

# ST ANDREW'S INFANT SCHOOL

## RISK ASSESSMENT FOR SCHOOL ACTIVITIES – 2022 HAZARD: CONTAGION DUE TO COVID-19 VIRUS

Assessor (Competent Person): S. Hardaker / E. Stollery / J. Swallow

Date of last review: 3 February 2022

### HAZARD – Contagion due to COVID-19

| AREA/ ACTIVITY                                | PERSONS AT RISK            | CONTROL MEASURES   | RISK RATING | COMMENTS/ ACTIONS   |
|---|----------------------------|--|-------------|---|
| General controls to prevent risk of infection | Pupils, staff and visitors | Increased cleaning regime throughout site, especially touch points.<br><br>Hand washing facilities in place with pupils and staff encouraged to use these regularly.<br><br>Gel dispenser at main entrance.<br><br>PPE equipment purchased for staff use in line with government guidance.<br><br>Staff allowed to wear their own face coverings in the classroom if they want to.<br>Staff to wear face covering when seeing children in/out of the classrooms at the beginning / end of the day.<br><br>Staff to wear face coverings in all communal areas of school including corridors, whilst photocopying, in staffroom (if not eating/drinking).<br><br>Staff to be allowed to have personal hand gel bottles – ensure these are kept out of reach of children.<br><br>Staff to maintain 2 metre distance from other members of staff | LOW         | Regular cleaning regime throughout the day – tasks to be assigned to support staff<br><br>Regular reminders to Parents /carers and staff if symptomatic people in household they should not attend school.<br><br>Ensure appropriate signage re social distancing and hand washing.<br><br>Support and encourage the vaccine programme take up. |

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|---|-----------------|--|-------------|---|
|   |                 | <p>and children as much as possible.</p> <p>Promote “catch it, bin it, kill it” approach – regular reminders to children.</p> <p>If anyone has left the country and returned to the UK they must follow the advice on the current traffic light travel system</p> <p>Staff or pupils who may become symptomatic to isolate, obtain a PCR test and if positive stay home and continue to self-isolate, following the advice given by NHS Test and Trace. NHS Test and Trace will work with the child’s parents /carers or directly with a staff member to identify close contacts.</p> <p>Staff or students who test positive using a lateral flow device (LFT) should also self-isolate and seek a PCR test immediately. If negative and no symptoms have developed, self-isolation can cease.</p> <p>Confirmed positive cases of employees which may be work related to be reported to the school’s H&amp;S team.</p> <p>If it appears there is a spread of COVID within the school (from person to person within the setting) the Head of School will contact Calderdale Public Health. The threshold for this is currently 5 or more cases within 10 days of each other. In this instance, Outbreak Management Plans should be actioned, working in partnership with Public Health. This may involve contact tracing at school level.</p> |             |   |
| Staffing – shielding of clinically extremely vulnerable individuals | Staff           | SMT to ensure that an individual risk assessment is completed for any staff members currently classified as extremely vulnerable. (This includes pregnancy past 28 weeks).   | <b>LOW</b>  | Staff to be asked to inform HT/HoS immediately if they are classified as CEV. |
| Staffing – checking for   | Staff           | Lateral flow testing (LFT) offered to staff twice a week for   | <b>LOW</b>  | Twice weekly texts sent   |

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| asymptomatic staff |                  | <p>themselves and household members. All staff are strongly encouraged to test twice a week to identify anyone carrying the virus with no symptoms.</p> <p>Tests should be carried out on Sunday and Wednesday evenings. Any positive results must be reported immediately to the Executive Headteacher or Head of School (HoS).</p>  |             | <p>from school system reminding staff to test and report positive results.</p> <p>Any staff displaying symptoms will be sent for a PCR test – see below</p> |
| Symptomatic staff  | Pupils and staff | <p>Staff to follow current government guidance on self-isolation if they or anyone in their household develops symptoms.</p> <p>Any member of staff developing symptoms whilst in school to leave the building immediately after carrying out a lateral flow test in school. Staff member will still need to book a PCR test, regardless of whether the LFT is positive or negative.</p> <p>Staff who become symptomatic whilst at home to isolate, obtain a PCR test and if positive stay home and continue to self-isolate, following the advice given by NHS Test and Trace. NHS Test and Trace will work directly with a staff member to identify close contacts.</p> <p>Staff or students who test positive using a lateral flow device (LFT) should also self-isolate. A confirmatory PCR test is no longer required. If negative and no symptoms have developed, self-isolation can cease.</p> <p>Confirmed positive cases of employees which may be work related to be reported to the school's H&amp;S team.</p> <p>Staff can be given a home test kit if they are unable to attend a test centre.</p> <p><b>Staff to advise HT/HoS the DAY BEFORE if they will not be in work the next day.</b></p> | LOW         | <p>Staff must advise school immediately if they develop symptoms even if they are working at home.</p>  |

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|   |                  | HT/HoS to assess whether any classes will need to be cancelled dependant on staffing/pupil ratios.   |             |  |
| Action following confirmed positive contact - staff | Pupils and staff | <p>Staff identified as a contact of a positive Covid19 case must self isolate for 10 days if they are not double vaccinated.</p> <p>Staff who are fully vaccinated do not need to isolate but should take a LFT every day for 7 days or until 10 days after contact with the person who tested positive if this is earlier.</p> <p>Staff who have tested positive within the last 28 days are advised not to take daily LFTs as a contact. If symptoms develop they must obtain a PCR test.</p>  | <b>LOW</b>  | Continue to follow PH guidance – limit close contact with other people outside the household and stay away from clinically vulnerable as much as possible. |
| Pupils – shielding of vulnerable children           | Pupils           | Shielding has now ended as of 1/4/21 – normal attendance monitoring procedures apply.  | <b>LOW</b>  |  |
| Ensuring pupils are not symptomatic                 | Pupils and staff | <p>Remind children to report if they have a cough or feel hot, or have a sore throat and to be reminded to sneeze into elbow.</p> <p>Regular reminders to children re: regular and thorough handwashing</p> <p>Children suspected of having a high temperature to be brought to the main office where the child's temperature will be taken by office staff with 3 digital thermometers to compare. (Temperature over 37.8C). Any child with a temperature of 37.8C or above will be sent home and advised to take a PCR test.</p> <p>Any pupil developing symptoms to be sent home immediately. Pupil to wait in the entrance foyer supervised by office staff. A sign will be displayed on the internal door to advise staff not to enter.</p> <p>PPE purchased for staff to wear if dealing with a child displaying symptoms if 2m distance cannot be observed.</p> | <b>LOW</b>  | Once child has left the building the member of staff supervising the child to sanitise the area including entrance foyer.                                  |

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| Action following confirmed positive contact – pupils | Pupils and staff | <p>Remote learning will be provided for any child having to self isolate due to a Covid19 symptoms or positive PCR test. Food parcels will be provided for any FSM child having to self isolate.</p> <p>Children in the household should take a LFT test every day for 7 days (letter to parents 31/1/22). If the LFT tests are negative they can attend school as normal.</p> <p>If they develop symptoms, they should get a PCR test straight away. If this test is negative, the child can return to school. If they go on to develop symptoms the child must stay at home and arrange another test.</p> | LOW         |  |
| Staff: pupil bubbles                                 | Pupils and staff | Bubbles no longer required and mixing is permitted.   | LOW         |  |
| SENDTAs working with children on 1-2-1               | Pupils and staff | <p>Staff members to maintain a <b>2 metre distance</b> from the other adult in the group in the classroom/ school areas</p> <p>SENDTAs to offer comments, instructions and praise at a distance where possible.</p> <p>Where possible for explaining any new tasks the adult has a duplicate set of equipment to model with.</p>  | LOW         |  |
| Classroom organisation                               | Pupils and staff | <p>Children to sit spaced out in KS1 as much as possible (tables can be grouped).</p> <p>Pupils encouraged to wash their hands regularly.</p> <p>Adults to wear face coverings if moving <b>closer to children than the recommended 2m distance</b> around the classroom.</p> <p>Movement around classroom and school to be minimised.</p> <p>TAs to wipe door handles and touch points through the day.</p>  | LOW         | <p><b>All resources not in use to be boxed up and stored to avoid contamination.</b></p> <p><b>ALL Cleaning products to be kept out of children's reach.</b></p> |
| Resources  | Pupils and staff | Resources shared between classes should be cleaned between each class or allow them to be unused for a period of 48 hours (72 hrs for plastics).  | LOW         | Books and other shared resources can be taken home although  |

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|                               |                  | Children to sanitise their hands before and after using computers in the ICT Suite.   |             | unnecessary sharing should be avoided and there should be a system of cleaning and rotating these resources.   |
| Ventilation                   | Staff and pupils | <p>Adults to open windows in the classroom every morning before the children come in for good ventilation. Windows to remain open where possible.</p> <p>In cooler weather windows should be left open just enough to provide constant background ventilation and opened wider when the children are out at break and at lunch. It may be beneficial to open higher level windows to reduce draughts when the weather is colder. Allow staff and pupils to wear additional suitable indoor clothing.</p> <p>CO2 detectors to be placed in each classroom.<br/>           Good condition: When &lt;800ppm (warning window green)<br/>           Normal condition: When 800ppm – 1500ppm (warning window yellow)<br/>           Poor condition: When &gt;1500ppm (warning window red)<br/>           In a poor condition more windows will need to be opened or the windows that are already open will need to be opened further to allow more ventilation. If the reading does not drop the children in the class will need to be taken outside to take part in their daily mile. If the room remains in a poor condition the detector may need recalibrating.</p> | <b>LOW</b>  | <p>CO2 detectors in each classroom.</p> <p>Staff to inform Office Manager if a room is in poor condition or if the detector needs recalibrating.</p> |
| Use of toilets and cloakrooms | Staff and pupils | <p>Site staff to ensure that soap dispensers are kept topped up at the start of each day/ other staff to monitor.</p> <p>Children to be encouraged to use hand washing facilities regularly and prior to eating.</p> <p>Reception children will use their own toilets at lunchtime. Staff and MDS will encourage KS1 children to use their class toilets at</p>   | <b>LOW</b>  |  |

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|  |                                   | the start and end of lunchtime. If toilets are needed by KS1 children during lunchtime they can use class 3 toilets. A MDS will clean touch points in these toilets at 1:10  |             |   |
| Children arriving at school and leaving school | Pupils, staff and Parents /carers | <p>Class 4 &amp; Y2 children to wash hands <b>(for 20 seconds)</b> in outside sinks before entering building. Reception children and Class 3 will wash their hands in their classrooms.</p> <p>All staff are <b>strongly encouraged</b> to wear face coverings when meeting and greeting children outside. It is also recommended that staff wear face coverings when entering and leaving the building if this is at times when parents /carers are on the grounds.</p> <p>Parents /carers to be asked not to congregate at school gates. Parents /carers to wait at a safe distance from each other in the playground and paths for drop off and collection. Parents /carers advised they must stay with their child until they go into school or through the courtyard gate.</p> <p>Parents /carers will be <b>encouraged</b> to wear face masks on the school site, as they are not social distancing and we have had parental cases of infection. Staff will check they recognise parents/carers before letting the children go, and they ask for clarification if necessary.</p> <p>We recommend-One parent per child allowed on site</p> <p>2m markings around site on paths</p> <p>One-way system for Parents /carers on site set up.</p> <p>Marked area in playground for parent/carer not to cross</p> <p>Parents/carers to stand socially distanced</p> <p>One member of Class 4 or 5 staff will supervise their cloakroom.</p> | <b>LOW</b>  | <p><b>Security on gates to be monitored by TA Learning Mentor.</b></p> <p><b>Teacher to inform Office staff informed by walkie talkie of children left. Office staff call Parents /carers remind of the</b></p> |

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|                                |                  | <p>Reception children enter and leave through Class 1 or Class 2. Class 3 will enter and leave through their classroom. Class 4 &amp; Y2 enter and leave via Hall door. Parents /carers need to stand on markings and follow one way system. One member to staff to stay by open door.</p> <p>Children not collected: Reception children to wait in Class 1. Y1 &amp; Y2 children to wait with adult socially spaced by the Outside Early Years. <b>(Do not bring them to the office.)</b><br/> <b>Any children not collected inform office staff via walkie talkie.</b></p> <p>Encourage children/families to cycle or walk to school.</p> |             | need for prompt collection |
| Staff contingency arrangements | Pupils and staff | <p>Ensuring there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff. Ensure staff are aware of the reporting procedure to highlight if they have any symptoms. Ensure staff follow testing procedure</p>  | LOW         |                            |
| Use of staircases              | Pupils and staff | <p>Children can pass in corridors/stairs as this is low risk but where possible this is to be avoided.</p> <p>Handrails to be washed regularly</p>  | LOW         |                            |
| Use of cloakrooms              | Pupils and staff | All classes can use cloakrooms. Staff to supervise from door way.   | LOW         |                            |
| Break times                    | Pupils and staff | <p>Children to use toilets and wash hands <b>after breaks.</b></p> <p>Children to be supervised at outside sinks to ensure they wash hands on their way back in after breaks and PE.</p> <p>Each class will have their own outdoor equipment. No sharing between classes.</p>   | LOW         |                            |



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|  |                  |  |             | HoS to include additional member of staff on rota   |
| Use of the playground and outdoor play equipment | Pupils and staff | Continue to promote social distancing where possible.<br>Cleaning regime to ensure that the playground equipment is cleaned between different classes, or take out of use if necessary.<br>Toys and equipment should not share toys and equipment unless cleaned in-between.   | <b>LOW</b>  | Suitable games lists have been shared   |
| Lunchtime – food preparation and serving         | Pupils and staff | Children will eat in the hall.<br><br>Children to wash hands before lunch in their classroom or cloakrooms.<br><br>Each group to have an allocated MDS to supervise them in their own classroom in case of wet play.<br><br>Children to wash hands at the outside sinks before coming back into school from outside. Reception and class 3 to use classroom sinks. | <b>LOW</b>  | Children to be reminded that they must use soap, wash for 20 seconds, dry then dispose safely of paper towel. |
| Assembly/ worship                                | Pupils and staff | KS1 to attend worship in the hall with a space between year groups.<br>Reception will attend weekly after a couple of weeks.<br>Parents and carers will not attend Friday Family Worship.  | <b>LOW</b>  |   |
| Trips and visits                                 | Pupils and staff | Local visits can take place.   | <b>LOW</b>  | Risk assessment to be completed for each visit detailing COVID controls.                                      |
| Meetings with external visitors                  | Pupils and staff | <b>All visits to be approved by HT/HoS</b><br><br>Visitors to be asked to wear a mask when walking around  | <b>LOW</b>  | Visitors encouraged to sanitise their hands on the way into school.   |

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|                                |                                  | communal areas of school. Visitors to be encouraged to socially distance.<br><br>Wherever possible meetings to be held via virtual media.<br><br>All visitors must leave a mobile contact number when signing in, wear a mask, and stay 2m from school staff.   |             | Visitors signing in sheet amended to include contact no.          |
| Students/ volunteers           | Pupils and staff                 | From 4/5/21 volunteers/work experience placements will be allowed in school with the prior approval of the Head of School. They will carry out an induction with the Head of School which will include the school's COVID 19 risk assessment.   | <b>LOW</b>  | Staff to advise H of S immediately of any concerns re: volunteers |
| Home visits                    | Pupils, families and staff       | No home visits to be carried out for families shielding or currently symptomatic.<br><br>Home visits to be conducted 2m from outside the front door (any concerns will be directed to social services in the normal manner).  | <b>LOW</b>  |   |
| Contractors                    | Pupils and staff and contractors | Contractors will be allowed to work when children not in school but must leave a mobile contact number when signing in, wear a mask, and stay 2m from school staff.   | <b>LOW</b>  | Need to ensure continuity of maintenance checks etc.              |
| Breakfast Club                 | Pupils and staff                 | Breakfast Club will run in the hall see Risk assessment   | <b>LOW</b>  |   |
| Kids Club                      | Pupils and staff                 | Kids Club will run in the hall see Risk assessment  | <b>LOW</b>  |   |
| Main office and reception area | Pupils, staff and visitors       | Parents /carers to be advised not to come into school to phone, text or email queries instead.<br><br>Parents /carers to be told to make all payments via School Money app.<br><br>Office staff will keep glass screen closed and talk to others through it.<br><br>Parents asked to wear a mask if they do come into school. | <b>LOW</b>  |   |

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|--|------------------|---|-------------|---|
| Staffroom                                  | Staff            | There are no longer any restrictions on numbers using the staffroom but social distancing is encouraged.  | LOW         |   |
| Inclusion room                             | Staff            | No restrictions on numbers using the room but social distancing is encouraged.  | LOW         |   |
| PPA room                                   | Staff            | No restrictions on numbers using the room but social distancing is encouraged.  | LOW         |   |
| ICT Suite                                  | Pupils and staff | <b>ICT suite will only be used by KS1.</b><br><br><b>Surfaces to be sanitised by HLTA after children are back to their classroom. Handrails on stairs to be sanitised also.</b>   | LOW         |   |
| Hall                                       | Pupils and staff | The children will sit on the floor for worship but social distancing will be used between year groups.<br><br>The Hall will be used by pupils during the school day sitting at tables labelled for each year group to minimise cleaning required (Including for Breakfast and Kids Club pupils).<br><br>When possible, PE lessons to take place outside. If used for PE outside doors and windows are left open and all equipment is cleared after use. | LOW         |   |
| Cleaning<br><br><br>Tissues in lidded bins | Pupils and staff | Additional cleaning of all areas will ensure sanitisation of all handles, surfaces, resources etc.<br><br>All phones – landlines in offices/ PPA room/inclusion room will be wiped down every evening by staff<br><br>These will be emptied by cleaners at the end of the day and contents placed in outside bins.<br><br><b>If someone is symptomatic and while isolating until</b>  | LOW         | Class TAs to clean down handles and rails during the day.<br><b>Ensure cleaning products are kept locked away between uses.</b><br><br>Caretaker's Friday hours added to school cleaning. |

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|---------------------------------|------------------|---|-------------|--|
|                                 |                  | <b>collection any tissues or waste to be bagged up and stored for 72 hours prior to collection.</b>   |             |  |
| First aid                       | Pupils and staff | This will still operate in the corner of hall<br>Any minor bumps, grazes with be dealt with at a distance with children self-applying cold compresses.<br>Staff send for FA on walkie talkie.<br>Full PPE – must be worn by staff when dealing with blood/vomit – mask, gloves, visor apron<br>Used PPE to be bagged and binned outside by wearer.<br>Hand washing important for all involved | <b>LOW</b>  | We have aprons, gloves and masks for staff to use if dealing with sick child.<br><br>H of S to ensure FAW person on site |
| Administering of medication     | Pupils and staff | Medication to be administered by adult working with the group to minimise interaction with other adults   | <b>LOW</b>  |  |
| Intimate care                   | Pupils and staff | Full PPE – must be worn by staff when having to deal with a major incident of urine, vomit, blood or faeces – mask, gloves, visor, apron<br><br>Gloves and masks can be worn to deal with minor accidents.  | <b>LOW</b>  | Logs to be kept in the classroom folder.   |
| Cochlear earpiece               | Pupils and staff | Staff to wipe before use  | <b>LOW</b>  |  |
| Fire alarm/ lockdown procedures | Pupils and staff | Routine fire drill will be undertaken. Staff discuss routes for their class and to encourage their class to stand spaced in the playground if alarm sounds.<br><br>Lockdown procedure revised with walkie talkie use by the groups. New arrangements have been given to staff.  | <b>LOW</b>  | Updated copy given to staff  |
| Music                           | Pupils and staff | Children can sing inside.   | <b>LOW</b>  |  |
| Reading books                   | Pupils and staff | Staff to wash their hands after removing reading books from book bags.<br>Reading books can be sent home to children who are remote learning. The office will agree a time for collection with parents /carers .<br>All returned books will be kept in a box in main reception for a minimum of 72 hours before being returned to the library.  | <b>LOW</b>  | Each class to clearly label a book box.  |

| AREA/ ACTIVITY | PERSONS<br>AT RISK | CONTROL MEASURES | RISK<br>RATING | COMMENTS/ ACTIONS |
|----------------|--------------------|------------------|----------------|-------------------|
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*Assessor’s signature* .....

*Head of School’s signature* .....

*Date* .....

*Date* .....