mix in school. • Resources, such as art, sports and science equipment, can be shared across school, however these resources must be cleaned after they have been used by one class of children. • Paper registers completed and brought back to the allocated shelves in the staff room, by a member of staff from each classroom. • Laptops/IPADS – please ensure these are wiped down after they have been used.	Mid	Share RA and plans with all staff.
Risk of cross infection between: toilets	Chn	Mid	• Toilets can be shared by different children, however the school, where possible, will keep this to a minimum. • Class 4 and 5 to use the toilets in the main school. • Class 3 to use the toilets in their mobile block. • Class 1 and 2 to use the toilets in the double mobile. • Each classroom team will be responsible for wiping over the toilet as part of their cleaning regime (door handles and taps). • The caretaker will clean the toilets at the end of each day.	Low	Cleaning products to be in situ in each classroom – out of reach of children, preferably in a locked cupboard.
Mitigation of cross contamination through resources	All	Mid	• Children will not bring in their own resources apart from reading books, bags/packed lunches and water bottles. Children may bring instruments if they are booked in for music tuition. • Resources will be cleaned at the end of each day. • Resources, where possible, will be kept within set groups of children.		

School Day					
Collective Worship/Whole School Events	ALL	High	- Collective Worship, in the School Hall, will resume in September 2021. - The School Hall will have windows open to allow for ventilation. - The School Hall will be wiped down, including the floor mopped, at the end of each Collective Worship.	Mid	Liaise with staff.
Playtimes	ALL	Mid	- Reception to use their outdoor area. - Other year groups will be able to mix on the school field. - Children can now use the climbing equipment; a timetable will be created for this. - Children will wash their hands before play and on returning to the classroom. - Any play equipment can be shared between different children in school. Equipment should be washable and washed at the end of each day. - Children's breathing rates should be returned to normal before re-entering the building.	Low	Inform staff and children
Drop off / pick up / Entering Classrooms	ALL	Mid	- All classes will begin their day at 8:55am. - Teaching staff will be on the playground at 8:50am to supervise children on the playground. - When entering the classroom, all children will need to wash their hands. - At the end of the day, parents will wait on the playground/outside the school gate and children will be directed over to them.	Low	As above
Breakfast Club/After School Club	All Years/Staff	High	- The Hall will be wiped down after Breakfast Club and After School Club. - Children attending the club will be able to mix with children from other classes. - Resources will be wiped down at the end of the club. - Parents will not enter the school site to drop off/collect their children and instead will wait at the main gate for a member of staff to collect/bring their child to them.	Mid	Communicate to BC and ASC staff

School Office	Staff	Mid	- The School Office will be open to parents/carers, however we will encourage communication via telephone/e-mail where possible. - The Office will be manned by Lyn and Rachel.	Low	Communicate office arrangements to parents and staff. Cleaning products for the office areas to remain in the office.
Contractors, Peripatetic and other visitors to the school	Visitors	High	- Meetings can occur face-to-face, however some may still take place via Microsoft Teams. - Any visitors should be made aware of any current restrictions within school. - Visitors accessing school must provide contact details and these will be used for Track and Trace purposes. - Visitor contact details destroyed after two weeks. - Contractors who work outside should alert the office that they are present and then get on with the task in hand. - Contractors who need access to the building should wash/sanitise their hands on entry. Their workspace will be decontaminated afterwards. - Peripatetic music lessons will continue as normal.	Mid	Communicate with visitors – Office.
Pupil Welfare and Behaviour					
Absence policy and registers.	Parents	Low	- Registers to be completed as normal and a member of support staff will drop this in the relevant slot. - Parents will be reminded that school attendance is mandatory. - Absence calls to be carried out as normal. - Attendance will be monitored regular to identify children whose attendance is low.	Low	Communicate with parents.
Process for collecting a child due to illness or an existing appointment during	Parents	Low	- If a child is unwell, they will be isolated within their classrooms, at a two metre distance from anyone else. - Parents will collect from the school gate and will not be able to come into school.	Low	Communicate with parents.

the school day is established and shared					
Safeguarding pupils in school.	DSLs	Mid	- All staff have been provided with a new version of Keeping Children Safe in Education 2021 and the school 2021/22 Safeguarding Policy has been updated and given to staff/published on the school website. - New safeguarding policy will be received in September 2021 and approved at the next Governing Body Meeting (Oct 2021). - Staff will be provided with training on how to use the new CPOMs system for reporting safeguarding concerns.	Low	Communicate with all staff.
Safeguarding pupils not in school.	ALL	Low	Make check in phone calls home to any children who are self-isolating due to CVOID-19 or are continuing to shield on medical grounds.	Low	Communicate with all staff.
First Aid in school	STAFF & CHILDREN	High	- Each class to allocate a member of their team as the designated first aider. - Every classroom has a first aid kit. Additional first aid items are stored within the cupboards in the old library (next to the staffroom). - Mask, gloves and aprons have been provided to each classroom and staff may use this if close contact first aid needs to be administered. - If the first aid is of a serious nature, then a member of SLT needs to be notified immediately. - Every first aid kit contains CPR face shields in case rescue breaths need to be administered. In addition to this, there are two one-way valve masks situated in the main school and the double mobile classroom. - If required, the first aider is permitted to use: - Mask - Gloves - Apron - Face Shield - If possible the first aider will wash and sanitise their hands before dealing with the child.	Medium	Communicate with all staff.

			- Hands will be washed and sanitised after giving first aid. - Any equipment used will be placed in a yellow bag and disposed of in the sanitary bins in the staff toilets. - Each class is required to complete the relevant accident reporting forms/book. - The Office should be informed if a child has received a bump to the head to ensure parents are notified.		
Behaviour Policy	Children/parents	Low	- Team Teach should only be used as a last resort. if there is a child in crisis, they should be observed from a distance and their parents called to come and collect. - If there is no other way to manage the situation and the child or others are at risk, then Team Teach can be used. - Children who refuse to engage or follow the rules will be asked to leave – their parents will be called to take them home.	Low	Behaviour policy to be shared with staff.
Emotional support for those struggling with (separation) anxiety or with adapting to the new regimes/feel of the school.	All staff	High	- ELSA activities to be used where required. - Class teachers/support staff to explain to new routines to the children i.e. mixing, whole school Collective Worship.	Mid	Communicate with staff.
Children affected by bereavement, not being able to cope with the additional trauma of the change to school.	Staff Children Parents	High	- ELSA sessions can run as normal. - HT will be on hand with resources and phone calls to support families. - If a child is distressed in school, they will be comforted and parents will be informed if required.	Mid	Calls to be made to affected families.
To share information detailing processes and procedures for day to day operations.	HT	Low	- Parent letter written by the Headteacher, outlining the procedures for September 2021, has been shared with parents (July 2021). - Updates will be sent home to parents regularly by text/letter – as and when required. Bi-weekly newsletters used to update parents.	Low	First return information letter has been sent in July 2021.

Getting the Site Ready					
Recommission all systems	Caretaker/Catering staff	Low	• Check oil levels • Check the boiler • Check water supply including hot water in classrooms, temperature tests and flush through all taps and loos • Check electrics including emergency lighting • Check catering equipment • Check fridges • Make sure all bins are empty	Low	Communicate with Rosie/Ann/Debbie.
Fire Safety	Caretaker	Low	• Check fire alarm system • Check all fire doors • Check extinguishers • Check asbestos through school	Low	Communicate with Rosie.
Evacuation	ALL	Low	• Each class will evacuate into fresh air through their nearest fire door and make their way to the school field. • The Office will bring relevant evacuation documents as they leave the building. • We will assemble on the field. • Panic alarm system has been installed.	Low	Communicate to all staff.