




# The Laurels

PRIMARY SCHOOL

## COVID 19 RISK ASSESSMENT / CHECKLIST FOR AUTUMN TERM 2021

*Schools operational guidance applies from Step 4*

Date of assessment:	01.09.21	Assessed by:	Charlotte Bull/Headteacher
Reason for assessment:	Review of previous risk assessments in light of the national move to Stage 4 and removal of some restrictions. Some measures are still in place.		
Identification of those at risk:	<ul style="list-style-type: none"> <li>▪ Pupils</li> <li>▪ Their family groups</li> <li>▪ Staff</li> <li>▪ Their family groups</li> <li>▪ Contractors and essential visitors</li> <li>▪ Their family groups</li> </ul>		
Harm which could occur:	<p>Catching or spreading the COVID-19 virus. Symptoms and health effects are well known, and further information in relation to this can be found via the <a href="#">Coronavirus-specific NHS website</a>. <b><i>This risk assessment is based on guidance from Public Health England, and reflects the information within the DfE's <a href="#">Schools' Covid-19 Operational Guidance</a> updated in August 2021.</i></b></p>		
Headteacher name and signature:	<div style="text-align: center;">             Charlotte Bull         </div>		
Chair of Governors:	Kerry Jones		

What are the hazards or where are the dangers?	<b>Control Measure/Standards checklist</b> These are things which are needed to control the spread of the virus as far as reasonably practicable. <b>This is Public Health and DfE advice.</b>	Yes they are in place	No they are not in place /NA	Our school needs to add these following control measures to reduce the risk as far as possible, OR this is why we cannot meet this standard:	Action by when and by who?
<b>1.0 Missing a COVID-19 risk assessment review or not continuing with advised control measures</b>	<ol style="list-style-type: none"> <li>1. We have ensured that we have reviewed and revised our last set of risk assessments with relevance to COVID-19, have acted on any outstanding actions and completed them.</li> <li>2. We continue to practice Government and PHE hygiene advice as written into our previous C19 risk assessments, and will ensure that we actively seek updated guidance.</li> <li>3. We communicate any changes of <b>current practice</b> as a result of any COVID-19 related risk assessment, to staff, students and parents alike.</li> </ol>	Yes			
<b>2.0 Catching and spreading the virus – including hygiene measures</b>	<ol style="list-style-type: none"> <li>1. We require any member of staff, and any pupil, to remain at home if they have symptoms of, or have tested positive for Coronavirus. Any visiting professional, contractor or parent will not be granted access if symptomatic or a known positive case.</li> <li>2. We have communicated the revised information on self-isolation to staff and families. This can be seen at the end of this risk assessment.</li> <li>3. We will continue the practice of reporting positive cases from our school / setting to WSCC.</li> </ol>	Yes			

	<ol style="list-style-type: none"> <li>4. We contain any outbreak by following Public Health’s advice and have procedures for this.</li> <li>5. Parents and staff will be asked to notify us immediately of any tested positive cases.</li> <li>6. We continue to request all personnel on our school site should clean their hands thoroughly and more often than usual, and will maintain the hand hygiene measures upon entering the school.</li> <li>7. We ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach (black bins)</li> <li>8. We understand and adhere to the wearing of PPE only for treating suspected cases of C19.</li> <li>9. We understand that the Government no longer advises the general wearing of face coverings within the school premises, however we understand that there are circumstances where it is recommended that they are worn<sup>1</sup> or are chosen to be worn.</li> </ol>				
<b>3.0 Managing a suspected case in school.</b>	<ol style="list-style-type: none"> <li>1. The first aid room will continue to be used as an isolation room. A child will wait in here until they are collected if they have suspected Covid.</li> <li>2. For very young children a member of staff would be present in PPE at the doorway.</li> <li>3. Any staff dealing with someone who has a suspected case should wear the PPE provided by the school (apron, gloves, mask).</li> </ol>	<b>Yes</b>			
<b>4.0 Social distancing and bubbles –</b>	<ol style="list-style-type: none"> <li>1. Whilst social distancing (and bubbles) have been removed as mandatory control measures in schools (and therefore the workplace) we understand there</li> </ol>	<b>Yes</b>		Behaviour policy 21/22 to be sent out	

<sup>1</sup> See [‘In circumstances where face coverings are recommended’](#) – part of Schools’ Operational Guidance

<p><b>Non-adherence to Government guidance for the workplace vs local requirements.</b></p>	<p>may be a specific need within the cohort. At this point of notification, we will seek advice from Public Health.</p> <ol style="list-style-type: none"> <li>2. Our outbreak plan covers the possibility that bubbles may have to be reintroduced for a temporary period.</li> <li>3. We will continue to review our behaviour policies irrespective of the easing of restrictions. We will communicate these clearly and consistently to staff, students, and parents or carers with clear and reasonable expectation of student behaviour set out.</li> <li>4. We work with other professionals who may need to visit our school, to ensure that both we and they adhere to our hygiene requirements.</li> </ol>				
<p><b>5.0</b></p> <p><b>Virus spreading - School and public transport</b></p>	<ol style="list-style-type: none"> <li>1. Wider public transport: We have encouraged parents, staff and pupils to walk or cycle to school where it is possible, appropriate or safe to do so. Where it is impossible for people to walk or cycle, and public transport is required, we refer them to the Government Guidance '<a href="#">Coronavirus (Covid-19): Safer travel guidance for passengers</a>'.</li> </ol>	<p><b>Yes</b></p>			
<p><b>6.0</b></p> <p><b>The risk of not ensuring robust cleaning</b></p>	<ol style="list-style-type: none"> <li>1. We have ensured that relevant cleaning materials to include wipes are provided wherever required for cleaning frequently touched surfaces at lunchtimes.</li> <li>2. We will follow the PHE guidance named '<a href="#">Cleaning of non-healthcare settings</a>'.</li> </ol>	<p><b>Yes</b></p>			

<p><b>throughout the school premises</b></p>	<p>3. We use cleaning products which include standard detergents and ensure that if a contracted cleaning company is used, that we liaise with them to understand what their products are and their efficacy.</p>				
<p><b>7.0 Understanding correct PPE requirements</b></p>	<p>1. We understand that additional PPE for COVID-19 is only required in a very limited number of scenarios:</p> <ul style="list-style-type: none"> <li>a) where a young person <a href="#">becomes ill with COVID-19 whilst at school and we have to have close contact</a>, or</li> <li>b) when performing <a href="#">aerosol generating procedures (AGPs)</a></li> </ul> <p>2. We ensure that our stocks of required PPE will be maintained, are in date and are of the appropriate type.</p>	<p><b>Yes</b></p>			
<p><b>8.0 First aid and/or supporting students</b></p>	<p>1. We are aware that additional PPE is NOT required to treat pupils or students who need first aid UNLESS they show COVID-19 symptoms.</p> <p>2. Our staff have been trained to administer medications or provide intimate care and are aware of the need for relevant controls in each student's situation, to include the use of PPE <i>if</i> required.</p>	<p><b>Yes</b></p>			
<p><b>9.0 Premises management controls</b></p>	<p>1. We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures.</p>	<p><b>Yes</b></p>			

	<ol style="list-style-type: none"> <li>2. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment.</li> <li>3. The school has ensured that relevant property statutory compliance checks have been completed and records updated, alongside usual daily and weekly checks<sup>2</sup>.</li> <li>4. We ensure that all waste from potentially infected persons is disposed of as per current <a href="#">Government Guidelines</a>.</li> <li>5. We understand the importance of good ventilation and follow professional guidance<sup>3</sup> on air conditioning and ventilation.</li> </ol>				
<p><b>10.0</b>  <b>The impact of the pandemic on staffing, and staff welfare, and also the mental wellbeing of students</b></p>	<ol style="list-style-type: none"> <li>1. We recognise that the pandemic has been incredibly stressful for staff, students, and parents/carers. Therefore, we are sharing all our resources for good mental health and wellbeing and signpost to relevant professional bodies.</li> <li>2. We are actively promoting our Employee Assistance Programme to all staff via notice boards, email communication and word of mouth.</li> <li>3. We are aware of the LA's signposting for the mental wellbeing of all students and ensure that this is cascaded.</li> <li>4. We have ensured that all staff are aware of any changes in all health and safety protocols, especially if they are returning to work.</li> </ol>	<p><b>Yes</b></p>			

<sup>2</sup> Use your Premises Management Log Book to ensure you are carrying out all checks and inspections.

<sup>3</sup> Suffolk Learning's Safety, Health and Wellbeing's [Coronavirus page](#) hosts a precis of relevant professional advice on ventilation updated August 2021

	<ul style="list-style-type: none"> <li>5. HP and VJ are mental health First Aiders who can signpost adults in school to further support.</li> <li>6. All staff are encouraged to speak to their line manager if they need support.</li> </ul>				
<b>11.0 Administration and the continual knowledge of the risks of catching and spreading the virus</b>	<ul style="list-style-type: none"> <li>1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK</li> <li>2. We receive and read <i>WSCC Updates</i> and disseminate this to staff as necessary which details further support and information.</li> <li>3. We are aware of how to get further advice from the Education, Skills and Learning team at the LA if required.</li> <li>4. We actively seek guidance from our HR provider as required.</li> <li>5. We have laid out structured and robust outbreak management / contingency plans for action should a local outbreak occur. The school must contact their local health protection team for advice (0800 046 8687)</li> </ul>	Yes			
<b>12.0 Fire</b>	<ul style="list-style-type: none"> <li>1. Ensure all building checks are completed before reopening.</li> <li>2. Continue weekly fire alarm checks.</li> <li>3. Fire drill in first week of school as pupils are in new locations.</li> <li>4. NB, Second fire drill to be completed once all reception starters are present (Rules to be explained to them before being carried out).</li> <li>5. Ensure fire marshals are reminded of allocated areas for checks.</li> </ul>	Yes			

	6. Monitor how many fire wardens are on site in case of isolation				
<b>13.0 Safeguarding</b>	<ol style="list-style-type: none"> <li>1. Ensure DSL is always on site or that one is available remotely in case of isolation.</li> <li>2. Refresher training for all staff to take place at the start of term.</li> <li>3. Run through lockdown procedures with staff at the start of term and complete a lockdown drill to ensure that all eventualities are covered as well as possible</li> </ol>	<b>Yes</b>			
<b>14.0 Track and Trace</b>	<ol style="list-style-type: none"> <li>1. Schools will no longer be required to carry out track and trace this will be coordinated by NHS Track and Trace.</li> <li>2. If a pupil is a close contact they are no longer required to isolate, but it is recommended that they have a PCR test. This is the same for all staff who have been vaccinated. Unless told to isolate by Track and Trace.</li> <li>3. Pupils and Staff should continue to follow public health advice on when to self-isolate, and what to do.</li> </ol>	<b>Yes</b>			