


<b>School</b> 	Bellfield Primary School <b>Re opening from 6<sup>th</sup> September 2021</b>	<b>Date of Assessment</b>	1 <sup>st</sup> September 2021
<b>The number of children on the premises</b>	240 Children (including FS1)		
<b>Assessor</b>	Anna Howard – Head of School	<b>Review Date</b>	10 <sup>th</sup> Sept 2021 -interim review
<b>Task/Activity</b>	COVID 19 Educational Setting	<b>Persons at Risk</b> (Delete as appropriate)	
		All School Staff , pupils , parents and visitors	

#### DFE Guidance for operating schools August 2021

##### 4 key control measures:

- 1) Good hygiene for all
- 2) Cleaning regimes
- 3) Highly occupied spaces well ventilated
- 4) Implementation of public health advice on testing, isolation and managing confirmed cases of COVID -19

Hazard Identified P=Probability I =Impact  Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
1. Infection risk of contracting COvid 19 by	TBC using grid below	TBC using grid below	TBC using grid below	<u>System of controls - Point 3 and 4</u>	Twice weekly timetable of LFD Tests for staff to continue until end of September in first instance – Sunday by 11am and Weds by 6pm (call AH if positive) -system in place for recording and reporting and timetable for distribution of tests – KP to continue to monitor and distribute test kits when needed.	TBC using grid below	TBC using grid below	TBC using grid below

Hazard Identified P=Probability I=Impact  Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
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Coming into contact with a positive case	4	5	20	<p>Lateral flow testing in place for all staff and regular volunteers</p> <p>Circulation of Public Health documentation and procedures to community</p>	<p>Anna Howard (Lead) and Kerry Parkinson (Covid Admin Lead)</p> <p>Weekly bulletin for staff giving update on latest advice (Friday bulletin or when new information arises that needs sharing immediately)</p> <p>Fortnightly newsletter to parents which gives guidance on latest advice re isolation - LA Update /public health document for parents</p> <p>Tracking of pupils attendance – (KP to continue to keep a log and report information to AH)</p> <p>Out of hours contact (AH - 07565347399) - Parents to continue to email and or use Seesaw to report any Covid related issues. NHS now responsible for track and trace</p> <p>Suspected case in school – see Covid 19 guidance (LA information)</p> <p>Isolation room to remain (support room and or pupils to sit outside under the canopy to wait for parent/s to collect) No Longer need to isolate siblings (staff member debriefed and action determined)</p> <p>Staff member. Child or volunteer tests positive – isolate 10 days. Close contacts do not need to isolate (if double vaccinated) but advised to seek PCR test. If staff member tests positive on LFD – advice to isolate and seek PCR test. If PCR negative within 2 days of LFD this overrides and can return to work.</p> <p><b>Visitors to site</b> Visitors will only be admitted with prior arrangement. For track and trace purposes their details will be kept for 21 days (on inventory system)</p> <p>Visitors to advised to wear a mask in communal areas if they are not a regular visitor to the school.</p>	2	4	8

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Infection Risk of contracting Covid 19 from travelling to and from school	1	4	12	<p>Signage and social distance measures in place for drop off and pick up of pupils.</p> <p>No parents to enter the school building without an appointment</p>	<p>AH/EL and EF on the gates each morning – remind parents to social distance where possible. NO parents (except FS1/2) allowed onto school site in a morning, without prior appointment or if they need to drop medication off at the school office.</p> <p>Monday – Friday – EL – Carpark gate (8.30am – 8.45am)  Monday - Wednesday – AH – Main school gate  Thursday and Friday – AH – EYFS side gate  Thursday morning – DD – Main school gate (8.30am – 8.45am)  Friday morning – JC – Main school gate (8.30am – 8.45am)</p> <p><b>Children to have hands sanitised on entry to the classroom (KP to refill bottles when needed)</b></p> <ul style="list-style-type: none"> <li>• <b>FS1/FS2</b> – enter and exit via the field gate (parents to use 1-way system by entering through the side gate and out through the Nursery gate)</li> <li>• <b>Year 1- 2</b> enter via the main school gates and through KS1 door</li> <li>• <b>Year 3- 4</b> enter via the main school gates and through the hall door</li> <li>• <b>Year 5-6</b> enter via the carpark gates</li> </ul>		4	4

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Infection Risk of contracting Covid 19 from moving around the school building	3	5	15	<p><b>System of controls - Point 3</b></p> <p>Staggered lunch and playtimes</p> <p>Different entrances and exits</p>	<p>Face Coverings worn by adults in <b>internal communal</b> areas, especially when social distancing is not possible.</p> <p>Mask wearing optional outdoors for staff and visitors</p> <p>Continue to social distance from staff/parents and visitors</p>	1	5	5																																	

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			15	Limit the numbers of staff using shared areas such as staffrooms and offices.	<p>Use of CO2 monitors (Autumn) to monitor air flow and identify places with potential poor air quality (office/ Sue's room)- these will arrive at some point in the autumn term</p> <p><b>Ventilation and good respiratory hygiene</b> – all windows opened by SB - doors open to reduce touch surfaces and increase air flow. (Sue and Eve to close their doors when needing to have a private conversation with children)</p> <p><b>Assemblies to be limited to twice weekly</b></p> <p>Monday and Friday only (Friday assembly to not have parents attending for this term – photographs of the BEAMS children will be posted on Twitter and Class Seesaw)</p> <p>Spread classes out in the hall and all windows and back door to remain open for air flow</p> <p>PE – timetabled – See TC rota for hall – all windows to remain open</p> <p>Interventions- surfaces cleaned prior to a new group and pupils to sanitise hands on entry to the room</p> <p><b>Lunchtimes –</b> Staff to continue to take 30mins in the staffroom so that it reduces the number of staff in the room at one point (EYFS/KS1 and EL 11.30 – 12pm and KS2 12 – 12.30pm)</p> <p>Wet lunchtimes will operate similar to last year but 2 classes can join together with adults sharing responsibility across the lunchtime</p>			10
Infection Risk of contracting Covid 19 from direct	3	5	15	<b>System of controls - Point 1 and 2 and 4</b>	<p>Catch it, Bin it, Kill it posters and signage to remain and remind children</p> <p>All class teachers to remind pupils of RA on the first morning – catch it, bin it, kill it – sanitise – hands over mouths to cough – clean practises etc.</p>	2	5	10

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contact with others.				<p>Where possible, pupils to remain within their allocated classes or phases</p> <p><b><u>System of controls - Point 1 and 2</u></b> Access to hand cleaning facilities and ensure frequent hand cleaning across the school day for pupils and staff.</p>	<p>Breakfast Club – continue to use separate tables for year groups as previous Risk Assessment Continue to serve children at the table – pupils in KS2 can be encouraged to take their own plates away</p> <p>Year 5/6 pupils to take food to their common room to eat and stay there (8am onwards)</p> <p>Dedicated staff who clean dinner hall prior to each sitting</p> <p><b>All teaching rooms have:</b> Hand sanitiser Wipes Disinfectant spray Sink (not Hub/ Year 3-4 Intervention or Common Room) Paper towels Bins</p> <p>EYFS – also have anti-bacterial spray to use on toys</p> <p><b>Hygiene and handwashing</b> Children sanitize hands on entry to any room Children wash their hands and sanitize at lunchtime Children sanitise hands before entering a new room (intervention)</p> <p><i>(Sanitize/wash on arrival before entering the building, after lunch and before leaving and when they change rooms - eg. after intervention)</i></p>			

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					<p><b>Face coverings</b> Face Coverings worn by adults in <b>internal communal</b> areas, especially when social distancing is not possible.</p> <p>Mask wearing optional outdoors for staff and visitors</p> <p>Continue to social distance from staff/parents and visitors</p> <p>Review in accordance with local infection rates</p> <p><b>Updated /Covid-19 isolation rules and procedures communicated</b> (direct contact only isolate if over <b>18 yrs and 6 months and not vaccinated</b> – others seek PCR test of direct contact but can remain in school) Parents/staff aware of symptoms and need to isolate if person unwell until negative test result sought if symptomatic Outbreak management updated – 5 cases or more in 10 days (contacts) or 10% of school population – seek further advice from Public health Dept and <b>contingency plan</b> (may revert back to bubbles, zones for effected cases , deep clean, masks etc)- <b>see previous RA for March to July 21 if this needs to happen</b></p>			
Infection Risk of contracting Covid 19 from surfaces.	3	5	15	<p>Increased level of cleaning</p> <p>All surfaces to be thoroughly cleaned at the end and beginning of each day, including door handles etc.</p>	<p>Site cleaned prior to the start of each day – increased cleaning to include door handles and light switches</p> <p>Main clean takes place at 6am prior to school opening</p> <p>Staff to continue to clean down areas when necessary (e.g. between groups/interventions etc.)</p> <p>Children's Mobile phones must be handed to class teacher and kept in desk drawer. Teacher must sanitise hands after contact – this is at child and parents own risk</p>	2	5	10

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				Full deep clean of areas where confirmed Covid 19 has been identified.	<p>Birthday buns can be brought in but must be sealed and shop bought and consumed on premises following handwashing</p> <p>Risk assessments completed for high risk children (AH) Positive handling plans reviewed and communicated (AH)</p> <p>Shared resources cleaned when used – avoid if possible</p>			
Risk of contracting Covid 19 from a pupil or adult displaying symptoms	4	5	20	<p><b><u>System of controls - Point 1 measure</u></b></p> <p>Allocation of a room/space within the building for isolation of individual displaying symptoms.</p> <p>All trust schools to follow flow charts in response to suspected cases.</p> <p>Supervision, until pupil/adult, leaves the building to be done at distance where possible and with appropriate PPE.</p>	<p>1x isolation room (Support room or under the canopy if weather permits) Equipment replenished and checked weekly - KP to lead</p> <p>PPE in isolation room for staff and children</p> <p>Intimate care plans updated (AH)</p> <p>AH/MB informed immediately if any suspected symptomatic people Re-Circulate procedures to parents – Seesaw and initial first week Newsletter (fortnightly – continue to have a standard section related to Covid-19)</p> <p>Staff vigilance and awareness of circumstance and symptoms - staff responsibility to inform AH/MB to take action</p> <p>Staff vigilance as children arrive in the morning - and throughout the day any child with symptoms must be accompanied by a staff member immediately to isolation room with same member of staff (Digital Thermometers available)</p> <p>KP informed so she can adjust register and track isolation days.</p>	2	5	10



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					<p>Individuals to report any family members they live with, who are displaying signs of Covid-19.</p> <p>Pupils and staff members to not enter the building if they display signs of Covid-19.</p> <p>Deep clean of areas used by individuals who display symptoms.</p>			
Risk of contracting Covid 19 from a pupil /adult who requires medical attention and or personal care.	3	5	15	Staff to use appropriate PPE when attending to individuals who require care.	<p>Visors for high risk activity if staff request (nappy changing, child vomiting etc made available</p> <p>Aprons, gloves for PPE and disposed of appropriately after use. Double Bin bagged and disposed as per DFE Guidance</p> <p>KP to ensure all PPE is in stock and replenished</p>	1	5	5
Risk of delayed evacuation of the building due to Covid 19 changes within school.	2	5	10	Within the first week of pupils returning schools, practice fire drills to take place.	<p>Fire evacuation procedures – ensure you have read the new procedures (<i>Disseminated on Tuesday 7<sup>th</sup> September 2021</i>)</p> <p>Update individual evacuation plans for High Need Pupils – AH</p> <p>Critical incident plan updated and disseminated - AH</p>	1	5	5

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Risk of staff, children and any visitors not adhering to procedures	3	5	15	Ensure all staff have seen and understood Covid risk assessment	Staff to sign that they have read new RA  Staff and visitors to continue to agree on entry to the school to adhere to RA and that they are NOT displaying any symptoms (InVentry)	2	5	10
Risk of vulnerable staff pupils or those living with vulnerable peopled contracting COVID	3	5	15	Individual RA in place for vulnerable staff including pregnant staff		1	5	10

### **Identification of risks**

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

### Evaluation of risks

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks

The Trust uses a 5 x 5 Matrix to assess impact and probability as high to low, as illustrated in the diagram below: With 5 x 5 having High Impact and High Probability (see appendix section 2 and 3)

Score	Probability	Impact
1	Remote	Insignificant
2	Unlikely	Minor
3	Possible	Moderate
4	Likely	Serious
5	Certainty	Catastrophic

For example - A hazard such as an insecure school entrance would be judged as Likely (4) this would result in undesirable visitors entering the site with potentially Catastrophic consequence (5) thus resulting in a score before measures have been introduced of  $4 \times 5 = 20$ . Following measures being implemented this is reduced to Remote (1) probability. The impact however still remains Catastrophic (5) and so the overall score reduces to  $1 \times 5 = 5$ .

### Risk appetite

The term risk appetite describes the Trust's readiness to accept risks and those risks it would seek to reduce. The Trust's risk threshold is the boundary delineated by the red shaded area (represented by scores of 5 and above with scores 15 and above requiring immediate attention) in the risk matrix in paragraph 3.3. Above this threshold, the Trust will actively seek to manage risks and will prioritise time and resources to reducing, avoiding or mitigating these risks.

### Addressing risks

When responding to risks, the Trust will seek to ensure that it is managed and does not develop into an issue where the potential threat materialises.

The Trust will adopt one of the 3 risk responses outlined below:

Assume Treated (or Mitigate)	Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business Or the response actions either reduce the likelihood of a risk developing, or limit the impact on the Trust to acceptable levels.
Treat (Transfer)	The risk is transferred to a third party, for example through an insurance policy.
Tolerate	We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring.

Catastrophic	5	10	15	20	25
Serious	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
	Remote	Unlikely	Possible	Likely	Certainty

