

ST ANDREW'S INFANT SCHOOL

RISK ASSESSMENT FOR SCHOOL ACTIVITIES – March 2022

HAZARD: CONTAGION DUE TO COVID-19 VIRUS

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

Date of last review: 3 March 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	<p>Increased cleaning regime throughout site, especially touch points.</p> <p>Hand washing facilities in place with pupils and staff encouraged to use these regularly.</p> <p>Gel dispenser at main entrance.</p> <p>PPE equipment purchased for staff use in line with government guidance.</p> <p>Staff are no longer advised to wear face coverings but may do so if they wish.</p> <p>Staff to be allowed to have personal hand gel bottles – ensure these are kept out of reach of children.</p> <p>Promote “catch it, bin it, kill it” approach – regular reminders to children.</p> <p>Staff or pupils who may become symptomatic should isolate and obtain a PCR test. If the result is positive they should stay home for at least 5 days and avoid contact with other people.</p> <p>If a child tests positive the school will refuse entry for 5</p>	LOW	<p>Regular cleaning regime throughout the day – tasks to be assigned to support staff</p> <p>Ensure appropriate signage re social distancing and hand washing.</p> <p>Support and encourage the vaccine programme take up.</p>

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		<p>days. If they do a LFT after 5 days from start of symptoms (or test result) and again on day 6 and both these tests are negative and they do not have a high temperature they may return to school. If they are still unwell or have a high temperature they must stay at home for the full 10 day exclusion period.</p> <p>If a member of staff tests positive they must work at home for 5 days. If they do a LFT after 5 days from start of symptoms (or test result) and again on day 6 and both these tests are negative and they do not have a high temperature they may return to school. If they are still unwell or have a high temperature they must stay at home for the full 10 day exclusion period.</p> <p>Confirmed positive cases of employees which may be work related to be reported to the school's H&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 3 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).	LOW	Staff to be asked to inform HT/HoS immediately if they are classified as CEV.
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,</p>	LOW	Staff must advise school immediately if they develop symptoms even if they are working at home.

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		<p>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 avoid contact with others.</p> <p>Staff or students who test positive using a lateral flow device (LFT) should also remain at home. A confirmatory PCR test should be taken if symptomatic.</p> <p>Confirmed positive cases of employees which may be work related to be reported to the school's H&S team.</p> <p>Staff can be given a home test kit if they are unable to attend a test centre.</p> <p>Staff to advise HT/HoS the DAY BEFORE if they will not be in work the next day.</p> <p>HT/HoS to assess whether any classes will need to be cancelled dependant on staffing/pupil ratios.</p>		
Action following confirmed positive contact - staff	Pupils and staff	Staff who have been in contact with a confirmed Covid19 case are no longer required to self-isolate (even if not fully vaccinated).	LOW	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.	LOW	
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</p>	LOW	

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		<p>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>		Once child has left the building the member of staff supervising the child to sanitise the area including entrance foyer.
Action following confirmed positive contact – pupils	Pupils and staff	Remote learning will be provided for any child having to remain at home due to a Covid19 symptoms or positive PCR test. Food parcels will be provided for any FSM child.	LOW	
Staff: pupil bubbles	Pupils and staff	Bubbles no longer required and mixing is permitted.	LOW	
Classroom organisation	Pupils and staff	<p>Pupils encouraged to wash their hands regularly.</p> <p>Regular cleaning of touch points by classroom support staff.</p>	LOW	<p>All resources not in use to be boxed up and stored to avoid contamination.</p> <p>TAs to ensure adequate supply of blue roll and sanitising spray in classroom.</p>

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Resources	Pupils and staff	<p>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).</p> <p>Children to sanitise their hands before and after using computers in the ICT Suite.</p>	LOW	Books and other shared resources can be taken home although 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. Good condition: When <800ppm (warning window green) Normal condition: When 800ppm – 1500ppm (warning window yellow) Poor condition: When >1500ppm (warning window red) 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>	LOW	<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>	LOW	

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		Reception children will use their own toilets at lunchtime. Staff and MDS will encourage KS1 children to use their class toilets at 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 & Y2 children to wash hands (for 20 seconds) in outside sinks before entering building. Reception children and Class 3 will wash their hands in their classrooms.</p> <p>Parents /carers to be asked not to congregate at school gates. Parents /carers advised they must stay with their child until they go into school or through the courtyard gate.</p> <p>Reception children enter and leave through Class 1 or Class 2. Class 3 will enter and leave through their classroom. Class 4 & Y2 enter and leave via Hall door. One member to staff to stay by open door.</p> <p>Children not collected: Reception children to wait in Class 1. Y1 & Y2 children to wait with adult socially spaced by the Outside Early Years.(Do not bring them to the office.) Any children not collected inform office staff via walkie talkie.</p> <p>Encourage children/families to cycle or walk to school.</p>	LOW	<p>Security on gates to be monitored by TA Learning Mentor.</p> <p>Teacher to inform Office staff informed by walkie talkie of children left. Office staff call Parents /carers remind of the need for prompt collection</p>
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	
Break times	Pupils and staff	<p>Children to use toilets and wash hands after breaks.</p> <p>Children to be supervised at outside sinks to ensure they wash</p>	LOW	

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		<p>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>		HoS to include additional member of staff on rota
Lunchtime – food preparation and serving	Pupils and staff	<p>Children will eat in the hall.</p> <p>Children to wash hands before lunch in their classroom or cloakrooms.</p> <p>Each group to have an allocated MDS to supervise them in their own classroom in case of wet play.</p> <p>Children to wash hands at the outside sinks before coming back into school from outside. Reception and class 3 to use classroom sinks.</p>	LOW	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	<p>Whole school worship will start again this term.</p> <p>Parents will not be invited this term until the last week.</p>	LOW	
PE lessons	Pupils and staff	All PE lessons to take place outside whenever possible. The hall can be used in case of bad weather.		
Music lessons	Pupils and staff	Music lessons will take place. Singing can take place with windows open.		
Trips and visits	Pupils and staff	Local visits can take place.	LOW	Risk assessment to be completed for each visit detailing COVID controls.
Meetings with external visitors	Pupils and staff	All visitors to be approved in advance by HT/HoS.	LOW	Visitors encouraged to sanitise their hands on the

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		Meetings to be held via virtual media where possible. Contact details of all visitors to be recorded for track and trace purposes.		way in to school. Visitor 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.	LOW	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 who are currently symptomatic. Home visits to be conducted 2m from outside the front door (any concerns will be directed to social services in the normal manner). Members of staff will travel in separate cars to home visits.	LOW	
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.	LOW	Need to ensure continuity of maintenance checks etc.
Breakfast Club	Pupils and staff	Breakfast Club will run in the hall see Risk assessment	LOW	
Kids Club	Pupils and staff	Kids Club will run in the hall see Risk assessment	LOW	
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. Parents /carers to be told to make all payments via School Money app. Office staff will keep glass screen closed and talk to others through it.	LOW	Office staff can wear face coverings if they want to.

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		There are no longer any restrictions on numbers using each office but social distancing is encouraged.		
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	Surfaces to be sanitised by HLTA after children are back to their classroom.	LOW	
Hall	Pupils and staff	The hall will be in use as normal.	LOW	
Cleaning	Pupils and staff	Additional cleaning of all areas in use to ensure sanitisation of all handles, surfaces, resources etc. TA assigned to group to carry out sanitisation of surfaces and resources at break/lunch times.	LOW	Ensure cleaning products are kept locked away between uses.
First aid	Pupils and staff	This will still operate in the corner of hall Any minor bumps, grazes will be dealt with at a distance with children self-applying cold compresses. Staff send for FA on walkie talkie. Full PPE – must be worn by staff when dealing with blood/vomit – mask, gloves, visor apron Used PPE to be bagged and binned outside by wearer. Hand washing important for all involved	LOW	We have aprons, gloves and masks for staff to use if dealing with sick child. H of S to ensure FAW person on site
Administering of medication	Pupils and	Medication to be administered by adult working with the group to		

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	staff	minimise interaction with other adults	LOW	
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 Gloves and masks can be worn to deal with minor accidents.	LOW	Logs to be kept in the classroom folder.
Cochlear earpiece	Pupils and staff	Staff to wipe before use	LOW	
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. Lockdown procedure revised with walkie talkie use by the groups. New arrangements have been given to staff.	LOW	Updated copy given to staff
Reading books	Pupils and staff	Staff to wash their hands after removing reading books from book bags. All returned books will be kept in a box in main reception for a minimum of 72 hours before being returned to the library.	LOW	Each class to clearly label a book box.

Assessor's signature

Date

Head of School's signature

Date