

OLDFIELD PRIMARY SCHOOL

COVID 19 RISK ASSESSMENT from 1st September 2021 Reviewed 10.12.21 in light of new Omicron Variant

CONTENTS

PAGE:

- VISITING THE SCHOOL
- 2. CLEANING AND HYGIENE
- 3. SCHOOL LESSONS/ ACTIVITIES
- 4. LUNCH AND PLAYTIMES
- 5. ADMIN TASKS AND OFFICE
- 6. TRANSPORT ARRANGEMENTS
- 7. DEALING WITH SUSPECTED AND CONFIRMED CASES OF COVID-19
- 8. USE OF PPE/ADMINISTERING FIRST AID/MEDICATION
- 9. STAFF WITH MEDICAL CONDITIONS INC. PREGNANCY THAT MAY BE MORE SUSCEPTIBLE TO COMPLICATIONS
- 10. OVERALL RISK TO PUPILS

Schools already have business continuity/emergency management plans and it is expected that these will include contingency plans to cover how individual schools would operate if any of the measures within the contingency framework are temporarily recommended. Possible contingency measures are highlighted in red contained in the lower section of each Risk Assessment.

From Ealing LEA: The contingency framework includes measures that schools should consider putting in place where one of the following thresholds are met:

- 5 individuals or 10 percent (whichever is lower) of pupils, students or staff who have mixed closely test positive for COVID-19 within a 10-day period; or
- 2 children, students or staff in special schools that have mixed closely test positive for COVID-19 within a 10-day period; or
- A pupil, student or staff member is admitted to hospital with COVID-19

Task / Activity Area: VISITING/ MOVEMENT AROUND THE SCHOOL Hazard: Biological hazard- Covid-19 Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings or schools. Who might be harmed and how? Groups listed	Ongoing/New Actions by who/when?	Overall Risk (Likelihood X impact) + Impact
### AFECURES IN PLACE Entry into school for pupils should be directly into classrooms where possible On entry to school, staff and pupils to wash their hands with the most effective method-soap and hot water for at least 20 seconds and hands dried or use alcohol/non-alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Year 6 teachers to contact parents about travel arrangements for their children to see if they can walk to school alone Distribute information and guidance to school staff and parents regarding guidance for self-isolation and therefore not being on site when symptomatic Teachers to continue to teach all pupils in the correct washing of hands. System set up so that hands are washed at key times during the school day Site will open at 8:40 and learning starts and register closes at 8:55. Soft start will allow pupils to gradually enter the classroom to wash their hands Mobile phones in lockable box in locked cupboard, children to bring own named zip bag to store their mobile phones Children aged 10 and above allowed to walk home on their own with permission, to reduce numbers on site Video to show end and beginning of day routines Masks recommended for entry onto site but at adults' discretion. All staff encouraged to take lateral flow tests twice a week. Parents to be given information about and encouraged to take lateral flow testing with their family including Oldfield pupils Social distancing of adults to remain at 1 metre 29.11.21: All visitors who do not work full time at the school must wear a mask in the building 29.11.21: All visitors who do not work full time at the school must wear a mask in the building 29.11.21: All visitors who do not post formation and the school must wear a mask in the building 10.12.21: Parents and other visitors to take a lateral flow test before entering the school 10.12.21: Parents and other visitors to take a lateral flow test before entering the school 10.12.21:	ONGOING School Business Manager to ensure sanitiser is ordered Continual reminders/ lessons about handwashing from teachers. New guidance shared in updated letter 1/9/21 Year 6 sent letter home about walking to school / mobiles— Sept 2021	L 2 I 3 (LxI+I) 9 Risk Low Transmissibly of COVID 19 has increased due to the Delta variant however, due to the stabilising of cases and protection the vaccines have given, the government hav relaxed the measures in educational settings and wid society

Task / Activity Area: CLEANING AND HYGIENE	Ongoing/New	Overall Risk
Hazard: Biological hazard- Covid-19	Actions by	(Likelihood X
Who might be harmed and how? Groups listed	who/when?	impact) +
Control measures – pre-existing and new		Шрасс
MEASURES IN PLACE	ONGOING	L 2
 ✓ Keep occupied spaces well ventilated-doors and windows open wherever possible. ✓ Follow the COVID-19: cleaning of non-healthcare settings guidance ✓ Frequent Lessons on handwashing. Handwashing in classrooms ✓ Staff and pupils to wash their hands with the most effective method- soap and hot water for at least 20 seconds and hands dried or use alcohol/non-alcohol hand rub or sanitiser ensuring that all parts of the hands are covered ✓ Clean surfaces that children and young people are touching: desks, chairs, doors, sinks, toilets, light switches, bannisters, etc. more regularly than normal ✓ Cleaning of laptops with antibacterial wipes before every session Gov advice states: Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach*, paying attention to all surfaces but especially ones that are touched frequently: door handles, light switches, work surfaces, remote controls and devices. ✓ At least one cleaner/caretaker to be onsite at all times for accidents and biological spillage ✓ Computers/keyboards cleaned with alcohol wipes ✓ Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Ensure that younger children and those with complex needs are helped to get this right Embed this as part of the new school culture ✓ Ensure that sufficient number of tissues and bins are available ✓ Teachers to resume deep marking as per marking policy. ★ Bleach only used during school holidays and on Fridays at the end of the school day. Possible measures to be adopted in event of local outbreak or national restrictions. NOT CURRENTLY IN PLACE Staff to bring own lunchboxes, plates, mugs and cutlery to take home at end of day. Dishwasher to be sealed Hall and CHILL to be deep cleaned after each day, prior to and after wet lunchtimes More	School Business Manager/ caretaker to oversee cleaning rota and monitor quality Teachers to report if there are any deficiencies in cleaning Cleaners to follow checklist on cleaning surfaces regularly Briefing for teachers and TAs on 1st and 2nd September by HT	I 3 (LxI+I) 9 Risk LOW Transmissibly of COVID 19 has increased due to the Delta varianthowever, due to the stabilising of cases and protection the vaccines have given, the government hav relaxed the measures in educational settings and wid society

Task / Activity Area: SCHOOL LESSONS/ ACTIVITIES/ LUNCH/ PLAYTIMES	Ongoing/New	Overall Ris		
Hazard: Biological hazard- Covid-19	Actions by who/when?	impact) +	u A	
Who might be harmed and how? Groups listed	who/when?	Impact		
Control measures – pre-existing and new				
MEASURES IN PLACE	ONGOING	L	2	
 Keep occupied spaces well ventilated-doors and windows open wherever possible. Each group has a rota for exercise each day Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Ensure that younger children and those with complex needs are helped to get this right Embed this as part of the new school culture The early years foundation stage (EYFS) statutory framework still applies, including ratio of children to adults. Social distancing of adults to remain at 1 metre and older children encouraged to do this, particularly with adults and those who are not usually in their class Pupils to limit the amount of equipment they bring in each day to essentials such as; lunch boxes, hats, coats, books. Books and other shared resources can be taken home. Bank of computers for each key stage and then wiped down thoroughly after use by each class As normal, schools should provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures Availability of lateral flow testing means that adults within school who may be asymptomatic carriers can isolate more quickly KS1 and EYFS Handwashing prior to lunch and KS2 hand sanitiser used on entry to the dining hall. All School Trips may go ahead with clear COVID19 measures on risk assessment 29.11.21: Whole school Zoom assemblies held remotely 	DH to monitor staff rotas and that government guidance is being followed. Cleaning rota updated to reflect need to clean hall thoroughly each evening. Briefing for teachers and TAs on 1st and September by HT	increased the Delta however, the stabil cases and protectio vaccines		
Possible measures to be adopted in event of local outbreak or national restrictions. NOT CURRENTLY IN PLACE Class bubbles isolate from other class bubbles throughout the school day, using coloured bibs for each different class Areas in playground coned off to keep phases separate. Bubbles will operate within each class group. If there is a case of COVID, then the class bubble may isolate if guidance advises. After school and breakfast club to also create bubbles TAs to be limited to a fixed group of children in case individuals are required to isolate. Tracking system of contact in place. EYFS teachers and TAs will isolate as much as possible. The use of visors and masks during close work is recommended Books taken home quarantined for 72 hours in class boxes before being re-loaned Phase assemblies will take place in the hall on the day the phase is allocated that space and cleaned thoroughly after each day Teachers to self-isolate from pupils. Create a marked space of 2m width for staff where pupils cannot enter Pupils in years 3-6 facing forward to avoid coughing at each other Spaces such as the hall will be allocated to one phase bubble each day so area can be deep cleaned before another phase uses it. Stricter control of movement and one-way systems to avoid adults/ children bumping into each other. School trips may be cancelled or kept to local venues within walking distance.		given, the governme relaxed the measures education settings a society	ent hav he s in nal	

Task / Activity Area: ADMIN TASKS AND OFFICE Hazard: Biological hazard- Covid-19 Who might be harmed and how? Groups listed Control measures – pre-existing and new	Ongoing/New Actions by who/when?	Overall Risk (Likelihood X impact) + Impact
MEASURES IN PLACE ✓ Communication with visitors to be through glass screen ✓ All office staff to remain working in main office, ventilation and social distancing essential. ✓ Desks to be 2m apart ✓ 10.12.21 All office staff to wear a mask in main office. CO monitor to ensure ventilation is sufficient. Possible measures to be adopted in event of local outbreak or national restrictions. NOT CURRENTLY IN PLACE Mail opened with gloves Hot-desking will not be permitted in office Front entrance to office locked all day. Visitors to sound doorbell if they require attention. This is to avoid crowding Maximum of 2 adults in waiting area-sign put up.	School business manager to brief office staff on 1/9/21 on new arrangements	L 2 I 3 (LxI+I) 9 Risk LOW Transmissibly of COVID 19 has increased due to the Delta variant; however, due to the stabilising of cases and protection the vaccines have given, the government have relaxed the measures in educational settings and wider society

Task / Activity Area: DEALING WITH SUSPECTED AND CONFIRMED CASES OF COVID-19 Hazard: Biological hazard- Covid-19 Who might be harmed and how? Groups listed	Ongoing/New Actions by who/when?	Overall Risk (Likelihood X impact) + Impact
Control measures – pre-existing and new		
MEASURES IN PLACE Isolation of Symptomatic Individual: If a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and the stay at home guidance followed. In cases of suspected Covid within school, an allocated TA should escort the child to the isolation area, unless an individual risk assessment has advised otherwise If a child is awaiting collection, they should be moved, if possible, to outside the HT office behind a protective screen. The area should be ventilated While waiting to be collected, the supervising adult should wear PPE and keep a safe distance – at least 2m Individual should use a separate toilet cubicle if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else The spaces where the child has been present (e.g. classroom and school toilet) will be cleaned immediately to protect other children and staff Positive Lateral Flow tests will trigger an isolation period until a negative PCR test can be obtained within 2 days Contacts: Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the below apply: they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial	Training for all staff 1.9.21. on procedures for suspected cases. Headteacher overseeing the return to school of suspected case: Website updated with current advice on a regular basis. Headteacher seeks ongoing advice from NHS track and trace and Ealing council New Letter to parents on 1/9/21 explaining	L 2 I 3 (LxI+I) 9 Risk LOW Transmissibly of COVID 19 has increased due to the Delta variant; however. due to the stabilising of cases and protection the vaccines have given, the government have
they are not able to get vaccinated for medical reason These individuals will need to take a PCR test as a precaution and a lateral flow test every day for 7 days afterwards f there are any individuals who are not in the categories above, they will be required to self-isolate for 10 days or until it is confirmed that the symptomatic ndividual tests negative.	new system when there is a suspected case. NHS Track and Trace to take over	relaxed the measures in educational settings and wide society
Possible measures to be adopted in event of local outbreak or national restrictions. NOT CURRENTLY IN PLACE NHS track and trace may advise that more individuals self-isolate, depending on the severity of each outbreak. If further variants are more transmissible or cases increase dramatically, then national guidance may change	responsibility for contacting "close contacts"	

Task / Activity Area: USE OF PPE/ First Aid Hazard: Biological hazard- Covid-19	Ongoing/New Actions by	Overall Risk (Likelihood X impact) +
Who might be harmed and how? Groups listed	who/when?	Impact
Control measures – pre-existing and new		,
MEASURES IN PLACE For staff looking after children with complex special educational needs and providing direct personal care (at a distance of less than 2 metres), the following	Training for all staff on PPE 10.6.20 watch government guidance for care	L 2 I 3 (Lxl+I) 9
 PPE should be available for use by school staff Disposable gloves 	homes	Risk LOW
 Disposable apron Fluid resistant (type IIR) surgical mask Eye protection where there is a risk of splashing of bodily fluids Government advises that masks may need to be worn alongside visors as visors alone may not offer the protection required from breathing in the virus. PPE should also be provided in the following cases: Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, and a distance of 2 metres cannot be maintained Visors to be provided for all teachers so they may undertake simple first aid in classroom Extremely vulnerable members of staff not to administer First Aid as per individual risk assessments Government video shows how PPE should be put on and taken off PPE should be disposed of in line with Government guidance on cleaning in non-healthcare settings Video guide: COVID-19 Putting on and taking off PPE https://www.youtube.com/watch?v=ozY50PPmsvE PPE provided in all classrooms for staff to administer basic first aid. Children to do as much as they can independently to avoid contact. Welfare room rota, full PPE worn if administering first aid. 	Welfare officer created quick use bags of equipment for the first aid room. Welfare Lead to ensure enough PPE at all times. School Business Manager to ensure regular stock take and ordering of PPE Updated training for staff on 1st and 2nd September Visors and aprons to	Transmissibly of COVID 19 has increased due to the Delta varianthowever, due to the stabilising of cases and protection the vaccines have given, the government have relaxed the measures in educational settings and wid
Possible measures to be adopted in event of local outbreak or national restrictions. NOT CURRENTLY IN PLACE Certain staff such as those from Clinically Vulnerable Groups may be exempt from administering first aid in the event of an outbreak	be distributed to all classrooms	society.

Task / Activity Area: STAFF WITH MEDICAL CONDITIONS INC. PREGNANCY THAT MAY BE MORE SUSCEPTIBLE TO COMPLICATIONS. I.E. CLINICALLY VULNERABLE (CV) OR EXTREMELY CLINICALLY VULNERBALE(ECV) INDIVIDUALS Hazard: Biological hazard- Covid-19 Who might be harmed and how? Groups listed	Ongoing/New Actions by who/when?	Overall Risk (Likelihood X impact) + Impact
Whole school risk assessment enforces social distancing and stringent hygiene measures Clinically extremely vulnerable (CEV) people and pregnant individuals are advised, as a minimum, to follow the same guidance as everyone else. Deputy Head to consider additional measures for such individuals that may require enhancements Visors and masks to be available for clinically vulnerable individuals when working closely with certain children e.g. SEND or EYFS Individual risk assessments to be updated regularly. If extra measures can be practically implemented in addition to the safeguards other staff have, then this will be undertaken Teachers may request more stringent social distancing in own class if they are CV or live with someone who is. Possible measures to be adopted in event of local outbreak or national restrictions. NOT CURRENTLY IN PLACE ECV and CV individuals may require measures that are more stringent and an updated risk assessment in the event of an outbreak or further local/national guidance. The decision for ECV to not attend the setting will only be made when national guidance indicates this must happen	HT Continually review Updated advice needed concerning those with clinically extremely vulnerable and clinically vulnerable individuals Deputy Headteacher to review individual risk assessments on a regular basis.	L 2 I 3 (LxI+I) 9 Risk LOW Transmissibly of COVID 19 has increased due to the Delta variant however, due to the stabilising of cases and protection the vaccines have given, the government have relaxed the measures in educational settings and wide society

Task / Activity Area: PUPILS WHO ARE IN ANY CLINICALLY VULNERABLE GROUP OR LIVE WITH THOSE WHO DO Hazard: Biological hazard- Covid-19 Who might be harmed and how? Groups listed	Ongoing/New Actions by who/when?	Overall Risk (Likelihood X impact) + Impact
PRE-EXISTING MEASURES FROM LAST FULL SCHOOL OPENING:		
Parents to be informed about the risks and how social distancing, isolation and hygiene will reduce any risks School is now compulsory Personalised plan created for families that are anxious / vulnerable about a return to school Individual risk assessments and extra protective measures in place. Classes with pupils who are at greater risk from complications will undergo temperature checks each morning. Letters to go home to the families of the class to ask them to be extra vigilant in isolating if there are any symptoms. The school will encourage family of the vulnerable child to follow advice of GP if there is a case of COVID 19 within the class. This may mean that a vulnerable child may need to isolate for a short period of time to avoid contracting the virus. Parents of the rest of the class will be encouraged to undertake lateral flow tests with their family in such an event.	SENDCO liaises with parents who have children with specific conditions that would make them vulnerable Deputy Head to regularly review individual risk assessments for anyone in this group who has raised	L 2 I 3 (LxI+I) 9 Risk LOW As under 18s are not vaccinated, there is a greater risk that vulnerable children may contract COVID1
Possible measures to be adopted in event of local outbreak or national restrictions. NOT CURRENTLY IN PLACE If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where	concerns	
rates remain high and therefore they may be temporarily absent		

Task / Activity Area: OVERALL RISK TO PUPILS Hazard: Biological hazard- Covid-19 Who might be harmed and how? Groups listed PRE-EXISTING MEASURES FROM LAST FULL SCHOOL OPENING:	Ongoing/New Actions by who/when?	Overall Risk (Likelihood X impact) + Impact
 ✓ All measures detailed previously ✓ Lateral flow testing means that adults within school who may be asymptomatic carriers can isolate more quickly, thereby reducing risk to pupils ✓ School is now compulsory- written medical advice needed for pupils with underlying conditions Possible measures to be adopted in event of local outbreak or national restrictions. NOT CURRENTLY IN PLACE Social distancing and isolation of close contacts (including whole classes) may be recommended if the prevalence of COVID 19 increases locally. The school would only implement this in line with NHS and Government direction. 	SENDCO liaises with parents who have children with specific conditions that would make them vulnerable	L 2 I 3 (LxI+I) 9 Risk LOW Deaths in children due to COVID-19 have been extremely rare. Guidance on educational settings developed by the Association of Directors of Public Health and London Councils states that for these reasons, "children's setting are currently perceived to be lorisk."

Task / Activity Area: COVID-19 LATERAL FLOW TESTING RISK ASSESSMENT Hazard: Biological hazard- Covid-19 Who might be harmed and how? All persons involved in named activity. Respiratory symptoms, fever, cough, breathing difficulties. Severe cases acute respiratory syndrome, even death From the middle of January, primary schools are to be provided with lateral flow testing kit for staff home use. The staff will be provided with comprehensive guidance and training video to introduce the testing programme that works for all staff coming onto the school site. For everyone, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within school.	Ongoing/New Actions by who/when?	Overall Risk (Likelihood X impact) + Impact
PRE-EXISTING MEASURES FROM LAST FULL SCHOOL OPENING: ✓ Oldfield Primary School Covid-19 Risk Assessment has been written and reviewed regularly in line with updating advice from the Local Authority and Government. ✓ Oldfield Primary School carefully follows Government and Local Authority guidance which can be found on EGfL ✓ Anyone showing symptoms of, coronavirus (COVID-19) (a new continuous cough, a high temperature, or a loss of, or change in, their normal sense of taste or smell - anosmia), or have someone in their household who is, not allowed in a school. ✓ Communicate the testing approach to all staff coming on to school site. Provide the NHS 'How to' Guide and Instructions for Use leaflets, link to the YouTube video and Privacy Notice ✓ Outline the expectations and protocols as set out in Oldfield Guidance for Lateral Flow Testing ✓ Determine storage space for testing kits, and procedures for staff to collect kits. ✓ Identify Covid Co-ordinator (CC) and Registration Assistant (RA) and share this information with all staff ✓ All staff who join in September 2021 will be encouraged to undertake lateral flow testing. ✓ Families will be given information about and encouraged to undertake lateral flow testing with their family, including Oldfield pupils.	Staff training in Lateral Flow testing for all staff delivered Google forms reporting system set up so that school can monitor the testing is taking place, School administrator to monitor compliance. School administrator to distribute testing kits.	L 2 I 3 (Lxl+I) 9 Risk LOW Transmissibly of COVID 19 has increased due to the Delta variant; however, due to the stabilising of cases and protection the vaccines have given, the government have relaxed the measures in educational settings and wider society Lateral testing reduces risk of transmission, provided that PCR test is taken when symptomatic, regardless of LFT result