

St Helena's CE Primary School

Preventing the spread of infectious virus

Risk Procedures and Risk Assessment

March 2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment>

Specific Issue	Actions to minimise/overcome risk	Who	Notes
Transmission of Covid in school	<ul style="list-style-type: none">-Bubbles with specific children and specific adults-Frequent hand washing/sanitisation-Good ventilation-Reduction of contact when moving through school-Frequent cleaning of used areas, especially toilets-No gathering of large groups-Staff room use at lunch at one's own discretion-Staggered breaks-Staggered departures-Different arrival entrances-No indoor PE-Personal stationary-No parents in school-Minimise number of visitors to essential only-Staff mask wearing when meeting visitors/parents-No physical contact between everyone – virtual hugs	Everyone	

Suspected case in school - staff or pupil	<ul style="list-style-type: none"> - Isolate the person from others - Contact parents (if a pupil) - Contact Public Health Lincolnshire/DfE Helpline - Send the person home as soon as possible - Family to ensure measures for self-isolation have been put in place to protect school from infection. - Deep clean core areas - Core reminders of hygiene 	Admin	0344 2254524 PHE East Midlands 0800 046 8687 DfE Helpline
Confirmed case in school/family	<ul style="list-style-type: none"> - Inform staff - Contact parents of children and staff who have been in contact providing the key next steps - closure of that "bubble", self- isolation for specified number of days as advised. <p>Deep clean classroom</p>	Head/Admin Cleaners	
Teacher shortage	-That year group bubble will be closed until staffing available	Head	
Support staff shortage	<ul style="list-style-type: none"> - Prioritise most needy children with remaining staff - Potential partial closure of that "bubble" of children 	Head	
Staff with health issues or have members of their household with such issues	<ul style="list-style-type: none"> - Complete risk assessment with employee <p>Contact their consultants to seek advice on their condition</p> <ul style="list-style-type: none"> - Continue working from home for the most vulnerable 	Head/Admin	
Pregnant staff who are clinically vulnerable	<ul style="list-style-type: none"> - Continue to work from home 	Staff Head	
Hot School Meals shut down	<ul style="list-style-type: none"> - Parents to provide packed lunches - Admin staff to send message to parents 	Admin Families	
Cleaning team shortage	<ul style="list-style-type: none"> - Discuss with other cleaning staff on increased hours. - Head to cover shortage 	Cleaning staff Head	
Leadership shortage	- Available to be contacted by telephone	Head Middle Leaders	

	- Designated middle leaders share day to day management of school		
Admin shortage	- Discuss with other admin staff to increase hours - Head to be available to support admin team - Inform parents not to phone/visit office unless emergency	Head	
Use of JB Sports Coach	- Inform coach of protective measures - Only teaching PE to each “bubble” of children outside - Social distancing rules apply amongst staff and coach - Teachers to accompany and stay with children	Head JB Coach Teaching staff	
Possibility of a partial Lockdown	- Decision will be made by Governors and PH Lincolnshire - Continued learning activities assigned to every child’s Seesaw account – KS1-3 hours, KS2 – 4 hours including daily White Rose Maths, Oak National Academy English pre-recorded lessons, Reading Comprehension and one other non-core subject - Maths books sent home/collected by parents - Spellings to be sent out each week-children to practise. - Staff will feedback throughout the week - Children to be encouraged to read widely using books within the family home, where possible. - Children to have access to Times Tables Rockstars (multiplication check) - KS2 will be able to attend a live drop-in with the Head using Teams - weekly welfare calls made to every remote learner at home	Staff	

Control Measures-to control the spread of infection

Control Measure	Notes / Action	Who
Reducing amounts of contact	-7 learning bubbles for specific year groups	All

	<ul style="list-style-type: none"> -Same few adults allocated to the group of children every week -No cross-over of staff working with the children in a day -Limited movement about school -Staggered breaks -Lunch in own designated classroom for each group of children (Y1/2 in the hall) -Sinks in every room for hand washing -No Collective Worship, sharing assemblies, visitors in 	
Tissues/Anti-bacterial wipes/Hand sanitisers/First aid kit/Cleaning materials for each classroom	<ul style="list-style-type: none"> - Cleaning staff to replenish as needed - No mixing of children across their “bubbles” - Children to stay in their safe spaces 	Cleaning staff; Teaching Staff
Clothes	<ul style="list-style-type: none"> -Clean clothes regularly -Hair tied back every day -PE kit needed in school 	Families
Things to bring to school	<ul style="list-style-type: none"> -Packed lunch if needed -Water bottle -No toys or stationary from home 	Families
Increase hand washing facilities	<ul style="list-style-type: none"> -All school users to wash hands multiple times per day. -Children to be supervised washing hands on entry to school and before leaving, after break, before lunch and at the end of lunch break in their classrooms. -Cleaning staff to ensure that there are enough handwashing solutions in the soap dispensers. 	Teaching teams Cleaning staff
Other users of the building	<ul style="list-style-type: none"> - Contact every user and inform them of usage expectations: - Clean hands or use gel before using facilities - Restrictions or suspensions of usage - Contractors and Service people will be accompanied in the building, preferably out of hours - All visitors wear masks 	Head
Monitoring daily any child or staff absence	<ul style="list-style-type: none"> - Daily report to the HT or number of absences and symptoms - Weekly summary data for each class to HT/Gov - Follow up absences daily to check on next steps for school remaining open 	Admin; HT

Control Measure	Notes	Who
Reducing contact point activities	Ensure extremely high hygiene for all activities Children's work-tables spaced appropriately Avoid any activity where you are passing items around a class - Circle time objects - Artefact sharing - Touching activities - Children only use own water bottles - Singing sessions – carefully spaced and positioned inside - Children have own stationary packs - Hard, cleanable toys for Early Years/YR/Y1 only - Groups of 2/3 young children playing in a designated area for a given period of time - Reading books to go home	Staff
Review of cleaning	- Increase focused cleaning on touch points and tables - Toilets and tables to be cleaned throughout the day	Bursar Cleaning staff
Support for families affected	- Communicate to parents and staff to contact school if they require support - Regular contact with affected families and staff – wellbeing checks.	Head Staff