

Newbottle & Charlton CEVA Primary COVID-19 Risk Assessment Plan

The following risk assessment is to aid with the identification of risk and the subsequent planning to mitigate against these risks following the Government directive. The risk assessment covers the control measures needed to manage the risks presented by COVID-19 as low as is possible. The control measures that are now needed are very different to those that were previously required when the consequences associated with COVID-19 were significant

UPDATED FOR JAN 2022 V14

Risk: Maintaining Cleanliness	Who	Measures taken:	Status/RAG Rating
Deep clean the kitchen prior to reopening before food preparation resumes.	Fresh Start staff	<ul style="list-style-type: none"> • Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. 	
Maintain a high standard of cleanliness to mitigate risk of transmission	All staff Cleaners - clear management by HT	<ul style="list-style-type: none"> • Deep clean in summer holidays • Follow government guidelines as follows: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Stock check of resources (inc tissues and paper towels) carried out and new order made before half term. Any deliveries left in main foyer and boxes wiped down before bringing into the school building. • Office to check stocks every fortnight and report to HT if new stock order needs to be placed. • Appropriate resources will be available to all classrooms. • Any other equipment that might need to be shared will be cleaned and disinfected more frequently according to protective measure guidance. • Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: Door handles 	

		<p>Desks, table tops Bannisters Light switches Toilets Sinks Staffroom equipment PE equipment</p> <ul style="list-style-type: none"> • Consideration have been given to other cleaning of other equipment in relation to the level of use and how it is shared in the school. • Use of disposable cloths • Additional cleaning capacity in place in day through use of teaching and support staff (including in afterschool club). 	
Ensure cleanliness of outdoor equipment is maintained	All staff	<ul style="list-style-type: none"> • Where used by different groups of children, sanitiser is used by staff to wipe down bikes, climbing apparatus and other outdoor equipment after each use. • Discussion had with PE coordinator on new way of delivering PE lessons and plans will be adapted to mitigate risk by using less or no resources and cleaning equipment after each bubble if they are needed. 	
Risk- Poor Hygiene			
To establish procedures to ensure regular hand washing in accordance with guidelines to reduce risk of transmission	All	<ul style="list-style-type: none"> • Ensure ability to refill soap dispensers throughout the day • Posters up reminding of correct way to wash and dry • Children encouraged to wash hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food. – clear direction from HT. • Adults to supervise younger children washing hands to ensure they are done accurately. • Classes to continue to have one toilet block per class. 	

High levels of personal hygiene	All staff and chn	<ul style="list-style-type: none"> • Signs/ information posters etc with key messages in all toilets • Key messages shared with parents to talk to their children before returning. • Staff and children to use hand sanitiser before coming into school at start of day. • Expectations of when children must wash hands shared with staff (min, before and after break, before and after lunch, start of afternoon and end of day) Staff to use judgement of when extra times might be needed for children to wash hands. • Reminder of tissue use and crease of arm and washing hands if sneeze cough etc. 	
Respiratory hygiene	All staff	<ul style="list-style-type: none"> • Tissues and lidded waste bins are provided in classrooms and other areas to ensure good respiratory hygiene. • Bins are emptied regularly throughout the day • All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. 	
Risk- Poor Ventilation			
Use of outside space mitigate risk of transmission	All staff	<ul style="list-style-type: none"> • Outside space will be used where possible, including some acts of worship. 	
Increasing ventilation to mitigate risk of transmission	All Staff	<ul style="list-style-type: none"> • Doors and windows are kept open where possible and safe (in premises with no or limited fresh air) • Non fire doors are secured in the open position <p>During cooler weather:</p> <ul style="list-style-type: none"> • Windows are fully opened before rooms are occupied and during breaks. • Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils desks or high level windows are open fully and low level opened partially • Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures. 	

		<ul style="list-style-type: none"> Regular checks are made to ensure that arrangements are being followed Installation of Co2 monitors to continually assess the need for ventilation in the classrooms. 	
Room with no direct source of fresh air.	All staff	<ul style="list-style-type: none"> Internal doors to remain open to allow natural air to flow and limited people allowed in to these rooms. Installation of Co2 monitors in the ROR room as it has no ventilation. 	
Risk: Use of PPE to help minimise risk of transmission			
Use of PPE (Personal Protective equipment)	All staff	<ul style="list-style-type: none"> Most staff in school will not require to wear PPE Supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances. Staff to contact HT if feel it is needed and moved to contained room. 	
Risk: Staff and Pupil Attendance			
Identify staffing levels	HT	<ul style="list-style-type: none"> Audit of staff carried out and any risk assessments for individuals written if needed. Plan is in place to ensure that each class/group of children is staffed. Consideration given for options for deployment of staff to support the effective working of the school. (All staff available to work- At least two adults in each class minimum, office covered every day, DSL and DDSL on site, Paediatric first aider present) Contingency plan has been developed to cover staff absence/sickness. Extra staff available to be directed weekly from HT including two HLTAs-used to cover any staff absences. Plans in place if staffing level is not high enough including for wrap-around care. 	
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation	HT	<ul style="list-style-type: none"> Staff meeting held (in person or virtually) to share expectations with all staff and to address concerns 	

		<ul style="list-style-type: none"> • Regular meetings, formal and informal, timetabled to allow staff opportunities to express concerns and change any procedures if not working. • Access to well-being and mental health support if needed. • Consideration to be given to where respectful space can be maintained between people including: <ul style="list-style-type: none"> - Utilisation of online meeting or training/ use of hall or outside space. - Keeping numbers minimised for in person meeting or training. - Reduction of pinch-points and areas of congestion. - Furniture in areas such as offices/PPA area has been arranged to prevent face to face working. 	
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	HT/CoG	<ul style="list-style-type: none"> • Full protocol and procedures shared with governing body and staff. • Update parent letter written by Headteacher, shared all parents using plan shared with governors and staff. • Details provided of safeguarding measures in place to mitigate risk of infection • Clear new expectations for parents to shared and reminders will be given regularly. • Letters, reminders to be put on the website. 	
Processes and procedures are established and shared with Parents for pick up and drop off arrangements	HT	<ul style="list-style-type: none"> • Children to enter the school through the gates between 8:40-8:50. Parents to leave at children at the gate. Allowances will be given to Reception parents if needed (to be discussed with EYFS teacher). • Children to be allowed onto playground at pick-up to help with social distancing due to pinch point outside gate with more adults at the end of the day. • Arrangements have been shared with parents in letter and newsletter and on website 	

		<ul style="list-style-type: none"> • Further emails and will be sent nearer the time to reinforce staggered times and routes. • Face covering can be worn by parents on pick up and drop off in school grounds. 	
Process for collecting a child due to illness or an existing appointment during the school day is established and shared	HT	<ul style="list-style-type: none"> • Guidance for collection has been established and shared with parents. • It will be reinforced regularly in newsletters. • Identified room has been located enabling and contagion be contained- Orchard Room. • Arrangements informing parents in place. Parent to pick up children and exit through Green/blue door, when picked up to minimise spread. Area to be cleaned appropriately afterwards. Same procedures for wrap- around care. • Anyone who has developed symptoms and cannot go home immediately will wait in the designated room • Parents to be advised to book a test if child goes home with symptoms- local testing or home kits. If these are unavailable at the time, then one of the school testing kits will be given. • If the test is negative and child don't have a temperature and are feeling better, they can attend school again. If test is positive, school to follow the most up-to-date guidance from Dfe. 	
Self-isolation criteria	HT	<p>Staff and pupils know that isolation arrangements must be followed:</p> <ul style="list-style-type: none"> • Where notified by NHS Test and Trace • In line with travel - Entering the UK • If the person has COVID-19 symptoms • On receiving a positive LFD or PCR test 	
Risk: Increase of covid-19 in school			

Plans of what to do if an increase of covid-19 in school.	HT	<ul style="list-style-type: none"> Contingency (Outbreak management plan) in place outlining what the school would do if any stakeholders test positive for covid-19, or how the school would operate if it were advised to take extra measures to help break chains of transmission. This will be updated and approved by governors when new guidance comes out. Managing coronavirus (COVID-19) in education and childcare settings - GOV.UK (www.gov.uk) Staffroom to be split into two to minimise the amount of mixing if needed. Staff to wear masks if needed in communal areas. All visitors to wear masks around the school. If required, actions in addition to those in the outbreak management plan may be reintroduced: key stage or class bubbles, split play-times/ lunch-times reintroduced to minimise mixing. No singing and moving collective worship online. Wrap-around care in the hall in two bubbles. Equipment more regularly cleaned, removal of some equipment or quarantining of certain equipment. 	
Risk: Safeguarding			
Recommission all systems before re-opening	Office, HT and Gov	<p>Checks carried out on the following:</p> <ul style="list-style-type: none"> gas, heating, water supply, mechanical and electrical systems catering equipment <p>Health and safety walk about prior to opening once everything set up.</p>	
Ensure water systems are safe and operational	Clearwater + SMB	Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied.	

Check fire safety systems	MCFP Ltd – visited May HT/OFFICE	Checks carried out to ensure that: <ul style="list-style-type: none"> • all fire doors are operational • fire alarm system and emergency lights are operational • Children/staff to be told the fire alarm assembly places and points– Practice once a term. • Staff told to shut fire doors as leave school building during an evacuation or drill. 	
To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are: <ul style="list-style-type: none"> • At risk of exclusion • In need of early help • Have additional needs such as behaviour, sensory impairment etc. • Exhibiting mental health and well-being issues • In need of bereavement counselling • Meeting the social care thresholds 	DSLs HT SENCo	<ul style="list-style-type: none"> • Pupils have been identified (further pupils may be identified each week). Feedback on any new children needing further support will be weekly during staff meetings. • Action plan in place to ensure increased needs are addressed (if needed) • Use of adults in school to support counselling or nurture programmes if needed. Discussion with SENCo and HT. • Any SEN RAs to be written separately when required • LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support. 	
Safeguarding procedures	HT/DSLs	<ul style="list-style-type: none"> • Re-share policy and KCSIE 2021 to all staff and parents and put on website. • Staff are prepared for receiving any potential disclosures and have been reminded of processes. 	