

SYRESHAM ST JAMES CE PRIMARY SCHOOL AND NURSERY

Coronavirus (COVID-19): Risk Assessment Action Plan for opening from 1st September 2021

Assessment conducted by: Kate Clough	Job title: Headteacher	Covered by this assessment: School and Nursery
Date of assessment: 4/9/21	Date of next review: January 2022 or before if necessary	

The sole purpose of this risk assessment is to support the successful running of Syresham St James CE Primary School and Nursery, **whilst reducing the risk of coronavirus transmission**. This document must be read in conjunction with the 'Minimising Risks' Operational Plan.

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
- Staff must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive is to be read alongside the Operational Plan
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.

COVID outbreak defined by the Government: For most educational and childcare settings, whichever of those thresholds is reached first.

- 5 children, pupils, staff or students who are likely to have mixed closely, test positive for COVID-19 within a 10 day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely in a 10 day period.

Links to Government Covid-19 advice:

- [schools COVID-19 operational guidance](#)
- [actions for early years and childcare providers during the COVID-19 pandemic](#)

Key:	
Risk Description:	Outlines the area of concern. This list is not exhaustive and schools should add/amend/delete where appropriate
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact after controls are in place:	LIKELIHOOD (L) = Frequent (5) – Probable (4) – Occasional (3) – Improbable (2) – Remote (1) SEVERITY (S) = Catastrophic (5) – Major (4) – Reportable (3) – Serious (2) – Minor (1) Degree of Risk (DR) = LIKELIHOOD x SEVERITY
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place.
HT Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Risk Controls	Impact			Responsible person	Planned completion Date	HT Check
		L	S	DR			
The school lapses in following national guidelines and advice. (L4,S4,DR16)	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE. Information on the school website is updated. Pupils updated as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email. <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community.</p>	1	1	1	KC/AA	Ongoing	
Poor communication with parents and other stakeholders (L4,S2, DR8)	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. Head teacher to share Risk Assessment and working documents with all staff. 	1	2	2	KC/AA	Ongoing 1/9/21 On website	

	<ul style="list-style-type: none"> Risk assessment/Operational Plan plan shared with parents via website. <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>						
<p>Lack of awareness of policies and procedures. (L5,S4,DR20)</p>	<ul style="list-style-type: none"> All staff and pupils are aware of all relevant policies and procedures All staff have regard to all relevant guidance and legislation <ul style="list-style-type: none"> DfE and PHE 'COVID-19: guidance for educational settings' Staff are made aware of the school's infection control procedures in relation to coronavirus. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter 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. Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 1stth September. All are informed that they must tell a member of staff if they begin to feel unwell. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>	<p>L</p> <p>1</p>	<p>S</p> <p>2</p>	<p>DR</p> <p>2</p>	<p>KC/AA</p> <p>KC/AA</p> <p>KC</p> <p>KC</p>	<p>1/9/21</p> <p>1/9/21 16/11/21</p> <p>1/9/21</p> <p>2/9/21</p>	

<p>Poor hygiene practice in school. (L5,S4,DR20)</p> <ul style="list-style-type: none"> Posters are displayed around school and in every classroom reminding pupils of the hygiene practice required in school Pupils wash/sanitise hands when entering school. Pupils to wash their hands after break times and lunchtimes Year 5 and 6 to use disabled toilet while covid cases in year groups (16.11.21) 2x LFT per week, daily when requested by Headteacher. (6/12/2021) Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a bin To avoid touching eyes, nose and mouth with unwashed hands. All Classrooms have bins with lids. Where possible all KS2 children have own tissues and sanitiser. Individual hand cream may be brought into school for children to use. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, in classrooms and other key locations for staff and pupils. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. When we have positive cases in bubbles, hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas. (16.11.21) Staff to use their own cups. All plates and utensils to be washed in the dishwasher. All utensils are thoroughly cleaned before and after use. 	L	S	DR			
	1	1	1	KC/AA	1/9//21	
				All staff All Staff	Ongoing Ongoing	
				All staff	ongoing	
				KC/AA	Daily checks	
				All Staff	Daily Checks	
				Jim	Daily	
				All Staff	Daily	
				All staff	Daily	
				All Staff	Daily	

	As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.						
Visitors to school (L5,S4,DR,20)	<p>All visitors are to wear a mask when in school.</p> <ul style="list-style-type: none"> All contractors to visit school by appointment only. Where possible contractors will work outside of the school day. When on the premise's contractors must wear a mask and sanitise on entry to the building. <ul style="list-style-type: none"> Educational advisors to visit school by appointment only. <ul style="list-style-type: none"> Meetings with more than 2 people must take place in ventilated rooms. <p>As a result, all visitors are adhering to social distancing measures to minimise the risk of spreading the virus.</p>	3	1	4	KC/AA	Ongoing	
		3	2	8	KC/AA	Ongoing	
		4	2	8	KC/AA	Ongoing	
Ill health in school. (L5,S4,DR20)	<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Potential new symptom of 'omicron' – sickness, headache & tiredness (6/12/2021)</p> <p>Appropriate PPE sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do is a pupil or staff member becomes unwell.</p>	L 1	S 1	DR 1	KC	Ongoing	
		1	1	1	KC	6/12/21	
		2	3	6	KC	1/9/21	
					All	1/9/21	

	<p>All staff are informed of the procedure in school relating a pupil becoming unwell in school:</p> <ul style="list-style-type: none"> Any pupil who displays signs of being unwell is immediately referred to Headteacher. Any staff member who displays signs of being unwell immediately refers themselves to Headteacher and is sent home. Where the named person is unavailable, staff ensure that any unwell pupils are moved to Office whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households. If a pupil needs to go the bathroom, they should use a separate bathroom which will be cleaned after use. Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. Basic PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, the eye protection should also be worn. The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>	2	3	6		Ongoing	
		2	3	6			
		2	3	6			
		2	2	4			
		2	2	4			
		2	4	8			
A pupil/staff member is tested and has a confirmed case of coronavirus. (L3,S4,DR12)	<p>In line with government advice:</p> <ul style="list-style-type: none"> The Headteacher will work with parents to determine close contacts. The parent will contact PHE. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p> <p>See operational Plan</p>	2	3	6	KC	1/9/21	
		2	3	6			
A family member has symptoms of coronavirus. (L2, S3, DR6)	<p>Family member to obtain a pcr test. The child does not need to self-isolate, unless they also have symptoms and require a test.</p> <p>Negative test -child/ren can return to school.</p>	1	2	2			
		2	2	4	ALL	Ongoing	

	Positive test – child/ren should isolate for 10 days from the date of the test result or onset of symptoms.	2	2	4			
A family member tests positive for coronavirus (L2,S3, DR6)	If a family member tests positive on a PCR then all members of the family must have a PCR test: Negative test -child/ren can return to school. Positive test – child/ren must isolate for 10 days from the date of the result of the test 26/11/2021	2	2	4			
Poor practice leads to the spread of potential infection at the start of the school day. (L5,S4,DR20)	In line with government advice: <ul style="list-style-type: none"> Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus. Pupils to be supervised in accessing hand-washing facilities on arrival to ensure the toilets are not over crowded. All staff to wash hands on arrival in school. Make parents and pupils aware of government recommendations with regard to transport. Sufficient supplies of hand-washing supplies provided to accommodate this procedure at the start of the day. As a result, the risk of infection is reduced as pupils and staff arrive at school.	L	S	DR	KC	1/9/21 +Ongoing	
		1	2	2			
		1	2	2			
		1	2	2			
		1	1	1			
		1	1	1			
Insufficient staff to run face-to-sessions for pupils. (L4,S4,DR16)	<ul style="list-style-type: none"> Headteacher to ensure that they have a complete list of shielded and vulnerable adults for their school. Protocols for staff to inform Headteacher if they need to self-isolate clearly in place. Teachers and support staff identified and rota in place for cover in the instance that planned staff have to self-isolate. As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.	L	S	DR	KC	1/9/21	KC
		1	2	2			
		1	3	3			
		1	1	1	KC		
		L	S	DR			

<p>Pupil/staff movement between lesson, at breaktime and lunchtime increases the risk of infection. (L5,S4,DR20)</p>	<ul style="list-style-type: none"> • Start and end of the day routine in place. • When covid cases in school & community, staff to return to masks in corridors and when social distancing is not possible. (16.11.21) • Lunchtime to be in hall • All classes to sit on separate tables. • COVID cases in school - Classes to enter the hall separately, when a class is seated the next may enter the hall. (16.11.21) alternatively, each lunch half, one class will eat in the hall and one in their classroom (6/12/2021) • Tables to be cleaned between groups using lunchtime facilities. • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness. <p>As a result, the risk of infection during unstructured time is reduced.</p>	1	1	1	<p>KC KC</p> <p>ALL ALL ALL</p> <p>Dolce</p>	<p>1/9/21</p> <p>1/9/21</p>	KC
<p>Breakfast club and afterschool clubs 6/12/2021</p>	<ul style="list-style-type: none"> • We will hope to keep both extended hours clubs open while school is in sessions • Breakfast club - Parents will drop their children off at the hall door after the children have washed their hands – parents to be asked to wear a mask when on the premises. • Both clubs will operate in the school hall during an outbreak with children keeping to their class bubbles, spaced out on separate tables. Activities will be designed to be carried out at the table to minimise children walking about and mixing. • Staff to wear masks • Frequent handwashing • Afterschool club – parents will ring the school number when they arrive in the playground to collect their children. Staff will then take the children out to them. <p>As a result, the risk of infection from children mixing in extended hours clubs is reduced</p>	3	1	3	KC AA DJ & MB	6/12/2021	

<p>Spread of infection in classrooms/shared areas.</p> <p>(L5,S4,DR20)</p>	<ul style="list-style-type: none"> All soft furnishings to be steam cleaned regularly Tissues and hand sanitiser to be located in each classroom/learning space. Bins with lids, to be emptied at least daily in classrooms. Doors and windows to be kept open where possible. Guidance issued to staff on the use of the staff room. Social distancing measures in place. Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc Staff must wash all cups, plates and cutlery in the dishwasher. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>	L	S	DR					
		1	1	1				ALL	1/9/21
		1	1	1					
		1	1	1				Caretaker	Ongoing
		1	1	1				All	Ongoing
		1	2	2				ALL	Ongoing
		1	2	2				ALL	Ongoing
		1	1	1				ALL	Ongoing
		1	2	2				ALL KC	Ongoing 1/9/20
		1	1	1				ALL	
	1	2	2						
<p>Cleaning is not sufficiently comprehensive.</p> <p>(L4,S4,DR20)</p>	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening. A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures. Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning. Disposable gloves/wipes/sprays next to photocopiers/printers etc Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (ie a focus on door handles, toilets, changing room, toys in the EY, etc) – pupils to clean IT equipment (esp keyboards) with anti-bacterial wipes after use. 	L	S	DR					
		2	2	4				KC/AA	5/1/21
		2	2	4				KC	Ongoing
		2	2	4				KC	1/9/20
		2	2	4				ALL	Ongoing
		2	2	4				ALL	Ongoing
		2	2	4				ALL +CLEANERS	Ongoing

	<ul style="list-style-type: none"> All cleaning staff to be fully up to date with procedures for cleaning safely in school and wear the necessary PPE for cleaning tasks. <p>As a result, high standards of cleanliness are maintained in school.</p>						
First Aid in school Poor practice leads to spread of infection. (L5,S4,DR20)	<ul style="list-style-type: none"> All staff advised to wear PPE when administering first aid to a child which requires them to be closer than 2m. 	L 3	S 3	DR 6	All staff	Ongoing	
Nappy Changing and toileting. Poor practice leads to spread of infection. (L5,S4,DR20)	<ul style="list-style-type: none"> All staff advised to wear PPE when changing nappies or helping a child to toilet. Gloves and aprons to be removed and tied into a bag to prevent further contamination. All rubbish should be place in outdoor bins immediately. 	L 3	S 3	DR 6	Nursery, Reception and KS1 staff	Ongoing	
<p>LIKELIHOOD (L) = Frequent (5) – Probable (4) – Occasional (3) – Improbable (2) – Remote (1)</p> <p>SEVERITY (S) = Catastrophic (5) – Major (4) – Reportable (3) – Serious (2) – Minor (1)</p> <p>Degree of Risk (DR) = LIKELIHOOD x SEVERITY</p> <p>DR – DEGREE OF RISK is the level of risk that remains after the suitable and sufficient control measures are introduced</p>							