

Risk Management - Assessment Report

School Name	Constantine Primary School		
Risk Area	School Leadership, Operations		
Assessment Framework	Full opening of schools - March 2021 In line with Government guidance updated 22/02/2021		
Work area or activity	Whole site		
Competent Person	Malcolm Godwin Jennie Walker David Houghton Clare Crowle	Assisted by	Headteacher: C Gilbert
Groups affected	All staff, all pupils, all parents/carers and visitors to the school		
Notes	This assessment is for the planned full opening of schools		
Assessed on	23/02/2021	Review date	19/04/2021
<p>Statement of Practice and General Principles of Prevention and Control of Infection</p> <p>Essential measures include:</p> <ul style="list-style-type: none"> • A requirement that people who are ill stay at home. • Robust hand and respiratory hygiene • Enhanced cleaning arrangements • Active engagement with NHS Test and Trace • Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable <p>How contacts are reduced will depend on the school's circumstances and will (where possible) include:</p> <ul style="list-style-type: none"> • Grouping children together • Avoiding contact between groups • For older children and where appropriate, arranging classrooms with forward facing desks so that pupils do not breathe on each other • Staff maintaining distance from pupils and other staff as much as possible <p>Prevention</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2. Staff to use face masks or visors in communal areas of schools and visitors to wear face masks in all buildings. Classroom and administrative staff to be given the option to wear face visors. 3. Clean hands thoroughly more often than usual 4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 			

- 5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using Tersano. A rota for fogging schools with Tersano to ensure all schools are fogged more regularly and in response to need.
- 6. Minimise contact between individuals and maintain social distancing wherever possible
- 7. Where required, wear appropriate personal protective equipment (PPE).
- 8. Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances.

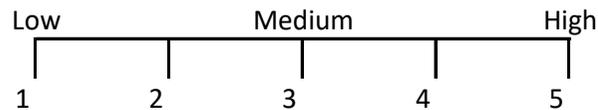
Response to any infection

All school staff should continue to follow our procedures for responding to suspected or confirmed cases of COVID -19, this makes clear our response to any infection including the need to

- 9. Engage with the NHS Test and Trace process
- 10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 11. Contain any outbreak by following local health protection team advice

Numbers 9 to 11 must be followed in every case where they are relevant.

Severity and Likelihood risk scale



Risk Rating score

Below 9	Low Risk	9 to 14	Medium Risk	15 or above	High Risk
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What are the hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings		
			Severity	Likelihood	Risk Rating
Premises not checked to ensure it is safe to re-open.	The school completed the re-opening checklist in August 2020 and all issues have been actioned. Usual Summer compliance checking took place to ensure all of the school site was ready to occupy. The school has adopted COVID-secure measures.	YES	4	2	8
Lack of up-to date information for staff	Weekly staff briefings, team meetings and email/Teams updates provided by the Headteacher	YES	4	1	4
Lack of up-to-date information for pupils and parents/carers	Information has been sent to the parents of all pupils detailing the arrangements for drop off pick up etc. Regular updates will continue to be issued as changes occur through our weekly newsletter, Class Dojo system and Twitter.	YES	4	1	4
Failure to maintain supervision levels if staffing levels drop	A dynamic assessment is made on a daily basis, based on the number of pupils attending and minimum staffing ratios. All staff must contact their line manager by 7.30am to report any absence. Under the DfE guidance TA's who are under the supervision of a qualified teacher are able to lead a class group (see guidance) and should be considered ahead of external supply provision - if external supply is used, a full COVID secure induction MUST be given.	YES	4	3	12
Staff who are identified as clinically vulnerable coming into contact with Coronavirus	Clinically vulnerable staff will be risk assessed and if their job cannot be performed from home additional individual measures will be identified to further mitigate risk (Use the 20/21 Staff COVID RA)	YES	4	3	12
Pupils who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	Parents reminded to inform the school of any vulnerable pupils. Prevention and control guidance issued to all schools has been deemed to meet the needs of most pupils and staff. Individual Health Care Team guidance to be followed. Each will be assessed on a case by case basis.	YES	4	3	12

Staff or pupils who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site	Prevention and control guidance issued to all schools has been deemed to meet the needs of most pupils. Individual Health Care Team guidance to be followed. Each will be assessed on a case by case basis.	YES	4	3	12
Members of staff displaying symptoms of Coronavirus	All staff to follow the procedures in a suspected/ confirmed case of COVID 19. Staff reminded at briefings, return to work training/briefing in January and within the handbook of the requirement to immediately isolate if displaying symptoms and a test will be arranged by the Trust. Staff know where to self-isolate, as detailed in the handbook.	YES	4	3	12
Pupil displaying symptoms of Coronavirus	The Library is set aside for isolation until the child can be collected. PPE is available for Staff providing support. The classroom will be thoroughly cleaned after the pupil has been collected. Remaining pupils will go to the hall or outside while the classroom is cleaned.	YES	4	3	12
Prevention and control guidance measures not observed in staff areas	Staff are briefed on safe use of staff areas and the use of staff rooms are to be minimised (6 max). Lunchtimes are staggered. There is signage displayed to ensure social distancing is adhered to, staff asked to limit the use of staff rooms and observe the prevention and control guidance issued to all schools. Staff to wear masks when	YES	4	3	12
Prevention and control guidance measures not maintained during home to school transport is boarded directly from school	For our children who have transport to and from school by taxi, a member of staff will supervise children to and from the taxis each day. Taxi staff all wear face masks.	YES	4	1	4
Prevention and control guidance measures not maintained at School Gate or drop off/pick up point	Additional supervision provided from SLT at drop off/pick up points and clear expectations/ instruction for parents to follow the waiting system and stand in marked areas – including signage and floor/ground markings. New entrance and exit points have been introduced for some year groups. Parents informed as to which entrance and exits to use, our expectations with detailed maps showing drop off points and our one way system. Parents requested to wear masks.	YES	4	3	12
Prevention and control guidance measures not maintained by pupils before school starts	Parents reminded of our expectations of following guidance. Pupils directed straight to hand sanitisation areas at all entrances and hand wash area within the learning space. Teachers and teaching assistants will greet their class in the playground daily.	YES	4	3	12

Prevention and control guidance measures not maintained in corridors	Teachers discuss with pupils the importance of following the one-way system in the school corridors and to keep distance in front and behind. Lunchtimes will be staggered to ease congestion and staff to supervise. There is clear signage in corridors and markings on the carpets for the children to follow.	YES	3	4	12
Prevention and control guidance measures not maintained in classrooms	Pupils will be grouped in the smallest numbers possible within the capacity of the site and staffing (usual class groupings) Contact between classes to be limited to less than 15 minutes if possible.	YES	4	3	12
Prevention and control guidance measures not maintained during break and lunch times	Break and lunch times taken in year group 'bubbles' to minimise mixing and supervision provided.	YES	4	3	12
Prevention and control guidance measures not maintained during meals	Lunch times staggered. Year groups will have timetabled slots using the hall or their classrooms.	YES	4	3	12
Prevention and control guidance measures not maintained during physical activities (PE etc)	Where possible, outdoor provision will be prioritised. Where indoor spaces are used, maximum ventilation of the space will be implemented. No activities that require contact or close proximity are held. Hands are cleaned prior to using any equipment and cleaned after. Equipment sharing between groups should be minimised and, where sharing between groups is essential, equipment will be thoroughly cleaned using Tersano between each group use.	YES	4	3	12
Contamination by moving and handling of furniture to facilitate prevention and control guidance	Designated staff to move furniture and clean where required. The moving of furniture will not happen unless essential.	YES	3	3	9
Storage of furniture or equipment removed from classrooms, work spaces and other areas	Unused areas used for extra storage space all chairs & tables stacked safely and areas cordoned off.	YES	4	1	4
Lack of hand washing facilities	School has hand washing facilities in all toilets across the site. All classrooms have their own sinks. All classes have their own cleaning stations with sanitiser and Tersano. Extra Tersano spray bottles, also available and will be topped up regularly. Tersano spray bottles are filled every morning with fresh solution. Hand Sanitiser is available for staff and visitors at the Reception desk and in staff rooms.	YES	4	2	8

Over-use or mis-use of hand sanitiser	Hand sanitiser is available for visitors at Reception Any children using sanitiser will be supervised. Provision of a COVID safe non-alcohol-based product (Tersano).	YES	3	2	6
Transmission of virus due to poor hand hygiene/lack of hand washing	Staff and Pupils will wash their hands on arrival and departure of school premises, when they return from breaks, when they change rooms, as well as before and after eating. As part of dynamic risk assessing: if a staff member thinks handwashing is necessary then do it.	YES	4	2	8
Cross-contamination from used tissues etc.	Waste bins with lids and bin liners in all classrooms. Hands are washed immediately after use.	YES	4	3	12
Disposal of potentially contaminated waste	Bin liners to be double bagged and stored for disposal.	YES	4	2	8
Cross contamination from sharing equipment	Equipment sharing is discouraged as much as possible. Each classroom is provided with Tersano spray bottles and wipes to clean equipment between usage. In addition, each classroom has its own resources and equipment.	YES	4	2	8
Cross-contamination from sharing personal possessions (water bottles, toys etc)	Pupils will be provided with their own water bottle from home, sharing of personal possessions is not permitted.	YES	4	3	12
Cross-contamination from use of welfare facilities (toilets, sinks, etc.)	Toilets and sinks etc. will be cleaned regularly throughout the day. Check lists are located on the toilet doors to show regular checks and cleaning have taken place. Tersano spray to be provided in Adult bathroom areas and all contact areas should be sprayed and wiped before and after use.	YES	4	2	8
Cross-contamination from food served on premises	Catering Teams have updated their risk assessments and will follow government guidance	YES	4	2	8
Lack of appropriate cleaning materials and PPE for cleaners	Cleaning Contractors will provide their staff with the appropriate PPE.	YES	4	1	8

Visitors (including contractors) on the school site	Only necessary visitors and Contractors will be permitted on site and all visitors will be required to sanitise or wash hands on arrival and departure and accordingly throughout the day. Guidance issued to ensure they are able to follow all COVID secure practice on the school site. All visitors to wear face masks when inside the school building.	YES	4	2	8
Provision of First Aid equipment to support pupils (including Paediatric FA where appropriate)	First Aid kits are in all classrooms and the staffroom. Class teaching assistants are required to check and restock first aid kits weekly. Additional items will be available in staffrooms and this is where classroom stock can be replenished. PPE is available for staff administering First Aid.	YES	4	2	8
Providing care for pupils (dispensing medicines etc)	Disposable gloves are always available if required	YES	4	2	8
Providing care for pupils with specific care needs (support for toileting etc.)	Individual Risk Assessment and care plans will be reviewed to ensure COVID secure and PPE available as required.	YES	4	2	8
Providing care for pupils with specific emotional or behavioural needs	Individual Risk Assessment and care plans will be reviewed and updated. PPE available if required	YES	4	2	8
Prevention and control guidance measures to keep occupied spaces well ventilated not followed	All staff on entering a room must check to ensure that all windows are opened enough to provide a constant ventilation, during breaks external and internal doors (excluding fire doors) should be fully opened if it is safe to do so.	YES	3	2	6
The need for increased ventilation creates a learning space where temperature is below the accepted level	Open high-level windows in preference to low level to reduce draughts. Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) Provide flexibility in school uniform requirements to allow additional, suitable indoor clothing. Rearranging furniture where possible to avoid direct drafts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.	YES	2	3	6

Evacuation procedures during reduced occupancy of the school	Fire Evacuation Procedures have been amended. Procedures are in the handbook and are displayed in all classrooms and around the school. Pupils are able to line up safely on the field and playground at the assembly points. In the event of an emergency staff and pupils to evacuate from the nearest exit and report to the Assembly Points.	YES	5	1	5
The school has a lack of staff in school due to Health and Safety Concerns	The school has communicated its response to Coronavirus to all staff and has made them fully aware of the measures put in place to ensure that the school community are kept as safe as possible when on site. Additional training was undertaken for all staff on 4th January 2021. Head will maintain regular communication to gauge staff attendance on an ongoing	YES	4	3	12
Transmission of the virus due to staff being on site who are positive yet undiagnosed due to being asymptomatic	From week beginning 25/01/2020, the school will offer rapid asymptomatic coronavirus testing to all staff using Lateral Flow Tests (LFT). Staff who test positive or have two void readings will self isolate and the relevant 'bubbles' will be closed in line with normal procedure. The member of staff will book a confirmatory PCR test. Bubble will remain closed until a negative PCR test outcome is received or the 10 day isolation period has ended.	YES	4	3	12
Transmission of the virus due to incorrect use of face coverings	All staff are requested to wear face covering in indoor communal spaces. Regular training in the use of face coverings is given to staff and a small stock of disposable face masks are kept for staff and visitors who do not have a face mask, or the integrity of their face mask has been compromised. Whilst staff are allowed to wear transparent visors where wearing face masks is not appropriate (ie in the classroom) they are not to be worn as an alternative to face masks in communal areas. Advice has been given to staff on ensuring that visors are cleaned appropriately and regularly.	YES	3	3	9
Transmission of the virus due to large gatherings	Drop off and pick of children has been staggered to avoid parents congregating en masse. Parents are regularly reminded of arrangements for pick up and drop off and the need to maintain social distancing at all times. Whole school events and physical school assemblies are not being held. Lunch and break times are staggered for both pupils and staff to avoid large gatherings in the dining hall or staff room. Use of staff rooms has been minimised	YES	4	3	12
Lack of information recorded for Test and Trace purposes	A record of all pupils, staff and visitors on site is kept. Visitors are encouraged to make use of the NHS Test and Trace app QR code that is displayed at the reception desk.	YES	4	2	8

<p>Staff and pupils who are Clinically Extremely Vulnerable catching the virus at school</p>	<p>In line with Government information, staff and pupils who are Clinically Extremely Vulnerable have been advised to shield and will not be allowed to return to the school site until the notice to shield has been removed. Staff who are shielding will be supported by the school, including facilitation of working from home where appropriate. Staff who are shielding will continue to be paid on their usual terms. Staff living with someone who is Clinically Extremely Vulnerable can continue to attend work where home-working is not possible.</p>	<p>YES</p>	<p>5</p>	<p>1</p>	<p>5</p>
<p>Poor fire prevention/detection caused by propping open Fire Doors to increase ventilation</p>	<p>Whilst there is a need to increase ventilation in buildings, doors that are marked as Fire Doors should not be propped/wedged open. Fire Doors with automatic release equipment can be left open as these will automatically close when the fire alarm is activated. In the event of the fire alarm sounding, staff will ensure that all external windows and doors in their immediate area are closed as they evacuate the building, prioritising the safe evacuation of all children and adults.</p>	<p>YES</p>	<p>5</p>	<p>2</p>	<p>10</p>
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David Houghton
 Malcolm Godwin
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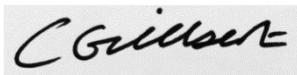
Signed:

Date:

23.02.21

Headteacher
 C Gilbert

Signed:



Date:

24.02.21