



Redscope Primary School

Updated Risk Assessment for Covid precautions – updated February 2022



Actions

Policies and procedures

- All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:
 - Health and Safety Policy
 - First Aid Policy
- All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
 - The Health Protection (Notification) Regulations 2010
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
 - DfE (2020) 'Guidance for schools: coronavirus (COVID-19)'
 - **[Early years settings]** DfE (2020) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
- Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.
- The school keeps up-to-date with advice issued by, but not limited to, the following:
 - DfE
 - NHS
 - PHE
 - Department of Health and Social Care
 - The school's local health protection team (HPT)
- All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email, newsletters and text
- The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for full school opening.
- The SLT reviews relevant school policies to ensure they account for new provisions.

The school has a Coronavirus (COVID-19): Contingency Plan – also known as an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus.

Heating and ventilation

- The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens.
- Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.



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	<ul style="list-style-type: none"> The site manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. All ventilation systems remain energised in normal operating mode. Where possible, the windows of occupied rooms are open. (Ambient level depending on temperature outside.)
Fire safety and evacuation routes	<ul style="list-style-type: none"> A suitably trained individual – Site Manager - checks that all fire detection, alarm systems, fire extinguishers etc are in working order. The fire safety officer and Head Teacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. The Head Teacher identifies how social distancing measures are to be observed at evacuation points (and meeting points) and communicates this to all staff, volunteers, pupils, parents and contractors. Staff are expected to use professional judgement. Fire Drills have been carried out according to schedule and recorded in the Fire Safety book for reporting to the appropriate departments.
Water storage, drainage systems and sanitary appliances	<ul style="list-style-type: none"> A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. All water systems are thoroughly flushed, e.g. toilets and taps, and the site manager commissions a water treatment specialist to chlorinate water systems where required. All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure.
Lifts, automatic doors and plant equipment	<ul style="list-style-type: none"> The site manager checks that automatic doors are in working order. The site manager ensures that any mandatory inspections for automatic doors are up-to-date and arranges any required inspections as soon as possible. A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up to date – the site manager ensures any required inspections take place as soon as scheduled.
Cleaning	<ul style="list-style-type: none"> The site manager and cleaning team create a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> Continued more frequent cleaning of rooms and shared areas (including toilets and eating areas) that are used by different groups. Frequently touched surfaces being cleaned more often than normal. Provision for ensuring toilets are cleaned regularly. Children are eating meals in the Dining Room with frequent cleaning of tables and equipment. Tables are cleaned once children have finished. Use of hand washing and anti-bac gel is encouraged



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	<ul style="list-style-type: none">• Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection.• The necessary areas of the school are well cleaned before opening with suitable cleaning agents and in line with the COSHH Policy.• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.• All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.• Adequate amounts of suitable cleaning agents are available.• PPE is available to members of staff who require it to carry out cleaning safely.
Test and Trace	<ul style="list-style-type: none">• The school makes staff aware that is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service. Feb 22 – Test and Trace no longer to continue.• The school makes staff aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test. Feb 22 – not advised anymore unless PHE advise school specifically.• The school continues to work with local HPTs in the event of a school or local outbreak.• Staff members and parents are informed that they will need to engage with the NHS programme, meaning they need to be ready and willing to:<ul style="list-style-type: none">- Book a PCR test if they (or their child) display symptoms.- Self-isolate if they display symptoms or produce a positive test.• Anyone in school who displays symptoms is encouraged to get a PCR test.• If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test.• PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C).• The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.• PCR tests are delivered safely and with due regard for transmission risk.• Individuals are asked to inform the school immediately of test results.• If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their



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	<p>household, can stop self-isolating as long as:</p> <ul style="list-style-type: none">- They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.- They feel well. <ul style="list-style-type: none">• If an individual tests positive, they are required to self-isolate for at least 5 days from the onset of symptoms and then return to school only if they have 2 negative LFD tests which are 2 days apart and do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period <u>unless they are fully vaccinated adults or under the age of 18.</u>• Staff and pupils aged 16 may download the NHS Test and Trace app if they wish – rules on mobile phones in school are relaxed to accommodate this.• Individuals who test positive are encouraged to report the result on the NHS Test and Trace app.• If a pupil receives notification to self-isolate, the school ensures appropriate arrangements are in place for the pupil to self-isolate when they are directed to, and begin remote learning according to the Remote Learning Policy.• The Covid Coordinator Team ensures that a visitor record is kept.• If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education.• Pupils under 18 and 6 months that have been identified as a close contact are made aware that they should continue to attend school as normal.
Confirmed cases of coronavirus	<ul style="list-style-type: none">• Parents are informed, via text and email, of how the school responds to confirmed outbreaks/cases of coronavirus.• Where an individual in the school community tests positive for coronavirus, the school follows public health advice and the Head Teacher or Office Staff contact the DfE's dedicated advice service.• The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps.• Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive.



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| | <ul style="list-style-type: none">• Where there is a number of confirmed cases, parents will be sent a warn and inform letter; however, the name of the individual is not shared.• The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.• If the school has 5 or more confirmed cases within 14 days, or an overall rise (over 10%) in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated).• The individual who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. |
| Hand cleaning and respiratory hygiene | <ul style="list-style-type: none">• The school informs parents and pupils that attendance is mandatory for all pupils.• Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly.• The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy.• Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education from the next working day.• Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals.• Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to re-engage these pupils.• The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance.• Staff and pupils who have returned to the UK from foreign countries are expected to complete the necessary quarantine period, as outlined in the government's guidance, before attending school.• The school works the LA to engage with families who are abroad to understand the pupils' circumstances and their plans to return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory. |



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	<ul style="list-style-type: none">Where possible, remote education will be provided for pupils who are abroad, and facing challenges to return due to coronavirus-related travel restrictions, for the period they are abroad.
Minimising contact between individuals and maintaining social distancing	<ul style="list-style-type: none">Pupils are given regular reminders of why social distancing continues to be important and have the opportunity to speak to staff about how they are finding adhering to the social distancing measures.Pupils and staff will return to full access across school, but minimise close contact with others where possible whilst doing so. Staff are encouraged to use their professional judgement.Pupils' educational and care support plans are provided as normal.Pupils in classrooms other than their own, sit in class groups where possible to minimise mixing and cross contamination.Visual aids are used to display covid safe measures – e.g. frequent hand washing.Assemblies are delivered within class on some days and in the hall on others. Pupils sit in class rows / groups.For the use of communal areas, e.g. the staff room, staff are reminded to observe additional hygiene measures and wash their own crockery / cutlery to prevent contamination spread.Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE guidance.Start and finish times for the school day are still slightly staggered and parents are reminded to observe covid safety guidelines.Peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals.Social distancing measures are explained to all contractors and visitors upon their arrival.A record is kept of all visitors and contractors that come to the school site.
Resources	<ul style="list-style-type: none">Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.Classroom resources, e.g. books and games, can be shared and are cleaned regularly.Resources that are shared between classes, e.g. sports equipment, continue to be thoroughly cleaned before they are used by a different class.Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, and mobile phones (Y6)Pupils are to keep lunchboxes on pegs.In KS2, pupils are asked to come into school wearing their PE kit on PE day (where they have two lessons of PE) to minimise the number of



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	<p>items left in school.</p> <ul style="list-style-type: none">Any shared resources that need to be taken home by pupils and staff are appropriately cleaned.
PPE and face coverings	<ul style="list-style-type: none">PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins.All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.In line with current government guidance, face coverings are not required to be worn on the premises but may be worn by staff upon collecting and releasing of children, where it is possible to come in contact with parents - <u>if staff wish to do so</u>.Face coverings are not worn in classrooms.The school does not require face coverings to be worn by those exempt from doing so, e.g. pupils with SEND who may struggle to wear one correctly or have their education impaired by wearing one.Staff and pupils are not prevented from entering or attending school on the grounds that they are not wearing a face covering.The school has a contingency supply of face coverings.If a pupil arrives at school wearing a face covering, they are asked to remove the covering safely upon entering the premises and put it in an individual, sealable plastic bag. They are asked to wash their hands immediately after doing so.Head Teacher assesses whether visitors and staff need to wear face coverings where social distancing is difficult, e.g. in corridors and staff rooms.Parents may wear a face covering when on school site if they wish and are encouraged to remember covid safe practices.
Mental health and wellbeing	<ul style="list-style-type: none">CCAT staff have received training as part of the Wellbeing for Education Return programme, these staff can then disseminate the learning and practice to staff and pupils within the school.Staff and volunteer surveys will be sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have.The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.



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| | <ul style="list-style-type: none">• Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place if required.• The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.• The <u>Head Teacher</u> ensures that the school can be adequately and safely staffed.• The Head Teacher and the Inclusion Lead identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met if different procedures are needed due to COVID.• Teachers and the Inclusion Lead work together to ensure pupils with SEND are prepared for changes to their routine.• The Head Teacher and DDSLs ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. All staff are able to access the Employee Support Scheme for counselling etc where needed.• The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. Flu immunisation is booked to be administered to all pupils with permission and also offered to all staff).• Staff and pupil bereavement is managed in line with the Bereavement Policy. AT, DM have attended Bereavement Training. |
| Attendance | <ul style="list-style-type: none">• Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to ensure that their child attends regularly.• The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy.• In line with the most recent shielding advice, pupils and staff members that have been shielding can attend the school site.• Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education on the next full working day.• Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals.• Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to re-engage these pupils.• The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance.• Staff and pupils who have returned to the UK from foreign countries complete the necessary quarantine period, as outlined in the government's <u>guidance</u>, before returning to school.• Parents are expected to provide information around any holiday plans with full disclosure around where the family are travelling to. Should the school feel that information is incorrect, they may take steps to impose further measures including non-attendance for travel isolation |



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	periods.
Access to remote learning	<ul style="list-style-type: none">• The Head Teacher and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide good learning material.• The SENDCO, SLT and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans.• The Head Teacher and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate with COVID• Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND.• The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic.• Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side.• PE lessons take place outside where possible and in well ventilated rooms otherwise.
Extra-curricular activities and wraparound provision	<ul style="list-style-type: none">• Breakfast continues to support working parents and vulnerable pupils.• Clubs are resumed in line with protective measures, e.g. keeping pupils in their year groups where possible and appropriate.• Children attending are reminded the importance of hygiene and handwashing.
Sports and physical activities	<ul style="list-style-type: none">• Natural ventilation is maximised where indoor sports take place.• Additional measures are implemented for sports provision as appropriate and advised• Pupils are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups.• School swimming and water safety lessons are conducted in line with Swim England's <u>guidance</u>.• Outdoor sports are prioritised where possible.
Safeguarding	<ul style="list-style-type: none">• The DSL and DDSs liaise with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying.• The DSL and DDSs ensure that adequate pastoral care is in place to support pupils who require it.• The DSL and DDSs ensure the relevant staff have the appropriate training to support pupils who require pastoral care.



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	<ul style="list-style-type: none">Regular Safeguarding update information for staff is shared and staff new to school are given targeted training.The Safeguarding Team are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies.
Behaviour expectations	<ul style="list-style-type: none">The school's Behaviour Policy sets out behaviour expectations for pupils. This has been amended regarding the pandemic.Expectations are communicated clearly to staff, pupils and parents.Pupils who are struggling to re-engage with school are supported appropriately.
Catering	<ul style="list-style-type: none">The SBM liaises with catering providers to ensure the kitchens are fully open from the start of the Autumn term.Forced closure due to positive covid cases is dealt with alongside the LA Catering Service and according to their structures.
Educational visits	<ul style="list-style-type: none">Educational visits will be conducted in line with the government's roadmap. This includes system of controls and the COVID-secure measures in place at the destination.A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely.The school ensures it is prepared to carry out domestic day trips and residential trips.Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided:<ul style="list-style-type: none">It is for the purpose of childcare.The staff to child ratios are maintained.A risk assessment is conducted in advance by the visit lead, using the Evolve system.Good hygiene is maintained throughout.Thorough handwashing happens before and after the trip.The trip is carried out in line with relevant local or national coronavirus guidance.Appropriate insurance arrangements are in place.The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider.The school follows the guidelines relevant to trips to indoor spaces. Once inside:<ul style="list-style-type: none">Staff are to remain with the pupils in the group.Pupils and staff should wash hands thoroughly on arrival and before leaving.



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Uniform	<ul style="list-style-type: none">• Expectations of uniform are communicated to pupils and parents and remain as normal. Our expectations are high. Uniform is a non-negotiable which supports the ethos of good behaviour in school.• Parents are reminded that, due to increased ventilation measures, pupils may require layered clothing.• Parents are reminded that on PE days KS2 children are to come to school in PE kit with school jumper on top.
Communication	<ul style="list-style-type: none">• The Head Teacher puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary.• The school's website is kept up to date with any information regarding the school opening, e.g. dates and local arrangements.• Parents are informed via email, newsletter or text about the relevant information regarding opening the school, including any pick-up and drop-off arrangements.• Parents and their children are encouraged, where possible, to walk or cycle to school.• Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.• All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.• The Head Teacher liaises with the Trust Board and Local Governing Board about arrangements for the school remaining fully open.• The Head Teacher informs staff, volunteers and the Trust or Local Governing Board and committees about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.
Protective measures in early years settings	<ul style="list-style-type: none">• Safeguarding strategies including a 'named' list of people allowed to collect and the use of a password is to continue. School see this as even more vital as any parents / carers wearing masks will be more difficult to identify.• The setting is not required to arrange children and staff in small, consistent groups.• Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively.• A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting.• An enhanced cleaning schedule is put in place.• Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant.• Activities that involve malleable materials for messy play, e.g. sand, mud and water, are risk assessed.• Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are



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used by a different group.

- All items that are laundered are washed in line with [government guidance](#) ('COVID-19: cleaning in non-healthcare settings outside the home') and are not shared by pupils between washes.
- Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings.
- In line with PHE advice, supervised toothbrushing programmes are re-established once breakfast club is re-established using the dry brushing method.