

Penk Valley Academy Trust Risk Assessment Form

St John's First School

DEPARTMENT : St John's First School	Description - Supplementary risk assessment to establish control measures within Penk Valley Academy Trust Schools, in response to COVID-19 School return from March 2021	
Establishment: Penk Valley Academy Trust	Assessment Carried out by: Headteacher St Johns First School CEO, COO, CFO and DCC Penk Valley Academy Trust	Date Created: 02/03/2021
Review Date Due: weekly	Shared with: All staff Published on St John's First School Website	Date: Last updated 21.5.21

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Control Measures	Are Control Measures sufficient Y/N/NA		What is the risk rating now – VH, H, M, L?
				In place	Adequate	
Spreading Covid 19 from surfaces (fomite)	Staff Pupils Visitors Contractors	Covid 19 can survive on surfaces, the length of time varies on the type of surface	<p>Self-cleanliness and Hygiene</p> <ul style="list-style-type: none"> All children, staff and visitors to wash hands upon arrival in school (if this is not possible – hand sanitiser to be used) Wash hands regularly. Use hand sanitiser where washing facilities do not exist. Regular cleaning of surfaces throughout the day with a focus on high usage areas such as desks and doors, play equipment and toys. Wipes or suitably COSHH assessed cleaning products provided for staff in between cleaning rounds. 	Y	Y	M
			<p>Classroom / School equipment</p> <ul style="list-style-type: none"> Remove soft toys or complex toys. Equipment that can't be regularly cleaned to be removed or be in a space that is not allowed to be used. Outdoor play equipment where in use, can be used on a rota with single classroom bubbles, this should be on a 4 day basis allowing 72 hours between bubble use. Classroom based resources, such as books and games, can be shared within the bubble if they are cleaned regularly. High usage items such as pencils and pens should not be shared. Where there is a closed bubble, such as those created in First Schools, teachers can handle children's work in the classroom without the need to leave unused for 48 hours but hand sanitiser must be used frequently. Any reading books /library books or other material sent home must be cleaned or quarantined for 48 hours (72 hours for plastic) when brought back to the school. Individual creative work can be taken home but should not be brought back in. 	Y	Y	M

			<p>Possessions</p> <ul style="list-style-type: none"> • Coats, bags and to be kept in cloakroom. Hand sanitiser to be used once this area has been accessed. • Lunchboxes will be kept with pupils or within a designated area within bubbles where space does not allow for lunches to remain with Pupils <p>Office based staff</p> <ul style="list-style-type: none"> • No hotdesking for staff • Staff shared equipment, such as, but not limited, to photocopiers, kettles and fridges should be cleaned before and after use following the cleaning guidelines. • Where photocopying is essential staff should wash their hands prior to use. Copier should be regularly cleaned. <p>Contractors and Visitors</p> <ul style="list-style-type: none"> • Contractors and visitors must follow self-cleanliness and hygiene control measures • Contractors to ensure surfaces are cleaned, reporting any areas requiring further cleaning to the caretaker or school manager 	Y	Y	M
				Y	Y	M
				Y	Y	M
Spreading Covid 19 from surfaces (fomite)	Staff Pupils Visitors Contractors	Covid 19 can survive on surfaces, the length of time varies on the type of surface	<p>Ventilation and Circulation</p> <ul style="list-style-type: none"> • Where safe, doors to remain open to allow access through without contact. Internal fire doors, however, must not be propped open. • Windows to be kept open as much as possible • Desk fans can be used to direct the airflow and increase the air changes with the fresh air behind them. 	Y	Y	M
Spreading Covid 19 from person to	Staff Pupils	Covid 19 can be transmitted	Face Coverings			

		<ul style="list-style-type: none"> Staff should maintain distance from pupils and other staff as much as possible Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. <p>Pupils arriving and departing school</p> <ul style="list-style-type: none"> Staggered drop off and collections for pupils and parents to reduce contact. Parents to receive guidance on social distancing from the school specific for their environment. Unless there are mitigating reasons only one parent per family to and from school. No parents or non-essential visitors beyond school reception area and all drop off points. Pupils walking to school should be encouraged to not walk in groups. Hand sanitiser / washing of hands must take place upon entering school Parents collecting children should maintain social distancing. If bringing siblings who are not in school those children must not be allowed to run around. Upon collection children and parent/ guardian should leave the property as quickly as possible. <p>During the school day.</p> <ul style="list-style-type: none"> Restrict exposure by clustering children into bubbles (known as hubs, cocoons, or pods locally). Bubbles, which can be class, year or even mixed year in specific settings, will be as small as reasonably practicable for the building, school and delivery of a broad-based education. Maintain these bubbles throughout the day and restrict interaction between different bubbles. Refresh and restructure the timetable, where appropriate, to keep the group protected. 	Y	Y	M
		<ul style="list-style-type: none"> Restrict exposure by clustering children into bubbles (known as hubs, cocoons, or pods locally). Bubbles, which can be class, year or even mixed year in specific settings, will be as small as reasonably practicable for the building, school and delivery of a broad-based education. Maintain these bubbles throughout the day and restrict interaction between different bubbles. Refresh and restructure the timetable, where appropriate, to keep the group protected. 	Y	Y	M

			<ul style="list-style-type: none"> • Break and lunch will be taken within the bubble to maintain distance between groups • Staff will utilise natural ventilation via external doors and windows where possible and safe to do so. • It is expected that most feedback will be live and verbal. • Clearly identified toilets / handwashing facilities for each group with numbers closely controlled. • Water dispensers can be used with pupils or staff own vessel, hand sanitiser / hand washing to take place before and after • Worship, where possible will be virtual, in their existing group room taken by class teacher or Rev Phil • Computers / laptops or specialist equipment should be wiped down before and after use. • Singing though class bubbles can go ahead so long as other measures such as ventilation and keeping to small groups not facing each other. • Before and after school provision will be in small, consistent groups. • Encourage games that show social distancing whilst outside. No contact sport is allowed without an activity specific RA . • Teachers should be allowed to work from home where it is reasonable to do so, e.g. for their PPA time. <p>Office and school staff</p> <ul style="list-style-type: none"> • Where appointments must take place, they must be pre-booked to allow for a planned, safe meeting to take place. • Contractors to be by appointment and to follow school / trust guidelines on cleanliness and social distancing. • All written communication to be electronic or on posters. 	Y	Y	M
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			<ul style="list-style-type: none"> • Staffrooms will either be closed or restructured to enable staff to keep 2m apart to stop spread between hubs, staffrooms will have a maximum occupancy that must be adhered to. • Staff offices will comply with social distancing requirements and ventilation. • Staff will not sit directly opposite each other unless suitable distance or screens are used. • Staff to use own mugs for drinks • Staff meetings must take place following appropriate social distancing will be enforced and not exceed max occupancy levels 			
Spreading Covid 19 from person to person contact or droplets	Staff Pupils Visitors Contractors	Covid 19 can be transmitted through person to person contact from an infected person	<p>Fire, First aid and Intimate care policy</p> <ul style="list-style-type: none"> • Where children are being supported under the Intimate Care and Toileting Policy, this must continue to be followed, with the added precaution of Eye and Face mask protection. This policy has been updated to reflect this. Waste to be disposed of in the usual fashion. • In the event of a fire, usual fire evacuation procedures will apply. Assembly points will, where possible, appropriate social distancing • For any situation arising requiring CPR, phone an ambulance and use compression only CPR until the ambulance arrives. • If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield. 	Y	Y	M

<p>Spreading Covid 19 from person to person contact or droplets</p>	<p>Visitors Contractors Casual staff Staff attending sites other than their main place of work</p>	<p>People outside of school bubbles can potentially pass on covid 19</p>	<p>Face Coverings for visitors, contractors or casual staff.</p> <ul style="list-style-type: none"> • When visiting one of the school's a face covering or mask must be worn on entry or re-entry to any building where close interaction with staff or pupils may take place, face covering should be worn during face to face meetings, communal areas or interaction across pupil bubbles / classes. If you have a medical reason please inform a member of staff upon entry. • Masks may be removed where work is taking place that does not involve contact with others and is away from school staff and pupils. 			
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Suspected pupil or staff member with Covid-19	Staff Pupils Contractors	Confirmed case increases risk of transfer	<ul style="list-style-type: none"> • Lateral flow testing is to be carried out by all staff twice a week • Kits will be supplied to staff • Each school will hold a small supply in the school (headteacher office) • Where a positive lateral flow test result is recorded, the person must get a confirmatory PCR within two days • Anyone who has been in contact closer than 2 meters for more than 15 minutes without a mask must self isolate until the result of the PCR test is know. If the PCR test returns negative then everyone can return to school. If possible then all must self isolate for the 10 day duration starting at the lateral flow positive date. • If sick and already at school <ol style="list-style-type: none"> 1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency. 2. Call parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection. 3. While the pupil is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Please a sign on the door to alert others that the room is in use. 4. Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE <p>Situation PPE -</p>	Y	Y	M
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			<ul style="list-style-type: none"> • 2m distance cannot be maintained - A face mask should be worn • Contact is necessary - Gloves, an apron and a face mask should be worn • Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting) Eye protection should also be worn <p>5. If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>6. Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.</p> <p>7. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.</p> <p>8. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.</p> <p>9. Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used) Place any used PPE into one of the bags provided then place that bag into another back and seal.</p> <p>If not at school</p> <ul style="list-style-type: none"> • Staff to book test through HR or if at a weekend / evening direct with NHS and to make HR / line manager aware. • Pupils and parents to book direct though NHS 			
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<p>Confirmed Covid 19 in school</p>	<p>Staff Pupils Visitors Contractors</p>	<p>Confirmed case increases risk of transfer</p>	<ol style="list-style-type: none"> 1. Contact the dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. 2. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team (HPT). 3. The advice service (or HPT if escalated) will work with you to carry out a rapid risk assessment and identify appropriate next steps. 4. With support from the advice service (or HPT), identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self-isolate for 10 days in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection. 	<p>Y</p>	<p>Y</p>	<p>M</p>
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Confirmed Covid 19 in school	Staff Pupils Visitors Contractors	Confirmed case increases risk of transfer	<p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • Travelling in a small vehicle, like a car, with an infected person <p>5. For pupils who are isolating, ensure access to remote provision so that they can continue to learn remotely.</p> <p>6. A template letter will be provided to schools, by the advice service or the health protection team, to send to parents and staff if needed.</p> <p>7. Schools must not share the names of people with coronavirus (COVID-19) unless essential to protect others</p> <p>Once the above has been placed into effect</p> <ul style="list-style-type: none"> • Extra clean of classroom and area, increase PPE for cleaning staff • Disposal of PPE through approved hazardous waste collection 	Y	Y	M
Previously identified shielded pupils / staff, pregnancies or including people of BAME origin have an elevated risk of contracting Covid-19	Staff or pupils with underlying conditions being at greater risk	Increased risk of hospitalisation or death	<ul style="list-style-type: none"> • Staff and pupils who were shielding, are critically vulnerable, pregnant or of a BAME background will have an individual risk assessment. 	Y	Y	M

Mental health	Staff	Increased risk of absence	<ul style="list-style-type: none"> • Teachers have time to plan as well as respond to home learning. • Regular communication to all staff. • Sharing of support lines. • Reassure staff who are on vulnerable list. • Individual risk assessments by HR for those who need it. • Managers to ensure annual leave is taken. • Promoting walking or cycling to work. 	Y	Y	M
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DATE OF REVIEW: 02/03/2021	COMMENTS: See previous RA post sept 2020 for historical changes prior to 02/03/2021
02/03/2021	Changes to mask wearing for 8 th March opening and addition of using fans to increase airflow, addition of pregnancy's to elevated risk category and need for individual RA. Reference to lateral flow added
06/05/2021	Lateral flow updated section to reflect testing at home and not in schools
19.5.21	Updated from Trust risk assessment to individual school risk assessment - EC

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.