

FULL OPENING INFECTIOUS DISEASES COVID-19 Kates Hill Community Primary School 11th JANUARY 2022

This risk assessment will be regularly updated based on Government advice/regulations and circumstances within our school. Please refer to www.gov.uk for the latest guidelines.

The use of this or any other Risk Assessment will NOT make any building COVID safe

Assessment conducted by: Kathryn HARVEY	Job title: Headteacher	Covered by this assessment:
	Reviewed 1/9/20	
	Updated review 7/9/20/ 29/9/20	
	Ongoing	
Date of assessment: January 2022	Updates Review December 2020	
	Updated Review January 2021	
	Updated March 2021	
	Updated and summarised Sept 2021	
	Updated Jan 2022	

Hazard/ Activity			Control measures in use	Residual risk rating H / M / L	Further Action Required	
			YES	NO		
Awareness of policies and procedures	Staff Pupils Others	Inadequate information	 people who are not able to get vaccinated for medical reasons people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts. All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures. All staff have access to all relevant guidance and legislation including, but not limited to, the following: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 SOP Jan 2022 School Life system through Revolution updated for support management Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. The school keeps up-to-date with advice and guidance issued by, but not limited to, the following: DfE, NHS, Department for Health and Social Care, PHE Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as 			

			 possible if they believe they may have been exposed to coronavirus. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, email/text, parent hub and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Staff, pupils and families are clear on reporting arrangements following the outcome of the tests. The dedicated staff member who initiates the contact tracing process is Kathryn Harvey/Margaret Hollis. If a parent or carer insists on a pupil who has tested positive attending school, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Pupils are made aware of the need to tell a member of staff if they feel unwell. 		
Measures are not in place to accommodate mandatory attendance	Staff Pupils Others		 Parents are aware that attendance is mandatory from September 6th when school reopens for children. Engagement of appropriate services for families not engaging with school Brokerage of access to Educational Psychology Services Dudley/ Think Aware/Early Hub resources to support mental health and wellbeing, including anxiety of returning to school for pupils and parents. Early Help /Young Minds support explored if required. 		*
Disruption to the running of the school in cases of local outbreak	Staff Pupils Others	Infection control	 Outbreak Management Plan will override this risk assessment in cases of a local outbreak. The school adheres to and keeps up-to-date with the latest local and national advice about school closures 		✓

		 advice is sought from the local HPT or DfE helpline where required. Follow Government advice and follow any instructions 		
Number of staff available is lower than that required to teach classes in school	Staff Pupils Others	 The health status and availability of every member of staff is known and is regularly updated by DHT. Including all teaching and non-teaching staff (EY practitioners, DSL, SENCO, Paediatric 1st Aid (for under 2-year olds)/ 1st Aider or emergency 1st aid for children 3-5 years, domestic/kitchen staff etc.) Full use is made of those staff who are isolating due to a positive test but who are well enough to teach lessons remotely Kates Hill will consider staffing changes to cover absence if and when appropriate. We may need to alter the way in which we deploy our staff and use existing teaching and support staff more flexibly. Use of teaching assistants and pastoral staff to supervise classes if needed. Contingency planning with the MAT is in place and additional resource identified, for example bringing additional teachers in to help, for example supply teachers, teachers on temporary agreed loan from other schools, or teachers provided by our trust or local authority. Where possible staff will be consistent each week in this case. Schools should ensure that appropriate support is made available for pupils with SEND as well as pupils isolating at home or considered vulnerable. Consider deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups 		•

Use of Transport	Staff Pupils Others	Infection Control	 Home testing for school staff is communicated in line with the latest guidance Staff will continue to log teat results with the office admin and collect boxes form the Headteachers office, Pupils and staff will wear masks on dedicated transport or public transport. 		✓
Cleaning of school	Staff Pupils Others	Infection Control	 All hard surfaces to be cleaned on a regular basis, this will include All door handles All tables and chairs used by staff and pupils Toilet flushes and regular cleaning of toilets. All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. Regular cleaning of surfaces will reduce the risk of spreading the virus. All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. 		✓
Ventilation class/office	Pupils Staff	Infection control	 Identify any poorly ventilated spaces and take steps to improve fresh air flow If mechanical ventilation systems are used to draw fresh air or extract air from a room these should be adjusted to increase the ventilation rate wherever possible Ensure that mechanical ventilation systems only circulate fresh outside air and where this is not possible, in a single room supplement with an outdoor air supply Where appropriate open external windows, internal doors and external doors to improve natural ventilation 		✓

			 If external doors are opened, ensure that they are not fire doors and are safe to do so Use of CO2 monitors to aid school's ventilation and identify areas of por ventilation. 		
Poor hygiene practice	Staff Pupils Others	III Health	 We will continue to ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Pupils are discouraged from sharing cutlery, cups or food. All cutlery and cups are thoroughly cleaned before and after use. Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. (see appendix 1) A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE 		✓

Spread of infection	Staff Pupils Others	Lack of infection control	 Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. The school-in liaison with individuals' medical professionals where necessary- reviews the needs of pupils who are vulnerable to infections. Any additional provisions for pupils who are vulnerable to infections. Any additional provisions for pupils who are vulnerable to infections. Staff are encouraged to test themselves using LFD kits provided by the school on a Sunday evening and a Wednesday evening. This remains important in reducing the risk of transmission of infection within schools. Primary age pupils (those in year 6 and below) will not need to test. Confirmatory PCR tests are required for staff with a positive LFD test result if symptomatic. Whilst awaiting the PCR result, the individual should continue to self-isolate. 			
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			 If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and individual can return to school, as long as the individual doesn't have COVID-19 symptoms. If a LFT is positive continue to text and isolate 		
Classroom management	Pupils Staff	Infection control	 It is no longer required for forward facing tables etc however care should still be taken on table management in a classroom setting. Kates Hill will revert back to previous control measures in the event of a local outbreak. See Outbreak Management plan. Continue to use a cautious approach with arrangements. 		✓
Assemblies	Pupils Staff	Infection Control	 There are no restrictions in place for holding assemblies and singing in the school hall. Assemblies will take place in KS, they may be virtually School will make decisions regarding parents if Covid cases in school 		✓
Staff meetings	Staff	Infection Control	 There are no restrictions in place for holding staff meetings together as a whole staff in one space. However, due to the size of the school's workforce, we shall continue to hold meetings via a hybrid system where some meetings will be held virtually via Teams and others in the hall. The decision will be based on the size of the audience for each meeting. 		✓
Lunchtimes	Pupils Staff	Infection Control	 Lunchtime arrangements can revert back to previous arrangements. Staggered lunch times will stay for Autumn Term to decrease numbers in the Hall. Tables must still be cleaned on a regular basis throughout dinner time activities. 		~

Playtime and using equipment	Pupils Staff	Infection Control	 Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment. The playground will remain sectioned to support behaviour control. 	✓
Personal Protective Equipment Face Coverings	Pupils Staff	Infection control	 Face coverings should be worn by staff and adults (including visitors) when moving around in corridors, in staff meetings and in other communal areas, unless medically exempt to do so. The guidance on the use of PPE in education, childcare and children's social care settings https://www.gov.uk/government/publications/safeworking-in-education-childcare-and-childrens-social-care/the-use-ofpersonal-protective-equipment-ppe-in-education-childcare-and-childrenssocial-care-settings-including-for-aerosol-generating-procedure provides more information on the use of PPE for COVID-19. Staff and other visitors are not required to wear face masks outdoors, including at pick up and drop off times. They may however do so if they wish. https://assets.publishing.service.gov.uk/government/uploads/sttachment_data/file/999722 /PPE_in_education_childcare_and_childrens_social_care_settings.pdf 	*
III Health	Staff Pupils Others	Coronavirus Symptoms	 Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an 	✓

	Pupils		 area where they will not come into contact with others and are supervised at all times. For pupils the relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. 		
Asymptomatic testing	Pupils Staff	Infection Control	 No testing is required of Primary age children 		~

			Staff should undertake twice weekly home tests whenever they are on site		
Positive Cases	Pupils Staff	Infection control	 All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested. Where the child, young person or staff member tests negative, they can return to their setting. If a staff member or pupil tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the day after the onset of their symptoms or the day after their test positive was taken if they did not have symptoms. You may only return to school on day seven if two LFD tests taken on days 6 and 7 (at least 24 hours apart and not before these days) prove negative. A cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household do not need to self-isolate if they are under 18 or adults that are fully vaccinated, unless they develop symptoms themselves. • If staff have a positive LFD test result they must also have a PCR test. The PCR test result overrides the LFD test result even if the LFD is positive. Staff must inform the Headteacher when they plan to return to work after having coronavirus 		•
Living with someone who tests positive			 If you do not have symptoms of COVID-19 and live in the same household as someone with COVID-19, you are legally required to self-isolate unless you meet any of the following conditions: you are fully vaccinated. Fully vaccinated means you have had 2 doses of an approved vaccine such as Pfizer BioNTech, AstraZeneca 		

	 or Spikevax (formerly Moderna). You are also fully vaccinated if you have had one dose of the single-dose Janssen vaccine; you are below 18 years 6 months; you have taken part in or are currently part of an approved COVID-19 vaccine trial; you are not able to get vaccinated for medical reasons If you meet any of these four conditions (and are therefore not legally required to self-isolate), follow the guidance for contacts who are not legally required to self-isolate. See contact with a positive case section 	
Contact with positive case	 From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are: • fully vaccinated adults – people who have had 2 doses of an approved vaccine all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status people who are not able to get vaccinated for medical reasons people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts. 	

Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	 Staff are instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. Staff inform the headteacher when they plan to return to work after having coronavirus. A nominated person (NC) monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 		✓
Lack of communication	Staff Pupils Others	Unsafe Practices	 The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. The headteacher contacts the local CYP team or follows the advice given from and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools keep staff and parents adequately updated about any changes to infection control procedures as necessary. 		*
Admitting children into school	Pupils Staff	Infection Control	 In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer 		✓

CEV children	Pupils Staff	Infection control	 insists on a pupil attending our school, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Our decision will be carefully considered in light of all the circumstances and current public health advice. All CEV children should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend 	✓
Admitting people into school	Pupils Staff	Infection control	 Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or have been instructed to quarantine Anyone staff or pupils within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow public health advice In the case of a pupil awaiting collection, they should be taken to the isolation booth by the back office entrance, away from other pupils and supervised If the member of staff is in close contact with the child then they should wear appropriate PPE A window should be opened for fresh air ventilation if possible Any rooms that have been used for this purpose should be cleaned after they have left As anyone within the household should follow the PHE guidance for households with possible or confirmed COVID-19 infectio 	✓

Admitting contractors, supply staff and other workers into school.	Pupils Staff	Infection control	• All adults who come to the school will be required to read the risk assessment prior to visiting either via the website or having one directly emailed to them.		✓
Staff CEV	Staff	Infection control	 CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus The school will follow DHSC updated guidance Expectant mothers will work from home. 		✓
Educational visits	Pupils Staff	Financial risk	 If booking new visits we will ensure we have adequate financial protection in place Full risk assessments must be undertaken using the school's risk assessment proforma for educational visits and given to the EVC Miss Rebecca Hall. This must be signed by the Head of School prior to visit. 		✓
Breakfast and out of school clubs	Pupils	Infection Control	 Consideration should be given to the latest government advice regarding the specific activity being undertaken Enough staff available to meet the required ratio Where extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number. Cleaning takes place of tables and chairs as soon as possible after the club has finished Club register must be taken before start of activity and any pupils not present should be reported to the office. 		✓
Out of school settings	Pupils Parents Staff	Infection Control	Parents are no longer limited to specific number attendance.		✓

Parents	Others	• Ensure up to date contact information is available in		
attendance		the event of an emergency.		
		New forms for information collecting send out Sept		
		2021		

Please note:

Kates Hill Community School will undertake all measures possible to prevent the spread of infection. Unfortunately, even with all measures put into place, the school/LLMAT cannot guarantee 100% that any school site, or persons upon the site are COVID free. Nor can we guarantee that we can fully maintain social distancing between the children and adults within each group.

Cleaning Schedule

This guidance is to be used alongside the Government Publication COVID 19 decontamination in non-healthcare settings.

https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

- Four members of the cleaning staff to be in school on a rota all day to clean areas that are being used during the day toilets, classrooms, corridors, door handles, clean surfaces that children and staff are touching, desks, chairs, doors, sinks, toilets, light switches, bannisters.
- Cleaning staff will be rota'd throughout the week where possible. Cleaners will start at 10 and do two hour shifts.
- The designated cleaners to make sure there is ample supplies of hand soap/paper towels in all areas of the school where needed. All hand sanitisers to be checked and refilled daily.
- Tissues and hand sanitisers are to be available in every classroom in use.

- All toilets will have a cleaning log that all cleaners must sign during the school day and after each clean at the end of the day to inform staff and children that they have been cleaned.
- All bins are emptied throughout the day with facilities to ensure used tissues etc are double bagged.
- All remaining cleaning staff to be in at the end of the day to do a deep clean daily in all rooms in use that day all non-cleaning staff must be off site before the deep clean is started so as not to cross contaminate areas to ensure a ready and clean start of the next school day.

All areas/supplies to be checked at the end of the day to make sure for eg soap, paper towels, tissues, tissue bags, hand sanitisers are fully stocked up ready for the start of the next school day.

The school day returns to 8.45 – 3.15 for ALL year groups.

Entrances	Years 1 / 2 / 5	Main School Gate
	Years 3 / 4	Side Gate Entrance
	Year 6	School Side Entrance (close to the office)
	Reception/Nursery	Normal entrances on Owen Street

Can I ask that we continue to only have year 1 and 2 parents attend the school site from now on please to reduce movement and help with all times going back to normal

Breakfast Club and After school club will commence 13/9/21 and will be covid compliant. The same procedures and isolation booths will operate before and after school, with designated staff members responsible for reporting concerns.

Links to related published guida	ance
Links to DfE Guidance	Full opening (updated 6 July 2021 and applies to Step 4 opening): https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-
As new guidance is produced	opening-schools
weekly, please refer	
to <u>www.gov.uk</u> for updates	Step 4 Opening: Schools COVID-19 operational guidance (publishing.service.gov.uk)
Note from DFE: Schools are not	
required to use these guides, and	Early Years and Childcare: https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-
may choose to follow alternative	childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures
approaches to preparing for	
wider opening, or to use some	
sections of this guidance alongside other approaches	Out of School settings: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-
alongside other approaches	clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-
	out-of-school-settings-during-the-coronavirus-covid-19-outbreak
	Safe working in education and childcare: https://www.gov.uk/government/publications/safe-working-in-education-
	childcare-and-childrens-social-care
	Compilation of all guidance notes for schools: https://www.gov.uk/government/collections/coronavirus-covid-19-
	guidance-for-schools-and-other-educational-settings
	Advice for parents: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-
	years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak
	Advice for parents attending Out of School settings: <u>https://www.gov.uk/government/publications/guidance-for-</u>
	parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
	Safeguarding and remote learning: https://www.gov.uk/guidance/safeguarding-and-remote-education-during- coronavirus-covid-19
	Shielding and guidance for CEV: 19 July guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)

Remote learning support for parents: https://www.gov.uk/guidance/supporting-your-childrens-education-during- coronavirus-covid-19
Transport to schools: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education- autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020
General travel guidance: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
Enhanced area of response: https://www.gov.uk/government/news/further-support-for-birmingham-blackpool-cheshire- east-cheshire-west-and-chester-liverpool-city-region-and-warrington-to-tackle-delta-b16172-v