

COVID-19: Operational Risk Assessment for Ashmole Primary 1/9/2021 (following STEP announced 19 July 2021 and Schools COVID 19 operational guidance (updated 18/8/2021))

SCHOOL NAME: ASHMOLE PRIMARY SCHOOL

Member of Staff and Job Title:	Date of Assessment:	Date of Review:	Covered by this assessment:
Chris Tofallis – Head Teacher Primary and Melissa Brennan CFO & H & S Officer	25 th August 2021 Update 29.9.21 Update 29.11.21 Update 4.1.22 Update 14.1.22	Ongoing (See log below)	Staff, pupils, parents, visitors, volunteers, contractors

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full re-opening of the school and ensure the school continues to operate in a safe way. This risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Other Related Documents:

Relevant Existing Policies	Local Authority/Trust documents	Recent Government Guidance:
Schools COVID-19 operational guidance	DfE	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance
Barnet Public Health England	Email – Neil Marlow	dated 8 September 2021
Schools COVID-19 operational guidance	DfE	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance - updated 27 September 2021 Dec 21 and Jan 22 updates on isolation periods.

Risk matrix

Impact risk rating:				Probability risk rating:		Overall risk rating:		
5. Catastrophic				5. Almost certain to happen		16 or more - red		
4. Major – e.g. likely to result in school closure				4. Likely		12 to 15 - amber		
3. Moderate – e.g. likely to result in one or more classes having to close				3. Possible		9 to 11 – amber		
2. Minor				2. Unlikely		Below 9 – green		
1. Negligible				1. Negligible		Below 9 – green		
Specific Concern/ Risk	Impact score (a)	Probability score (b)	Current Risk Rating (a) x (b)	Control Measures		In Place (Y/N)	Action proposed/required	Risk rating following controls (1-25)
1.Awareness of policies and procedures	3	2	6	<ul style="list-style-type: none"> All staff, Trustees, parents, governors, and visitors are aware of all relevant policies and procedures. All staff have access to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings'. Relevant staff receive necessary training that helps minimise the spread of infection, e.g. infection control. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE – NHS - Dept for Health & Social Care - PHE Staff are made aware of the school's infection control procedures in relation to coronavirus via email / staff meetings and contact / school as soon as possible if they believe they have been exposed to coronavirus. 		Y	Covid-19 Risk Assessments published on the school website and emailed to all relevant stakeholders after an update.	

				<ul style="list-style-type: none"> Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/ email and website – 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 need to tell a member of staff if they feel unwell. 		Staff made aware in briefings and pupils kept informed in classes, during the school day and assemblies.	
2. Disruption to the running of the school in cases of local outbreak	3	2	6	<ul style="list-style-type: none"> The school has a clear plan in place in case of any lockdowns and a clear Remote Learning Policy. The school adheres to and keeps up -to -date with the latest local and national advice about school closures – advice is sought from Barnet H & S and /or DfE helpline where required. Follow Government advice / instructions. 	Y	DfE updates followed and acted upon.	
3. Use of public transport	3	2	6	<ul style="list-style-type: none"> It is recommended that facemasks are worn in enclosed / crowded spaces where contact with people you don't normally meet occurs. This includes public transport and dedicated transport to school. School will follow director of Public Health England and LA advice in cases of local outbreak. School will put into place any actions or precautions advised by Barnet LA. 	Y	Staff made aware in briefings and pupils kept informed in classes and in assemblies. (29.11.21 update) All staff, adults and visitors to wear a face covering when moving in corridors and communal areas around the school.	
4. Cleaning of school	3	2	6	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➤ All door handles ➤ All tables and chairs used by staff and pupils ➤ Toilet flushes and regular cleaning of toilets. <ul style="list-style-type: none"> Regular cleaning of surfaces will reduce the risk of spreading the virus. 	Y		

5. Ventilation of classrooms and offices.	3	2	6	<ul style="list-style-type: none"> Identify any poorly ventilated spaces - take steps to improve fresh air flow Occupied spaces are kept well ventilated: air conditioning units, adjusted to increase the ventilation rate natural ventilation, opening windows, to provide constant background ventilation (and where possible opened more fully during breaks) If external doors are opened, ensure that they are not fire doors and are safe to do so 	Y		
6. Hygiene practice	3	2	6	<ul style="list-style-type: none"> Staff and pupils continue to be encouraged to clean their hands regularly, this can be done with soap and water or hand sanitiser Staff and visitors are encouraged to wash their hands with soap or alcohol -based sanitiser (that contains no less than 90% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. Pupils are discouraged from sharing cutlery, cups or food. Refectory staff to continue to clean tables/refectory in between sittings When necessary Caretaker and cleaners ensure enhanced cleaning is undertaken when required/requested 	Y	Reminders in briefings, assemblies, class time and on screens and signs around the school including toilets and corridors.	
7. Spread of infection	3	2	6	<ul style="list-style-type: none"> Spillages of bodily fluids, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. 	Y	Parents reminded through communications, eg letters and emails.	

				<ul style="list-style-type: none"> • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self -isolation' period) has passed, in line with national guidance. • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching. • Parents must notify school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school, in liaison with medical professionals where necessary, reviews the needs of pupils who are vulnerable. • Any additional provisions for pupils who are vulnerable will be put in place by the Headteacher/Deputy Head SENCO, in liaison with the pupil's parents, if necessary. 			
8. Classroom Management	3	2	6	<ul style="list-style-type: none"> • Class teachers and all staff to continue to have mobility around the classroom. • It is no longer required for forward facing tables - care should still be taken on table management in a classroom setting. • Outbreak management plans cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak. • We will revert back to previous control measures in the event of a local outbreak if required i.e. logistics from Summer Term 2021 including staggered start / finishes and class Bubble maintenance • Continue to use a cautious approach with arrangements. 	Y	Contingency plan in place in the event that bubbles are reintroduced.	
9. Assemblies and singing	3	2	6	<ul style="list-style-type: none"> • There are no restrictions in place for holding assemblies and singing in the school hall. 	Y	Class assemblies to resume. (29.11.21 whole school assemblies on hold in Dec 21 and Jan 22).	

10. Breaktime and equipment	3	2	6	<ul style="list-style-type: none"> Break and lunchtime reinstated and no restrictions in place for use of equipment and no specified areas for year groups in outside spaces 	Y		
11. Lunchtimes	1	2	2	<ul style="list-style-type: none"> There will various sittings for lunch form Reception up to Year 5 with more time to eat in the hall (set from 11.30am-1.30pm). Tables will continue to be wiped down in between sittings by the lunchtime staff 	Y		
12. Risks of transmission due to movement around the school.	1	2	2	<ul style="list-style-type: none"> Corridors – staff and pupils to walk with care and to be aware of interactions. 	Y	Signs in place, but there will not be regular movement in the corridors.	
				<ul style="list-style-type: none"> Pinch points and bottle necks continue to be identified and managed. 	Y	Back to normal routines for start and finish times but KS finish 10 minutes later at 3.25pm. Lunchtimes are staggered from 11.30am-1.30pm. Breaktimes remain staggered as normal.	
				<ul style="list-style-type: none"> No longer zoning of year groups 	Y	In the event of a break out or change in Government or LA advice this will be reintroduced.	
13. Face covering's	1	2	2	<ul style="list-style-type: none"> (Face coverings are no longer advised for staff and visitors in classrooms / communal areas). It is recommended that face masks are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport to and from school. School will follow Government Guidance/and or LA in the event local outbreak. School will put into place any actions / precautions advised by Barnet LA. 	Y	Staff and pupils reminded in briefings/ meetings to wear face coverings on public transport. (29.11.21 update) All staff, adults and visitors to wear a face covering when moving in corridors	

						and communal areas around the school.	
14. Ill Health	3	2	6	<ul style="list-style-type: none"> • Staff are aware of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up -to -date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil or member of staff who displays signs of being unwell with COVID symptoms, a persistent cough, fever or a loss / change to sense of smell or taste, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in the Community Room or Medical Room (ground floor) where they will not come into contact with others and are supervised at all times. • The parents of unwell pupils are informed immediately. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with governmental guidance. • Unwell pupils waiting to go home are kept in an area where they can be socially distanced from others. (Community Room/ Medical Room). • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • Pupils who display signs of infection are taken home as soon as practicable, by parents – parents are advised to contact NHS 111 immediately or 999 if the child becomes seriously ill / their life is at risk. • Members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. 	Y	<p>Staff reminded at Inset days and through staff emails.</p> <p>Parents reminded by communications from the Head Teacher and website updated with any changes as advised by LA and or Government.</p>	

15. Spring Term Testing	3	2	6	<ul style="list-style-type: none"> LFD Testing was postponed for staff and pupils over the summer holidays Staff will then continue to test twice weekly until the end of half term when this will be reviewed. Testing remains voluntary but is strongly recommended. Even if someone has tested positive for COVID 19 within the last 90days, they are encouraged to take part in LFD at home once they have completed their isolation period for their prior infection. Positive results should be reported within 24 hours after the test, negative results must be reported within 7 days. 	Y	Staff advised of time and date of their two tests at school – these will commence on Thursday 2 nd September 2021. Every Sunday and Wednesday. Ongoing.	
16. Positive Cases	3	2	6	<ul style="list-style-type: none"> School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace. The Primary School will support NHS Test and Trace if required to help identify close contacts. <p>New Covid 19 Recommendation from Barnet Public Health England (27th September 2021) “PCR testing is strongly advised for all children and staff that are a household contact of a case of COVID-19. While national guidance does not mandate that children and staff self-isolate while waiting for this test result if asymptomatic, locally we recommend that schools consider this measure to protect our school communities. If the PCR test is negative they can return to school however are strongly advised to LFD test daily and wear a mask at school for the remainder of the 10 days.”</p> <p>From 16th August 2021</p> <ul style="list-style-type: none"> From 16 August 2021, children under the age of 18 years old will no longer be required to self -isolate if contacted by NHS Test and Trace as a close contact of a positive COVID -19 case. 	Y		

			<ul style="list-style-type: none"> • Instead, children will be contacted by NHS Test and Trace, informed they are a close contact and advised to take a PCR test. • All individuals are encouraged to take a PCR test if advised to do so. <p>Staff / Pupils</p> <p>With effect from Monday 17th January 2022 people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device test on both day 5 and day 6 and they do not have a temperature.</p> <p><i>For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education setting immediately on day 6.</i></p> <p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.</p> <p>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.</p> <p>Further information, including examples of when to end self-isolation if you have had COVID-19 symptoms, is available in the stay at home: guidance for households with possible or confirmed COVID-19 infection.</p>			
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				<p>Staff / Pupils</p> <ul style="list-style-type: none"> • with a positive lateral flow test result should self - isolate in line with the stay at home guidance and get a PCR test to check if they have COVID -19 continue to self -isolate. • If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self - test and the pupils/staff can return to school as long as there are no COVID -19 symptoms. 			
17.Management of Covid 19	3	2	6	<ul style="list-style-type: none"> • Staff are instructed to monitor themselves and others and look for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or pupil's symptoms to member of SLT as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by pupils' parents when pupils return to school after having coronavirus – school informs relevant staff. • Staff inform the Welfare Officer, Office Team and HT's PA. 	Y		
18. Admitting pupils to school	3	2	6	<ul style="list-style-type: none"> • In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, we may take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect pupils and staff from possible infection with COVID • A decision will be made in light of all the circumstances and current PH England advice. 	Y		
19. Clinically Extremely Vulnerable Pupils	3	2	6	<ul style="list-style-type: none"> • All CEV pupils should attend their school unless they are one of the very small number of children 	Y		

				<p>under paediatric / specialist care who have been advised not to attend.</p> <ul style="list-style-type: none"> The UK Clinical Review Panel has recommended that NO children and young people under the age of 18 should be considered CEV and under 18's should be removed from the shielded patient list. The Chief Executive of the UK Health and Security Agency and head of NHS Test and Trace has written to parents of these children to inform them. However if a child or young person has been advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist. 			
20. Clinically Extremely Vulnerable Staff	3	2	6	<ul style="list-style-type: none"> CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and follow the practical steps set out in guidance to minimise the risk of exposure to the virus. Staff should attend their place of work. The Primary School will continue to follow updated Government and LA guidance. 	Y		
21. Educational visits	3	2	6	<ul style="list-style-type: none"> Educational visits will resume. In view of the current government travel list (red, amber, green) – there are unlikely to be any overseas trips this year (however this will be reviewed if government protocols change) Full risk assessments (EVOLVE) must be completed for any residential trips or swimming lessons. Y5 will commence swimming lessons and a full risk assessment will be undertaken to cover all covid 19 protocols in line with LA, government and the swimming pool centre's guidelines. 	Y		
22. Infection Control	3	2	6	<ul style="list-style-type: none"> Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or have been instructed to quarantine. 			

23. Daily testing for close contacts of COVID 19	3	2	6	<ul style="list-style-type: none"> • Staff or pupils within the school who appear to have COVID -19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow PH advice. • In the case of a pupil awaiting collection, they should be taken to the meeting room away from other pupils and supervised. • If the member of staff is in close contact with the child then they should wear appropriate PPE. • Fresh air ventilation if possible. • Any rooms that have been used for this purpose should be cleaned when vacated. • As households follow PHE guidance with possible or confirmed COVID -19 infection, then siblings within school will be identified and sent home. <ul style="list-style-type: none"> • People who are vaccinated, or children and young people between 5 and 18 years and 6 months, identified as a close contact of someone with COVID 19, should take an LFD test every day for seven days and continue to attend school as normal (instead of self-isolating) unless they have a positive test result or develop symptoms at any time. • If you are aged 18 years 6 months or over and you are not fully vaccinated*, and you live in the same household as someone with COVID-19, you are legally required to self -isolate. However you are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results is positive. <ul style="list-style-type: none"> • You are fully vaccinated 14 days after having received 2 doses of an approved vaccine (such as Pfizer/BioNTech, AstraZeneca or Moderna/Spikevax) or one dose of the single-dose Janssen vaccine. 			
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24. Face Coverings in communal areas.	3	2	6	<ul style="list-style-type: none"> • In the Primary School, face coverings should be worn by staff and adults (including visitors/ contractors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. • Safe wearing of face coverings. 		<p>Staff and adults informed via email on 29.11.21.</p> <p>Where face covering are used the following remains applicable:</p> <ul style="list-style-type: none"> -Cleaning of hands before and after touching – including to remove or put them on. -safe storage of them in individual, sealable plastic bags between use. <p>Adults advised to:</p> <ul style="list-style-type: none"> -not touch the front of their face covering during use or when removing it - dispose of temporary face coverings in a 'black bag' (not recycling bin). -place reusable face coverings in a plastic bag they can take home with them -People aged 11 and over must continue to wear a face covering when travelling on public transport. (people who are exempt do not need to wear a face covering). 	
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25. Omicron Variant follow up.	4	2	8	<p>Staff / Pupils</p> <p>With effect from Monday 17th January 2022 people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device test on both day 5 and day 6 and they do not have a temperature. <i>For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education setting immediately on day 6.</i></p> <p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.</p> <p>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.</p> <p>Further information, including examples of when to end self-isolation if you have had COVID-19 symptoms, is available in the stay at home: guidance for households with possible or confirmed COVID-19 infection.</p>		
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Review Log

Date of Assessment: 25 August 2021. Update on 29.9.21. Update on 29.11.21. Update on 4.1.22. Update on 14.1.22.

Date of Review: 29.9.21	Update- Neil Marlow Barnet LA Schools Covid-19 Operational Guidelines updated 27.9.21	Comments
Date of Review: 29.11.21	With effect from today all staff, contractors to wear face coverings in corridors and communal areas. All visitors are required to wear a face covering.	Comments
Date of Review: 4.1.22	Omicron update (note 24). DfE update in Dec 21/ Jan 22	Comments
Date of Review: 14.1.22	Changes to the self-isolation period for those who test positive for COVID-19. DfE update 14.1.22	Comments