

Werrington Primary School

Risk Assessment for ALL pupils & Staff – Ongoing from 1st April 2022

THIS RISK ASSESSMENT SHOULD BE READ ALONGSIDE THE COVID OUTBREAK CONTINGENCY PLAN FOR SEPT 2021

RISK RATINGS

		SEVERITY					
		Negligible	Minor	Moderate	Major	Fatal	
		0	1	2	3	4	5
Likelihood	Rare	1	1	2	3	4	5
	Unlikely	2	2	4	6	8	10
	Likely	3	3	6	9	12	15
	Highly Likely	4	4	8	12	16	20
	Certain	5	5	10	15	20	25

RR	Definition	Score	Risk Level
0-4	Acceptable/no further action required	0-4	ACCEPTED
5-9	Improve within 6 months / manage continuously	5-9	MINOR
10-15	Improve within 3 months / manage closely	10-15	MODERATE
16-25	Improve immediately/ stop activity	16-25	HIGH

RR DEFINITIONS

Severity:		Likelihood	
Negligible:	The impact of the hazard is not significant and would present little to no harm.	Rare	probability < 5%
Minor:	The impact of the hazard presents a small impact including minor injuries.	Unlikely	probability: 5-25%
Moderate:	The impact of the hazard presents a moderate impact including moderate injuries.	Likely	probability: 25 - 50%
Major:	The impact of the hazard presents a significant impact including major injuries.	Highly Likely	probability: 50- 75%
Fatal:	The impact of the hazard could cause a fatality.	Certain	probability: 75%+

THIS RISK ASSESSMENT APPLIES TO ALL OUR PUPILS, STAFF AND ANY OTHERS WHO COULD BE AFFECTED BY OUR ACTIONS / NON-ACTIONS

NOTE: Who has responsibility? When SLT is used in this box, this specifically refers to the Headteacher or Deputy Headteacher in the absence of the Headteacher

For the purpose of the is risk assessment, Coronavirus will be at times abbreviated to C19

In order to manage the risks associated with these 3 elements of our Covid Outbreak Contingency, the control measures that follow have been put in place.

 <p>Low Community Transmission. No School Cases.</p>	<ul style="list-style-type: none"> • There have been no cases of Covid within school for 10 school days. • Cases of Covid locally are low and/ or stable. • Hospitalisation/ Deaths due to Covid nationally are low. 	<p>No Covid measures are necessary beyond:</p> <ul style="list-style-type: none"> • Reminding children of good hand-hygiene. • Ensuring good ventilation encouraged where practical. • Ensuring Children / Staff to stay at home if they have Covid Symptoms (and to book a PCR test).
 <p>Rapidly Rising Community Transmission</p>	<ul style="list-style-type: none"> • No current Covid cases have been recorded at school, but... • Cases of Covid are rising rapidly in the community causing disruption to other local schools. • S Glos Public Health / Public Health England issue warnings of expected local/ national infection wave. 	<ul style="list-style-type: none"> • Ventilation of classrooms increased & hand-washing supervised. • Large indoor public performance audience numbers reduced. • Staff-room capacity is reduced. • Whole-school assemblies are replaced with Key Stage assemblies. • Clinically Vulnerable staff meet with Line-Managers to review their individual risk assessment & discuss additional protection (e.g. use of face coverings, reduction in movement between classes/ groups).



A single child tests Positive

- A single child tests positive for Covid in a class.
 - There are fewer than 5 cases in the year group.
- No other year groups are affected.

- The child self-isolates for 10 days. Remote learning will be provided if they are well enough to complete it as outlined [here](#).
- The parents of the child are contacted directly by NHS Track and Trace to establish likely contacts.
- Likely contacts will be contacted by NHS Track & Trace and advised to book at PRC Test. The school will contact parents to advise this if close contacts are known.
- **Children do not need to miss school or self-isolate whilst they wait for the result of the PRC test unless they have Covid Symptoms.**

HAZARD Who might be harmed? How might they be harmed?	Risk Before Controls (RBC)			Existing/Recommended Control Measures	Risk After Controls (RAC)			Residual Risk level	Who has responsibility for this area and What further Action is Required
	Likelihood	Severity	Risk		Likelihood	Severity	Risk		
DROP OFF / PICK UP									
Risk of children, parents, staff and others transmitting coronavirus between themselves whilst dropping off/picking up.	2	5	10	Safety procedures and risk assessments shared with parents, staff and others to ensure awareness. One way system in place	1	5	5		SLT have overall responsibility for this. The Premises Team will support this process on behalf of SLT. Procedures will continue to be monitored and assessed by all members of the SLT regularly with a view to reducing the residual risk level. Staff and parental updates/reminders will continue regularly through the school newsletter and targeted emails where necessary.
Increased risk of infection to children, staff and others through	2	5	10	The operational guidance on the testing in educational settings has also been removed and children and young people with mild symptoms such as a runny nose, sore throat,	2	5	10		SLT have overall responsibility for this.

<p>the spread of the coronavirus from anyone coming into school with symptoms.</p>				<p>or slight cough, who are otherwise well, can continue to attend their education setting as long as they do not have a high temperature. For children and young people aged 18 and under with a high temperature and other Covid symptoms, the advice is to stay home for 3 days, as the risk of passing the infection on to others is much lower.</p> <p>We will continue to encourage staff/adults to carry on testing if they develop any of the listed COVID-19, flu and common respiratory infections symptoms:</p> <ul style="list-style-type: none"> · continuous cough · high temperature, fever or chills · loss of, or change in, your normal sense of taste or smell · shortness of breath · unexplained tiredness, lack of energy · muscle aches or pains that are not due to exercise · not wanting to eat or not feeling hungry · headache that is unusual or longer lasting than usual · sore throat, stuffy or runny nose · diarrhoea, feeling sick or being sick <p>If staff return a positive result we will continue to ask them to refrain from work for at least 5 days and to return once they have received two negative tests 24 hours apart from day 5 onwards</p>					<p>Procedures will continue to be monitored and assessed by all members of the SLT regularly.</p> <p>Regular Staff and parental updates/reminders will continue.</p>
<p>Number of people entering the building is increased to accommodate Supply staff, volunteers and parent helpers increases risk of contamination to staff, children and others.</p>	3	5	15	<p>All supply staff will receive on-site training and guidance by the Deputy Headteacher before starting their role to ensure policies and procedures are understood and adhered to; Where possible, only volunteers and parents helpers who have been double vaccinated will be allowed on site in order to protect their health and wellbeing.</p>	2	5	10		<p>SLT have overall responsibility for this.</p> <p>The Deputy Head will support this process on behalf of SLT.</p>

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DURING THE SCHOOL DAY									
Removal of social distancing across the school, increasing the risk of coronavirus transmission for children, staff and others.	3	5	15	Individual risk assessments have been put in place for staff who are considered clinically vulnerable and will be monitored/reviewed by the Line Managers if community transmission increases. Staggered lunch times reduces traffic across the school.	2	5	10		SLT have overall responsibility for this. All staff, visitors and others will support the procedures set out in the updated Safety Plan. Procedures will continue to be monitored and assessed by all members of the SLT regularly with a view to reducing the residual risk level.
Transmission of Coronavirus to pupils, staff and others from high use areas around the school and a lack of appropriate cleaning/ventilation.	3	5	15	All areas of the school will be professionally cleaned daily. Full COSHH Risk Assessments for all products made available to all staff and others and displayed in Staffroom. Doors throughout the school will be kept open as long as they are not fire doors. Windows will be kept open where possible to increase the flow of fresh air throughout the school. Staffroom capacity will be monitored and reduced if community transmission is rising. HEPA Air purifier placed in Dining Room CO2 monitors in every classroom Whole School Assemblies will be replaced with Key Stage Assemblies in the event of rapidly rising community transmission.	2	5	10		SLT have overall responsibility for this. SBL will administer cleaning and cleaning resources on behalf of SLT. Procedures will continue to be monitored and assessed by all members of the SLT regularly with a view to maintaining the residual risk.
Cross contamination, spread of virus through the lack of proper hand washing and whilst using toilet facilities will create a greater risk of infection for children, staff and others.	3	5	15	Hand sanitiser available for adults in all classrooms and key staff areas with COSHH details sent to all staff and displayed on H&S noticeboard in staffroom. Posters displaying Government handwashing guidelines displayed in all hand washing areas. . Guidance and training given to all pupils, staff and others.	1	5	5		SLT have overall responsibility for this. Bursar will administer cleaning and cleaning resources on behalf of SLT. All staff and others will adhere to guidance and signage.

				All sink areas / taps cleaned as part of cleaning schedule listed above and cleaning products available to staff to clean throughout the day if they wish to do this as well e.g. anti-bacterial sprays. Appropriate cleaning resources available to ensure hygiene standards are met.					Procedures will continue to be monitored and assessed by all members of the SLT regularly with a view to maintaining the residual risk.
Increased risk to children, staff and others of contracting or transmitting the virus due to a lack of awareness and training.	3	5	15	Government guidance shared and disseminated to staff, parents, children and others by SLT. Local Authority guidance and advice shared and disseminated to staff, parents, children and others by SLT. Promote 'catch it, kill it, bin it' approach Regular updates and guidance given to children, staff and others on an ongoing basis.	1	5	5		SLT have overall responsibility for this. All children, staff and others will adhere to guidance and signage with additional training provided where necessary Procedures will continue to be monitored and assessed by all members of the SLT regularly with a view to maintaining the residual risk.
Increased risk of contamination as a result of children, staff and others not following routines, risk assessment, guidance and policies.	4	5	20	Relevant policies remain amended to encapsulate C19 guidance and procedures put in place. All staff, parents and others will be provided with copies of risk assessment, policies, guidance with updates as applicable. All staff and others will be provided with ongoing training and ongoing guidance and support. All staff and others are aware of relevant policies and procedures including, but not limited to, the following: <i>o Health and Safety Policy</i> <i>o Intimate Care Policy</i> <i>o Administration of Medication Policy</i> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <i>o Reporting of Injuries, Diseases and Dangerous Occurrences Regulations</i> <i>RIDDOR) 2013</i> <i>o The Health Protection (Notification) Regulations 2010</i> <i>o Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</i> <i>o DfE and PHE (2021) 'COVID-19: guidance for educational settings'</i> The school keeps up-to-date with advice issued by, but not limited to, the following:	1	5	5		SLT have overall responsibility for this. All children, staff and others will adhere to guidance and signage. Appropriate training and guidance will be given. Procedures will continue to be monitored and assessed by all members of the SLT regularly with a view to maintaining the residual risk.

			20	<p><i>o DfE</i> <i>o NHS</i> <i>o Department for Health and Social Care</i> <i>o PHE</i> <i>o The school's local health protection team through the Local Authority</i></p> <p>Staff and others are aware of the school's infection control procedures and social distancing arrangements in relation to the coronavirus via email and Class Dojo. Anyone found not to be compliant will be given further support and training.</p>			10	10	
Increased risk of contracting Coronavirus for staff, children and others when administering First aid or through the onset of illness.	4	5	20	<p>Full PPE continues to be available in the medical room</p> <p>Yellow lidded bin available in medical room for the safe disposal of clinical waste which is emptied regularly and disposed of in line with clinical waste guidelines.</p> <p>Every class room, lunch staff member and After School Club staff have their own supply of first aid equipment.</p> <p>Staff, parents and others have been informed of the symptoms of possible coronavirus infection, e.g. a cough, high temperature, loss of taste and/or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Staff and others act in line with the Infection Control Policy.</p>	2	5	10	10	<p>SLT have overall responsibility for this. All children, staff and others will adhere to guidance and signage.</p> <p>First Aiders have received additional advice/guidance on dealing with incidents.</p> <p>Bursar will continue to manage and monitor first aid provision and resources on behalf of the SLT.</p> <p>Procedures will continue to be monitored and assessed by all members of the SLT regularly with a view to reducing the residual risk level.</p>
Increased risk of infection to children, staff and others through provision of food through school meals service and during lunch times.	4	5	20	<p>Each class has been allocated their own lunchbreak supervisor(s).</p> <p>All children, staff and others will wash their hands before and after lunch.</p> <p>Children bringing in their own packed lunches will continue to take their rubbish home with them.</p> <p>Tables are cleaned thoroughly after every use</p> <p>Adults will clear the tables for the children.</p> <p>Children having their lunch in the hall will remain seated until their Lunchtime Supervisor is ready to take them outside to play in their designated area.</p>	2	5	10	10	<p>SLT have overall responsibility for this. All children, staff and others will adhere to guidance and signage.</p> <p>All Lunch staff have received relevant training and been provided with guidance.</p> <p>The Deputy head continues to work with the Catering Contractor and Kitchen Staff to ensure appropriate training and guidance is adhered to on behalf of the SLT.</p>

				Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE where appropriate.					Procedures will continue to be monitored and assessed by all members of the SLT regularly.
Poor Management of infectious diseases leads to a greater risk of infection and transmission of Coronavirus for staff, parents, children and others.	2	5	10	Infection Control Policy in place and available to all staff and others. Staff are vigilant and report concerns about their own or a pupil's symptoms to the Headteacher; School is consistent in its approach to the management confirmed cases of coronavirus as set out in this risk assessment; Cleaning is monitored so the required standards are met.	1	5	5		SLT have overall responsibility for this. All children, staff and others will adhere to guidance. Procedures will continue to be monitored and assessed by all members of the SLT regularly with a view to maintaining the residual risk level.

In order to manage the risks associated with the following 2 elements of our Covid Outbreak Contingency, the control measures that follow will be reviewed and re-introduced as appropriate by the Incident Management Team;



5 children or staff within a year group test positive within 10 days of each other.

OR

3 children or staff in a single Class/ Club within 10 days.

- There have been 5 cases of Covid across a year group within 10 days which could mean that Covid is spreading within that group of children.
- **As above for each positive case.**
- The school will discuss the outbreak with Staffs Public Health/ Local Outbreak Team and agree strengthening protective measures for 10 school days, including:
 - Re-introducing staff face masks for corridors & communal areas.
 - Adapting, Limiting or postponing indoor sporting events, trips, open days and performances.
 - Reverting to video-link Assemblies in classrooms.
 - Reducing the amount of classes staff work across.
 - Resuming twice-weekly Staff Lateral flow testing.



Covid cases continue to increase rapidly within a 10 day period.

- Despite the measures indicated above, Covid cases within the school continue to rise within a 10 day period with multiple classes and staff affected, suggesting that Covid is spreading widely throughout the school.
- Incident Management Team meeting held between the school and Staffordshire Public Health to agree further measures, for a further 10 school days, including:
 - Re-introducing class bubbles.
 - Reverting to class-based school lunches.
 - Limiting all non-essential visitors to school.
 - Postponing all non-essential events.
 - **Re-introducing remote learning for individual classes for 10 school days considered.**

