

## THE LAURELS PRIMARY SCHOOL COVID 19 RISK ASSESSMENT:

### COVID-19 RISK ASSESSMENT

**Version:** This document was produced on **4<sup>th</sup> January 2022**.

This risk assessment toolkit is to assist school leaders with implementing the steps required for the management of COVID-19 after Step 4 of the [UK Government's Roadmap out of lockdown](#).

This risk assessment toolkit enables The Laurels to comply with current UK Government guidance - [Actions for schools during the coronavirus outbreak](#) and [Health and safety: responsibilities and duties for schools](#)

Separate guidance is available for [early years and childcare settings](#).

The basic control measures are: -

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow [United Kingdom Health Security Agency \(UKHSA\)](#) advice on testing, self-isolation and managing confirmed cases of COVID-19.

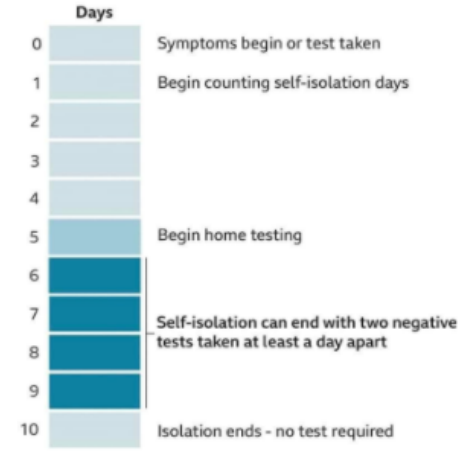
**Monitoring and review of risk assessments and control measures** – School leaders must regularly review and update their risk assessments - treating them as 'living documents', as the circumstances in the school and the [United Kingdom Health Security Agency \(UKHSA\)](#) advice changes. This includes having active arrangements in place to monitor whether the control measures are effective and working as planned.

## COVID-19 ASSESSMENT:

Actions which apply to all schools opening at the start of the new term - Schools must use this to COVID-19 readiness for the start of the new term	
1. Schools must refer to the Government Guidance ' <a href="#">Schools COVID-19 Operational Guidance</a> ' when completing this risk assessment. School leaders are reminded that Govt. guidance is constantly changing and that they must review this risk assessment accordingly.	
2. A completed copy of this risk assessment should be posted on the school's website.	
<b>Name of school</b>	The Laurels Primary School
<b>Person completing form</b> (i.e. Headteacher / Premises Manager)	<b>Headteacher</b>
<b>Date of assessment</b>	05.01.22
<b>Review date</b> (add subsequent lines as required)	07.03.22 or sooner if guidance changes

How harm can be caused	Who can be harmed?	Recommended control measures	Control measures you will implement / Actions you will take	Who will implement	When this is needed by	Date action complete
<b>GOOD HYGIENE FOR EVERYONE:</b>						
<b>Poor standard of hand hygiene</b> – Personnel becoming infected due to poor standards of hand hygiene of others	Children, staff, visitors	Frequent and thorough hand cleaning should be regular practice. Ensure that staff and pupils can clean their hands regularly with soap and water or hand sanitiser (recommended 70% alcohol). Display instructive posters.	Wash hands before and after <ul style="list-style-type: none"> <li>Changing rooms</li> <li>Lunch</li> <li>Playtime</li> <li>Using the toilet</li> </ul> Visitors to use hand sanitizer before entering the school building and after using the toilets.	Headteacher to communicate with staff. Staff to encourage children to wash hands. Office staff to ask visitors.	05/01/2022	06/01/2022
<b>Poor standard of respiratory hygiene</b> – Personnel becoming infected due to poor standards of respiratory hygiene of others	Children, staff, visitors	The 'catch it, bin it, kill it' approach should be promoted. Display instructive posters. Promote the importance of staff and pupils carrying tissues with them. Have spare tissues available. Provide bins for the disposal of soiled tissues. Encourage good hand hygiene. Ensure bins are regularly emptied / disposed.	Bins available in all classrooms. Posters around school. Spare tissues available. Bins emptied daily by Churchills.	All staff	05/01/2022	06/01/2022
<b>Lack of Personal Protective Equipment (PPE)</b> - Personnel exposed to infection – Required if a pupil has routine intimate care that requires staff to use PPE and if a pupil displays COVID-19 symptoms and close contact is required and when performing aerosol generating procedures (AGPs)	Children, staff, visitors	Keep a supply of PPE for occasions where it is required. Including: - Disposable gloves. Disposable plastic apron. Fluid repellent surgical mask. Eye protection - where there is risk of eye contamination from respiratory droplets or from splashing of secretions.	PPE is only needed in a very small number of cases: <ul style="list-style-type: none"> <li>where an individual becomes ill with COVID19 symptoms</li> <li>where a child has routine intimate care needs that involves the use of PPE</li> </ul>	All staff	05/01/2022	06/01/2022
<b>MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS:</b>						
<b>Poor cleaning regimes</b> – Personnel exposed to infection from transferring contamination on touched surfaces to nose/mouth	Children, visitors, staff	Arrange a regular cleaning schedule (e.g. twice per day) of frequently touched surfaces (i.e. surfaces which are touched by several people, e.g. door handles). Arrange/enable cleaning of shared equipment.	Teaching Assistants to clean frequent touch points and tables midday using sanitising wipes. Cleaners to clean at end of day. Shared equipment	All staff	06/01/22	06/01/22

KEEP OCCUPIED SPACES WELL VENTILATED:						
<p><b>Poorly ventilated occupied indoor spaces</b> – Increased risk of infection via higher concentration of contaminated droplets in the air</p>	<p>Children and staff</p>	<p>Identify poorly ventilated occupied indoor spaces. Take steps to improve fresh air supply to those spaces. Minimise occupant numbers who are using hard to ventilate spaces. Purge spaces when they are unoccupied. If using CO2 detectors to measure fresh air supply rate, refer to the levels given in the <a href="#">HSE</a> and <a href="#">CIBSE</a> guidance and seek the advice of a building services engineer on what type of Co2 detector to use and how to use one. If CO2 levels remain above the <a href="#">HSE</a> and <a href="#">CIBSE</a> advisory levels in an occupied indoor space, consider: -</p> <ul style="list-style-type: none"> <li>• Maximising window and non-fire door opening;</li> <li>• Increasing air purging opportunities;</li> <li>• Reducing occupancy numbers in affected spaces;</li> <li>• Reducing occupancy time in affected spaces;</li> <li>• Using air cleaning and filtration units (see <a href="#">HSE</a> and <a href="#">CIBSE</a> guides and seek the advice of a building services engineer).</li> </ul> <p>Balance the need for increased ventilation while maintaining a comfortable temperature.</p>	<p>Doors to be opened at playtimes and lunchtimes to enable fresh air to ventilate room.</p> <p>Open the hall door/windows during whole school assembly and lunchtimes</p> <p>Headteacher and Site Manager to monitor CO2 levels using detectors daily.</p> <p>Extend time heating is on in school day so that school stays warm.</p> <p><b>Note: Maintenance of either ventilation or temperature levels must not be by the practice of propping open fire doors unless those fire doors are fitted with hold-back devices which are directly linked to and released by the building's fire alarm system.</b></p>	<p>CT and TA</p> <p>All staff</p> <p>CB, BT</p> <p>BT</p>	<p>16/01/2022</p>	<p>16/01/2022</p>
FOLLOW UNITED KINGDOM HEALTH SECURITY AGENCY (UKHSA) ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19:						
<p><b>An individual develops COVID-19 symptoms or has a positive test</b> – Personnel exposed to increased risk of infection from symptomatic/positive person</p>	<p>Staff, children, visitors</p>	<p>Pupils, staff and other adults should be aware of NHS / UKHSA advice on <a href="#">when to self-isolate and what to do</a>.</p> <p>Specifically, close contacts in school must follow the DfE guidance on <a href="#">Tracing Close Contacts and Isolation</a>.</p> <p><b>School leaders monitor Govt policy on self-isolation which changes in response to the pandemic.</b></p> <p>Brief and remind staff and pupils to not come into school if they have C19 symptoms, have a C19 positive test result or other reasons requiring them to stay at home due to C19 (e.g. they are required to quarantine).</p> <p>Have arrangements for anyone in the school who develops C19 symptoms to be sent home (avoiding public transport) and told to follow <a href="#">NHS / UKHSA</a> advice and,</p>	<p>Headteacher to communicate regularly with parents and staff.</p> <p>Headteacher to remind staff about twice weekly testing and new rules.</p> <p><b>Children</b></p> <p>If a child becomes unwell with a new, continuous cough or a high temperature or loss of taste/smell, they must be taken to the medical room immediately.</p> <p>Staff member to contact the office to ask them to call a parent to collect the child. Advised to call 111 to book test and self-isolate .</p>	<p>All members of staff</p>	<p>06/01/22</p>	<p>06/01/22</p>

		<p>where possible, be collected by a member of their family or household.</p> <p>Have arrangements in place to isolate a C19 symptomatic person while awaiting collection (consider ventilation and PPE if this person cannot be left alone, and room cleaning after they have left).</p> <p>The household (including any siblings) should follow the UKHSA <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p>If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>	<p>New guidance on Testing-</p> <ul style="list-style-type: none"> <li>• Day '0' is when tested positive or symptoms</li> <li>• 5 days isolation</li> <li>• 2 clear LFTs - can return to work/school</li> <li>• 1 clear, 1 not, continue to isolate until after day 10</li> <li>• After Day 10, you can come out of isolation</li> <li>• Family to do daily LFT</li> </ul> <p>How five-day isolation rule works in England</p>  <p>While a child is awaiting collection, they should remain in the medical room.</p> <p>PPE should be worn by staff caring for the child in the medical room. Any equipment to be cleaned by the person wearing PPE after the child has left. <b>In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</b></p> <p>Staff member to go to medical room and tell Senior Leader they are unwell. Senior Leader to check they are safe to go home and check safe arrival.</p>			
<p><b>Asymptomatic testing –</b> Personnel exposed to increased risk of infection from symptomatic/positive person</p>	<p>Staff, children, visitors</p>	<p>Brief and remind staff to continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged. There is no need for primary age pupils (those in year 6 and below) to test.</p> <p>Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.</p>	<p>Staff to be reminded by school calendar on testing days.</p> <p>Headteacher to remind staff about twice weekly testing before start of term.</p>	<p>CO to set up reminders for staff.</p> <p>CB to write to parents.</p>	<p>06/01/2022</p>	<p>06/01/2022</p>
<p><b>Confirmatory PCR tests –</b> Personnel exposed to increased risk of infection from symptomatic/positive person</p>	<p>Staff, children, visitors</p>	<p>Brief and remind staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. <del>They will also need to get a free PCR test to check if they have COVID-19.</del></p>	<p>Confirmatory PCR currently not required 10/01/22.</p>	<p>Office staff to tell parents who call school regarding their child's absence.</p> <p>SLT to tell staff.</p>	<p>11/01/22.</p>	<p>11/01/22</p>

		<p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</p>		CB to write to parents.		
<p><b>Pupils previously considered as Clinically Extremely Vulnerable (CEV on Shielded Patient List) attending school</b> – CEV pupils at increased risk of a poor outcome if exposed to infection</p> <p>See <a href="#">Govt. guidance</a></p>	Not applicable	<p>Pupils who were previously identified as being particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher risk, are advised to continue to follow the guidance contained in <a href="#">Coronavirus: how to stay safe and help prevent the spread</a>.</p> <p>Pupils previously considered CEV should attend school and should follow the same <a href="#">COVID-19 guidance</a> as the rest of the population. In some circumstances, a pupil may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>All school staff and eligible pupils are recommended to take up the offer of a vaccine. For details on the in-school vaccination programme see – <a href="#">COVID-19 vaccination programme for children and young people guidance for schools</a>.</p>	Parents of pupils who were CEV to inform the Headteacher as part of Risk Assessment.	Not Applicable	06/01/22	06/01/22
<p><b>Contractors and others visiting the school</b> – Contractors and other visitors not adhering to the school's C19 measures and risking cross-infection</p>	Contractors	Provide contractors and other visitors with information about the school's C19 control measures and ways of working.	<p>Control measures shared with contractors in advance of coming to the site.</p> <p>Contractors to be accompanied around site.</p>	Office staff and site team	06/01/22	06/01/22
<b>OTHER CONSIDERATIONS:</b>						
<p><b>Face coverings</b> – Personnel exposed to increased risk of infection from symptomatic / positive person</p>	Staff, children, parents/carers and visitors	<p>At the time of publication of this risk assessment template UK Govt guidance was changing: -</p> <ul style="list-style-type: none"> <li>In primary schools, UK Govt recommend that face coverings should be worn by staff and adults (including visitors) 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.</li> </ul>	<p>Parents and staff asked to wear face coverings at pick up and collection times (CB to write to all).</p> <p>Parents and visitors to wear face coverings when entering the school building.</p> <p>Staff to wear face coverings in communal areas such as the staff room and toilets.</p> <p><b>School leaders will monitor Govt policy on face coverings which changes in response to the pandemic.</b></p>	All staff Parents/carers, visitors	05/01/22	05/01/22

		<ul style="list-style-type: none"> <li>Face coverings do not need to be worn when outdoors.</li> </ul>				
<b>Pupil wellbeing and support</b> – Pupils experiencing emotions in response to the C19 pandemic, such as anxiety, stress or low mood. Also managing pregnant pupils.	Children	Refer to sources of support on <a href="#">promoting and supporting mental health and wellbeing in schools</a> .	Use stress test analysis, worry boxes and other measures to ensure children are well supported.  Check all children have a member of staff they can share worries with.  JS, wellbeing lead, to support staff and children.	HP, JS, Teachers and TAs	06/01/22	06/01/22
<b>Educational visits</b> – Personnel exposed to increased risk of infection	Staff and children	Consider whether to go ahead with planned international educational visits due to the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. Refer to the <a href="#">Foreign, Commonwealth and Development Office travel advice</a> and the <a href="#">guidance on international travel</a> before booking and travelling.  Also refer to the Govt’s <a href="#">general guidance</a> which is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a> .	No planned international visits.  Check guidance before participating in local trips and visits.	BC to check EVC updates and guidance.	06/01/22	06/01/22
<b>Extra-curricular activities</b> – Personnel exposed to increased risk of infection	Staff and children	Refer to the Govt. guidance <a href="#">for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a>	External run clubs to provide copies of their Covid safety measures. Clubs will be paused in school if there is an outbreak so that teachers aren’t mixing with other classes.	Staff and children	06/01/22	06/01/22
<b>School transport</b> – Personnel exposed to increased risk of infection	N/A	Refer to <a href="#">Govt. guidance</a> .  Do not permit a pupil, who develops COVID-19 symptoms at school, to travel home on dedicated transport; parents or carers should arrange transport. If this is not possible, consider what the <a href="#">control measures are required for transporting a symptomatic pupil</a> .	Children at The Laurels do not use school transport service.	N/A	06/01/22	06/01/22
<b>Outbreak Management Plan</b> - If you have several confirmed cases within 14 days, you may have an outbreak	Staff, children, parents/carers, visitors	School leaders follow process for reporting COVID-19 cases in schools and escalating outbreaks.  <b>School leaders monitor Govt policy on outbreak management which changes in response to the pandemic.</b>	See Outbreak Management Plan on school website. Refer to the Govt’s <a href="#">Contingency framework: education and childcare settings</a>	Staff, children, parents/carers	06/01/22	06/01/22