

COVID-19 Risk Assessment: September 2021

Site / school name:	Newhall Primary Academy and Nursery		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Staff ▪ Catering staff ▪ Cleaners ▪ Pupils 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare / wrap-around care & education provision during COVID-19 including social-distancing and minimising contacts. ▪ Cleaning and sanitisation ▪ Food and catering services provision ▪ Property maintenance and statutory compliance ▪ General site occupancy and site movement ▪ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school and nursery premises 		
What are the hazards?	<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus. 		
Who might be harmed and how?	<ul style="list-style-type: none"> ▪ Staff, pupils, contractors, and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site. ▪ Potential for spread to other family members / persons. 		
Name of person completing this risk assessment:	Mrs C Ward	Date of completion:	15/07/21 (for holiday club+nursery)
Risk assessment approved by:	Reach2	Date of approval:	15/07/21
Date risk assessment to be reviewed by:	1/09/21	Risk assessment no:	

Risk Consideration Priority Matrix

	Risk consideration that if not managed has the potential for severe impact on a school, for which the Trust requires information on its management controls to be detailed as part of the school risk management review.
	Risk considerations that, if not managed, may have some impact on the school and should form part of the school risk management review.
	Risk consideration that do not present a significant risk but could form part of the school risk management review.

Key Changes in Approach

Mixing & Bubbles

- At Step 4 we will no longer recommend that it is necessary to keep children in consistent groups ('bubbles').
- As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

Tracing Close Contacts & Isolation

- From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.
- From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.
- Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.
- 18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.
- Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

Face Coverings

- From Step 4, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas
- From Step 4, face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport.
- If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility.

Stepping Measures Up & Down

- You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area.
- Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.
- If you have several confirmed cases within 14 days, you may have an outbreak.
- You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.
- The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local Authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings - or a small cluster of settings – as part of their outbreak management responsibilities.

Control Measures

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

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Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Instructions for Using This Template: This document uses, as its basis, the original Risk Management Plan (RMP) Template issued in May 2020 and follows the issuing by the Government of Schools COVID-19 Operational Guidance After 19th July 2021. Please click HERE to view the full guidance. This revised template takes account of the new, much reduced, Government guidance and is, therefore significantly smaller (71% smaller) when compared to previous Risk Management Plans:</p> <ul style="list-style-type: none"> ➤ Consider and complete the risk sections below with satisfactory management arrangements, further actions and a RAG-Rating - remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the <u>lowest reasonably practicable level given a schools particular and individual circumstances.</u> ➤ Sections that are “greyed-out” are, those where management arrangements / actions / methodology identified in your previous RMP will remain generally appropriate, however, rather than merely copying / pasting them across, you must still consider their adequacy going forward for the purposes of this updated document in the event that those arrangements need revising to take account of experience and “lessons learned” during the pandemic. ➤ Sections highlighted in yellow are, essentially, “new” (but familiar) and will need to be completed by the schools in light of the latest Government guidance. ➤ Please read through the whole of this template prior to completing your Risk Assessment - any questions, please contact Estates. 			
<p><i>Description of the prioritised areas of risk and issues identified by the Trust as requiring consideration as part of this Risk Assessment Process.:</i></p>	<p><i>Please identify and describe how each risk consideration factor has been reviewed, rationalised and applied (or achieved differently / improved upon) at school level and what management arrangements have been put in place.</i></p>	<p><i>Identify and describe any additional actions or management arrangements that will need putting in place, over and above those already implemented, in order to ensure that risks are mitigated and managed effectively.</i></p>	<p><i>Identify any residual risks and issues that require further action and / or support and apply a RAG rating colour as per the matrix at the end of this document.</i></p>
Hand Hygiene			
<p>Ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. The school has maintained good supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable and frequent sanitisation of pupil’s hands on arrival / before going into classrooms, before changing rooms, following breaks, before / after meals, following the use of toilets etc.</p>	<ul style="list-style-type: none"> ▪ Children not washing their hands increasing the risk of spreading COVID. 	<ul style="list-style-type: none"> ▪ Children will be made to wash hands at the start of all sessions and upon entry to the building, most importantly the start of unstructured times [break/lunch] when they’ll be consuming food. 	<p>School to ensure that it orders an ongoing supply of soap and sanitiser.</p>

Respiratory Hygiene			
<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with enough tissues and bins available in the school to support pupils and staff to follow this routine.</p>	<ul style="list-style-type: none"> School not promoting good respiratory hygiene by not having the required amount of tissues/bins for children to use. 	<ul style="list-style-type: none"> Any child who requires a tissue to be given one from a box that every teacher will store in their classroom. These tissues can then be placed in the medical bin or disposed of safely and hygienically/ 	<p>Regular supply of tissues available throughout the school and nursery</p>
Use of PPE			
<p>Most staff in schools will not require PPE beyond what they would normally need for their work. Notwithstanding, the school has suitable arrangements in place to follow the guidance on the Use of PPE in Education, Childcare and Children's Social Care Settings which includes information on the use of PPE for COVID-19.</p>	<ul style="list-style-type: none"> PPE not being available and putting staff/children at risk 	<ul style="list-style-type: none"> PPE to be available to staff who wish to use this, as appropriate to the setting. 	<p>PPE masks, visors, gloves, aprons in stock at all times throughout the year</p>
Cleaning Regime			
<p>Staff or contractors engaged in cleaning are provided with suitable PPE and are competent to undertake their cleaning duties. Risk assessments are in place for cleaning activities and chemicals not accessible to staff or pupils. Please refer to the Estates guidance on cleaning</p>	<ul style="list-style-type: none"> All PPE in place for cleaning staff. Estates guidance for cleaning has been downloaded and shared with staff. No contract cleaners on site 	<ul style="list-style-type: none"> School to continue to order PPE as appropriate. 	<p>As above</p>
<p>The school has in place suitable cleaning programme to take into account the increased cleaning of commonly used items such as door and window handles, counters, stairwell areas, bannisters, IT equipment etc.</p>	<ul style="list-style-type: none"> School has fully staffed cleaning programme at the start and end of each school day that accounts for commonly used items. Teachers also have adequate sprays/antibacterial wipes in class to ensure 'dynamic cleaning takes place' as appropriate. 	<ul style="list-style-type: none"> HT (headteacher) to include cleaning protocols in September CPD to ensure staff are still cognisant of its importance. 	<p>Cleaning staff to be aware of the high level of cleaning/wiping of surfaces required across the school and nursery on a day-to-day and deep clean of ALL areas once a term</p> <p>School stock to include sprays/antibacterial wipes and gels for ALL rooms</p>

<p>Cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants.</p> <p>Daily thorough cleaning of front entrance where visitors access seating and admin counter.</p>	<ul style="list-style-type: none"> • Core cleaning to be conducted between 6am-8am and 4pm-6pm when there are the smallest possible amount of people in the building. <ul style="list-style-type: none"> ▪ Non cleaning staff are going to continue to leave the building earlier as appropriate. 	<p>HT (headteacher) to remind non-cleaning staff to minimise use of rooms after 3.30pm and ensure the building is vacated between 4.30 and 5.00pm (latest) to allow cleaners to access classrooms and toilets</p>	
<p>Staff or pupils with medical / intimate care needs have been assessed and relevant consents in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE when required (e.g. where 2m social-distancing cannot be maintained). Guidance from LA has been provided to manage pupils with intimate care needs.</p>	<ul style="list-style-type: none"> ▪ All staff who work with children who have intimate care/medical needs have had appropriate training and have access to correct level of PPE and other applicable resources. 	<ul style="list-style-type: none"> ▪ HT will consult Essex LA as/when there is a need to manage IC within the primary school to ensure that those who may need to be involved in IC have the relevant LA guidance. 	<p>All nursery staff have the appropriate training to change nappies as/when required.</p> <p>No intimate care in the primary at this point.</p>
<p>Ventilation</p>			
<p>Suitable arrangements are in place to ensure good levels of ventilation throughout the school day whilst not compromising security or safeguarding.</p>	<ul style="list-style-type: none"> ▪ All windows and doors in classrooms can be open without compromising security or safeguarding and that practice can/will continue. ▪ The Hall cannot be well ventilated without opening the fire exit doors which causes a safeguarding issue [access to unfenced side of the building] so all activities, such as PE, are to take place outside as much as possible, especially in warmer weather. 	<ul style="list-style-type: none"> ▪ HT to ensure all members of staff that use hall are familiar with ventilation protocol. 	

Symptomatic or COVID-Positive Individuals			
<p>Suitable arrangements are in place for such individuals (and affected siblings):</p> <ul style="list-style-type: none"> To not come into school (to quarantine) To be sent home if symptoms develop whilst in school. For those sent home to avoid public transports and be collected by a family member 	<ul style="list-style-type: none"> The school has established an expectation of parents calling to check if there is any ambiguity about sending a child in. Parents of children who exhibit symptoms will continue to self-isolate whilst a PCR result is awaited upon. We have an anointed area for quarantining any child showing symptoms. 	<ul style="list-style-type: none"> SBM/OFFICE to send message via ARBOR to school community to establish expectations prior to the new school year. HT to ensure that teachers are well versed with protocol via CPD/INSET. 	
<p>In the case of a COVID-19-symptomatic child awaiting collection; provide, if possible:</p> <ul style="list-style-type: none"> A suitable room where they can be isolated behind a closed door (if this is not possible, then establish an area which is at least 2 metres away from other people. Depending on the age / needs of the child and if required, appropriate adult supervision (wearing appropriate PPE if close contact is necessary). An open window for ventilation. <p>If they need to go to the bathroom while waiting to be collected, they should use a separate facility if possible. The facility used must be thoroughly cleaned and disinfected before use by anyone else.</p>	<ul style="list-style-type: none"> The school has a ventilated facility where a child who is displaying symptoms can be isolated and correctly supervised prior to pick up, with access to a separate toilet. The room does not have an external window [which will not allow for optimal ventilation], so room will need to be cleaned thoroughly post collection. 	<ul style="list-style-type: none"> Office staff to revisit protocol 	
Asymptomatic Testing			
<p>Whilst there is no requirement for primary school pupils to tested over the Summer period; schools have suitable arrangements in place to step-up testing measures in response to changing local circumstances</p>	<ul style="list-style-type: none"> All staff have access to lateral flow tests and those who have opted in will continue to test. In the event of a local change in circumstances the school will seek advice from the local authority. 	<ul style="list-style-type: none"> HT to ensure that, in the event of a 'rise' in the number of cases she will consult Essex for guidance. 	
Confirmatory PCR Tests			
<p>Suitable arrangements are in place to ensure that any individuals with a positive LFD test result self-isolate pending the outcome of a PCR test within 2 days..</p>	<ul style="list-style-type: none"> This is school policy and will continue to be followed. All PCR test results to be forwarded to HT/SBM 		

Test & Trace			
<p>Confirmation that the school has a sound understanding of Trust COVID-19 reporting protocols and the NHS Test & Trace process and, in respect of the latter, that relevant information has been passed on to staff and parents / carers.</p>	<ul style="list-style-type: none"> ▪ The school has worked with the trust [via the DDOE] during the Pandemic and all cases/bubble closures have been handled correctly and reported to the appropriate bodies. ▪ All parents have had parentmail information this academic year on the protocol for test and trace. ▪ Newhall Primary has previously written, agreed and executed RA's around the management of COVID at trust level, 		
Clinically Extremely Vulnerable Children			
<p>Suitable arrangements are in place to enable all CEV pupils to attend school with the exception of those under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p>	<ul style="list-style-type: none"> ▪ There are no CEV children on roll at Newhall Academy. 		
Admitting Children into School			
<p>Suitable decision-making protocols are in place to refuse pupil-admission where it is necessary to protect others in the school population from possible infection with COVID-19. Such protocols must take account of all the circumstances and current public health advice prevalent at the time.</p>	<ul style="list-style-type: none"> ▪ All COVID decisions are made through the SLT and in line with trust/DFH/PHE guidance. ▪ SLT communicate via phone with all parents who express that a child/member of the family may be symptomatic. ▪ School to ensure that no child re-enters the building if they are waiting for a PCR/a member of the family is. 	<ul style="list-style-type: none"> ▪ Children to be coded properly so this can be tracked. 	
School Workforce			
<p>Staff in schools who are CEV should currently attend their place of work if they cannot work from home. Suitable arrangements and risk assessment processes are in place to ensure that CEV staff are</p>	<ul style="list-style-type: none"> ▪ There are no CEV staff at Newhall Academy. 		

<p>able to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p>			
<p>The school has suitable arrangements in place to encouraging vaccine take-up and which enables staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.</p>	<ul style="list-style-type: none"> The majority of school staff at Newhall have already been 'double jabbed' as part of the NHS vaccination roll out. Currently, 5 staff members have advised they are unvaccinated, HT/SLT are aware of those staff members. 		
Contractors			
<p>Suitable arrangements are in place to ensure that key contractors (and relevant visitors) are aware of the school's control measures and ways of working.</p>	<ul style="list-style-type: none"> Where contractors have visited the site/will continue to visit the site, they will be made aware of the 'best practice' and trust expectations. All Reach2 visitors [DDOE/ASL's etc] will have been fully briefed in trust meetings as to control measures/expectations. 	<ul style="list-style-type: none"> Visits for contractors [where possible] will continue to be made for times of day where there are less people on site or holiday times. No contractor to be given any access to the site unless there has been prior arrangements. 	
COVID-19 Outbreaks			
<p>The school has a suitable Outbreak Contingency Plan outlining how it would operate if there were an outbreak in the school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p>	<ul style="list-style-type: none"> Plans have been reviewed against the DfE contingency framework and a separate Outbreak Contingency Plan has been produced for the school (based on the Trust template). 	<ul style="list-style-type: none"> Undertake regular reviews of the Outbreak Contingency Plan in the context of both the evolution of the school's own operating / management procedures and any changes in Government Guidance. 	
Other Risks / Issues for School Leaders to Address:			

<p>Pregnant Teachers</p> <p>Pregnant staff in or nearing their third trimester</p>	<ul style="list-style-type: none"> ▪ School Management – there are maternity risk assessments in place ▪ Teachers know how to keep themselves safe (Risk Management document and Risk Assessment document) ▪ Teachers will use PPE as/when necessary when working with the children and follow the cleaning /disinfecting of surfaces and hands requirements before and after working with children 	<ul style="list-style-type: none"> ▪ The HT will make all staff (INSET 01.09.2021) aware of the pregnant staff members' vulnerability and request being mindful of maintaining social distance when engaging with either teacher ▪ Parents and pupils will be made aware and be encouraged to inform the school immediately should they test positive after having been in contact ie positive pupil case in the classroom ▪ Teachers will work from home after 28 weeks as far as possible ▪ Teachers will work from home after 30 weeks ▪ Teachers who have underlying health conditions will work from home should this be a recommendation by their GP or midwife 	<ul style="list-style-type: none"> ▪ Teachers could come into contact with pupils or adults within the school who are asymptomatic or who may be covid positive. ▪ Teachers will need to self isolate after having been in contact with a positive case eg via track and trace regardless of whether they test negative
<p>Unvaccinated Staff</p>	<ul style="list-style-type: none"> ▪ To be encouraged to consider vaccination for their own safety and mental wellbeing ▪ Adhere to the Risk Management document 	<ul style="list-style-type: none"> ▪ Appeal to all staff to accept vaccination offer ▪ Instruct unvaccinated staff to adhere to the Risk Management guidance and to consider the same practice when not in school to avoid contact 	<ul style="list-style-type: none"> ▪ Unvaccinated staff will need to self-isolate when they have been contacted by track and trace indicating that they have been in contact with someone who has tested positive (regardless of whether they themselves test negative) – operational impact

Overall Risk / RAG Rating Matrix

Likelihood	Description	Score
Low	No significant risk or low risk items that are well managed with no impact on school activities.	1
Medium	Some minor risk items identified but management processes are in place within the school or Trust to manage them.	2
High	Significant risk items identified that require rectification or are potentially beyond the school's capability to manage.	3

Record of Weekly Risk Assessment Reviews (please add rows as required)

Review Date:	10.09.2021	Reviewed by:	C WARD	Comments / Notes:	<ul style="list-style-type: none"> Following guidance from the trust HR both pregnant members of staff will work from home until their maternity leave starts.
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none">
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