

Standard operating procedures risk assessment

Attendance at school is currently mandatory

Date	24th August 2021	Written by:	Louise Roberts - Headteacher
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Task being assessed		Standard operating procedures based upon schools COVID-19 operational guidance published 17th August 2021										
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored when?
				L	C	R		L	C	R		
1. Ensure good hygiene for everyone												
Poor hand hygiene	Children, staff and visitors	Contraction of COVID-19	All staff and pupils must hand sanitise upon entry to the building, when changing rooms and when coming in from outdoors. All staff and pupils to wash	3	4	12	<ul style="list-style-type: none"> Desks to be cleaned before lunchtime each day Class teachers to ensure that all children are trained on Thursday 2nd September to use good hand hygiene practises Hand sanitizer in every room and at double doors in 	2	4	8	class teachers	daily

			hands for 20 seconds with soap and water before eating				corridors and main entrance						
Poor respiratory hygiene	Children, staff and visitors	Contraction of COVID-19	<p>'Catch it, kill it, bin it' approach adopted whole school</p> <p>When sneezing or coughing into a tissue, hands to be washed for 20 seconds with soap and water</p> <p>Designated bins are installed in every room</p> <p>Clear signage around building to support hand washing routine</p> <p>Bottled/ automatic hand sanitiser dispenser near every door</p>	3	4	12	<ul style="list-style-type: none"> Re-introduction of bubble checklists to ensure adequate respiratory hygiene supplies are in place Class teachers to ensure that all children are trained on Thursday 2nd September to use good respiratory hygiene practises 	2	4	8	PM	<p>class teachers</p> <p>02.09.21</p>	<p>weekly</p>

2. Maintain appropriate cleaning regimes, using standard products such as detergents

Unclean surfaces & sanitaryware	Children, staff and visitors	Contraction of COVID-19	Desks cleaned before lunchtime and at the end of the school day Toilets cleaned in the morning and at lunchtimes All dishes go through the dishwashers Microwave is wiped down after each use	3	4	12	<ul style="list-style-type: none"> • Class teachers to ensure that desks are cleaned when a person coughs or sneezes on them • Staff to alert Site Manager on the same day, should cleaning items or respiratory hygiene items require replenishment • Staff to alert Business Manager should toilets require cleaning in addition to set times 	2	4	8	HT	weekly
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3. Keep spaces well ventilated

Poor ventilation	Children, staff and visitors	Contraction of COVID-19	Windows in all offices and classrooms are opened for 10 minutes in every hour Windows in the hall, staff room and toilets are open at all times during building opening hours	3	4	12	<ul style="list-style-type: none"> • Caretaker to air all classroom upon the opening of the building and at the end of the school day • Classroom windows to be left open during break times and lunch times • Main entrance door to remain open during school hours (excluding business 	2	4	8	All staff to implement, PM to monitor when undertaking bubble checks	weekly
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							manager lunch break)					
4. Follow public health advice on testing, self-isolation and managing confirmed cases												
Symptomatic persons	Children, Staff and visitors	Contraction of COVID-19	<p>Symptomatic persons must not attend school and are advised to get a PCR test</p> <p>Symptomatic persons are isolated in the sunflower room until they can be sent home from school</p> <p>Symptomatic persons are advised not to use public transport and their household is advised to follow current public health guidance</p> <p>The door to the sunflower room should be closed</p>	3	4	12	<ul style="list-style-type: none"> • A register of persons isolating will be kept on Google drive and the outcomes of PCR tests will be recorded • School website to be updated to reflect current isolation rules (from 16th August 2021) • A flyer will be sent to all families to explain current rules and a letter which will contain school operating procedures • Staff and parents are made aware at the point of isolation that a LFD test is not adequate and that they should take a PCR test • should a parent refuse to get their child tested, the 	2	4	12	<p>Attendance Officer & Business Manager</p> <p>HT</p> <p>HT</p>	<p>daily</p> <p>01.09.21</p> <p>01.09.21</p>

			<p>Should the child need supervising, the member of staff undertaking this will wear gloves, an apron, a mask and a visor</p> <p>The sunflower room will be cleaned with antibacterial wipes and anti bacterial air spray if it has been used to isolate a person</p> <p>Staff members who cannot attend work must telephone the headteacher between 6:30 and 7:30 that morning to advise of their absence</p>				<p>headteacher retains the right to decline attendance at school should the child's attendance pose a risk to the health of others</p> <ul style="list-style-type: none">• The parents in the class with a positive case will get a text message on the day that we are notified of a positive PCR test in the class to outline the latest government close contact guidance					
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Asymptomatic persons	children, staff and visitors	Contraction of COVID-19	<p>LFD testing is advised for staff twice per week until the end of September when this advice will be reviewed</p> <p>Persons with a positive LFD test result must self-isolate and get a confirmatory PCR test within 2 days. If the PCR test is taken after this but is negative, the person cannot be released from isolation. If the PCR test is taken within 2 days and is negative, the person is released from self-isolation providing they do not have symptoms</p>				<ul style="list-style-type: none"> • Staff are advised to take a LFD test on Tuesday 31st August before returning to school and record of the GOV.UK test recording form and also of the school recording form • Planned non-essential visitors must take an LFT on the morning of the visit and confirm verbally that this is negative before they pass through the main doors 					
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Movement around school and mixing

Mixing of pupils, staff and visitors	Pupils, staff and visitors	Contraction of COVID-19	<p>Current DfE guidance states that there are no restrictions on mixing in schools</p> <p>The normal school day of 8:40 gates open, 8:55 registration, 3:15 end of day will resume</p> <p>Breakfast club will operate in the hall from 8:00-8:40 daily</p> <p>After school clubs may take place with mixed classes</p>	4	4	16	<ul style="list-style-type: none"> Lunch time will be staggered to reduce the number of people in the hall <p>EYFS 12:00-13:00</p> <p>Y1 & Y2 12:00-13:00</p> <p>Y3 & Y4 12:15-13:15</p> <p>Y5 & Y6 12:15 outside then in for lunch at 12:30</p> <ul style="list-style-type: none"> Children are trained by their class teacher not to re-enter their classroom during break or lunch unless supervised Meet and greet in pace from 8:40-8:55 to prevent gatherings on playground, staff will wear masks at the 	3	4	12	HT	weekly in SLT minutes
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			<p>Parents may attend assemblies, class events, sports days and plays</p> <p>Courses may be held on site</p> <p>Sporting events may be held outdoors with other schools</p>			<p>beginning and end of the day</p> <ul style="list-style-type: none">● Register of children attending breakfast club● After school clubs to be restricted to key stages and a register must be taken each week● The positive case spreadsheet will be analysed by SLT for patterns● One parent may attend classroom events● Two parents may attend hall events● Outdoor events will be unlimited● All persons visiting may only use the disabled toilet● All visitors to school must wear a mask inside the building. This will be advised by the school business manager upon entry● Speech and Language therapists and Educational Psychologists may remove their masks when working with children				
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							<ul style="list-style-type: none"> Two staff rooms will be available. Staff who are not double vaccinated and staff who are CEV are advised to use the learning hub as this space is better ventilated 					
Critically Extremely Vulnerable (CEV) children												
Increased susceptibility to the virus/ potential of severe disease	Children	Contraction of COVID-19 resulting in severe disease or death	CEV children should attend school unless advised not to do so by a paediatrician or other specialist care professional	3	5	15	<ul style="list-style-type: none"> All CEV children to have an individual risk assessment written by the SENCO in conjunction with their parent/ carer 	2	4	8	SENCO	by 02.09.21 or upon starting school
CEV staff - CEV category has now ceased however the school has contingency measures in place for those previously in the CEV category												

Increased susceptibility to the virus/potential of severe disease	Staff	Contraction of COVID-19 resulting in severe disease or death	CEV staff should attend school unless advised not to do so by a consultant or other specialist care professional	3	5	15	<ul style="list-style-type: none"> All CEV staff to have an individual risk assessment written by the HT in conjunction with the staff member All staff to wear masks in corridors, staff rooms (when not eating) and in meetings Staff are advised to maintain a 2m distance from other adults where possible (regardless of whether or not they are CEV) 	2	4	8	HT	by 02.09.21
Remote education												
Self-isolation	Children	Loss of learning	Children who need to self-isolate are encouraged to work from home if they are well enough to do so by Attendance Officer or Business manager The class teacher makes telephone	3	3	9	<ul style="list-style-type: none"> A bank of devices are available for children without a digital device at home The business manager/ attendance officer will also arrange for packed lunches or a hamper to be made available If there has been no contact via the child's learning 	2	3	6	Remote Learning Lead	daily

			<p>contact on the same day as isolation commences (school days)</p> <p>Reception & Year 1 pupils will then be directed to their learning on Class Dojo and their teacher will provide feedback</p> <p>Years 2-6 will be directed to learning via Google classroom and their teacher will provide feedback</p> <p>Children with SEND will have personalised work where this is required and this will be overseen by the SENCO</p>				<p>platform for 24 hours, a member of the classroom team will make a call to the parent to offer support</p> <ul style="list-style-type: none"> • The remote learning lead will monitor pupil engagement for all children isolating • Staff who are isolating will work from home if they are well enough to do so 					
Pupil wellbeing & support												

Emotions created by the COVID-19 pandemic	Children	Low mood, reduced mental health, poor engagement, separation anxiety	ELSA support can be sought by the class teacher by completing a referral form. this will be triaged by the pastoral manager who is responsible for managing ELSA provision	3	3	9	<ul style="list-style-type: none"> ELSA breakfast provision available daily for children via invitation in consultation with parents where emotional wellbeing is a concern 	2	3	6	Pastoral Manager	weekly
Educational visits												
Contact with the general public	Staff, children and helpers	Contraction of COVID-19	<p>Educational visits must not be booked without authorisation from the headteacher</p> <p>Educational visits must not be booked unless there is adequate financial protection in</p>	3	4	12	<ul style="list-style-type: none"> the staff member leading the trip must obtain the risk assessment of the provider in addition to creating a school risk assessment parental permission is required for all trips due to COVID-19 risks 	2	4	8	HT	ongoing

			<p>place related to COVID-19</p> <p>All educational require a risk assessment that must be uploaded to Evolve no less than 14 days before the event including all linked documents</p> <p>The risk assessment should make provision for the isolation procedure of a person who becomes symptomatic during the trip</p>										
Review date	24th August 2022 or when guidance changes whichever is the earlier		Signature				<i>L. Roberts</i>						

Health & Safety Staff Representative name	L.McIntosh
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Risk rating = Likelihood x severity of consequence

Severity of consequence	Catastrophe	5	5	10	15	20	25				
	Significant	4	4	8	12	16	20				
	Moderate	3	3	6	9	12	15				
	Low	2	2	4	6	8	10				
	Negligible	1	1	2	3	4	5				
		Impossible	1	Remote	2	Occasional	3	Possible	4	Frequent	5
	Likelihood										

	Catastrophic - stop
	Unacceptable - urgent action
	Undesirable - action
	Acceptable - monitor
	Desirable - no action