

COVID-19 Risk Assessment

Location / Site	
Sutterton Fourfields CE Primary School	
Person responsible for the risk assessment	
Mrs C Collett	
Assessment date	
<ul style="list-style-type: none"> • Consulted with staff and governors on 29/11/21 • Consulted with parents/carers on 29/11/21 • On-going checks and measures 	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Risk Assessment and Outbreak Plan Guidance

Severity (S)	Likelihood (L)	Risk Ratings (R)	
Fatality = 5	High = 5	20 +	Very High Risk
Serious illness = 4	Medium = 4	15 - 19	High Risk
Possible illness = 3	Low = 3	9 – 14	Medium Risk
Unlikely event of illness = 2	Negligible = 2	4 – 8	Low Risk

Schools coronavirus (Covid-19) operation guidance (29th November 2021)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

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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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of adherence to national guidelines and advice, lack of awareness to policies and procedures resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. To ensure that all relevant guidance is followed and communicated 2. The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, PHE and the Local Authority 3. Information on the school website is updated 4. Any change in information to be shared with Chair of Governors and passed on to parents and staff by Class Dojo or email 5. All staff have regard to all relevant guidance and legislation as it is issued by the DfE and PHE 6. Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> •they have one or more coronavirus (COVID-19) symptoms •they have had a positive test 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contingency management plan for outbreaks, local school closures, pupils and staff self-isolating <u>Please read the COVID-19 Outbreak Management Plan for further detailed information</u>			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>In the event of a local outbreak or when a pupil is abroad or the pupil or member of staff are set to study/work from home:</p> <ol style="list-style-type: none"> 1. Home-learning timetable and resources– work matches the work taught in lessons and uploaded on Class Dojo (see remote learning policy). 2. Video link of first quality teaching - the member of staff teaches remotely or the pupil is able to access teaching through a video link of the teacher teaching in school. 3. ICT device scheme in place for all children. 4. Printing work where essential. 5. The remote education provided will be equivalent in length to the core teaching pupils will receive in school. 6. We will work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education. 			

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7. We will continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time due to Covid-19.
8. In the event of a local area outbreak, it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.
9. In the event of an outbreak, after seeking advice from Public Health, face coverings may temporarily be worn in communal areas or classrooms.
10. In the event of a possible outbreak, to call the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of our outbreak plan control measures. Contact DfE helpline: 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case.
11. Shielding is currently paused. In the event of a major outbreak or a Variant of Concern that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. Shielding can only be reintroduced by national government

Other measures

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) may recommend limiting:

- residential educational visits
- open days
- *transition or taster days*
- parental attendance in settings
- performances in settings

Sutterton Fourfields CE Primary School will follow any national recommendations in regard to these precautions in conjunction with guidance from Lincolnshire Public Health and the local authority. We will forewarn all families that all such activity is subject to current guidance that may change and keep them updated with as much notice as possible.

Attendance Restrictions

Attendance restrictions should only ever be considered in extreme circumstances and as a last resort. If attendance restrictions are advised across an area, the government will publish detailed operational guidance for settings.

Decision making principles

As part of their outbreak management responsibilities, local authorities, DsPH and HPTs may advise individual settings or a cluster of closely linked settings to limit attendance.

Where local authorities, DsPH or HPTs judge that wider containment action is needed and wish to limit attendance across an area, they should work with their regional partnership team (RPT) to escalate a proposal to the central Local Action Committee command structure.

In most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak, but RPTs should exercise judgement based on the local context.

Primary schools

Sutterton Fourfields CE Primary School is aware that if it is decided that some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend.

If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.

Should Sutterton Fourfields CE Primary School be instructed to limit attendance, our Remote Learning Plan will come into force. We are aware high-quality remote education should be provided for all pupils or students not attending. We will inform all families as soon as possible should we receive such instruction.

Out-of-school settings and wraparound childcare.

If attendance restrictions are needed, vulnerable children and young people should be allowed to attend. For all other children, parents and carers should only be allowed to access these providers for face-to-face provision for their children for a limited set of essential purposes, such as to allow them to go to or seek work, attend a medical appointment, or undertake education and training.

Education workforce

If restrictions on child, pupil and student attendance are needed, Sutterton Fourfields CE Primary School is best placed to determine the workforce required onsite and if it is appropriate for some staff to work remotely. We will liaise with Lincolnshire Public Health and the local authority.

Safeguarding and designated safeguarding leads

There should be no change to local multi-agency safeguarding arrangements, which remain the responsibility of the 3 safeguarding partners:

- local authorities
- clinical commissioning groups
- chief officers of police

If attendance restrictions are needed in any education or childcare setting, the DFE would expect all local safeguarding partners to be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.

If attendance restrictions were needed, St Joseph's Catholic Primary School will continue to have regard to all statutory safeguarding guidance that applies to us, including:

- *Keeping children safe in education*
- *Working together to safeguard children*
- *Early Years Foundation Stage (EYFS) framework - read alongside Early years foundation stage: coronavirus disapplications*

Sutterton Fourfields CE Primary School, led by Mrs Collett, the deputy designated safeguarding lead (DDSL) and Ms Williams, the Head of School and designated safeguarding lead will review the child protection policy so that it reflects the local restrictions and remains effective.

Vulnerable children and young people

Where vulnerable children and young people are absent, Sutterton Fourfields CE Primary School will:

- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
- encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker agrees that the child or young person's attendance would be appropriate
- focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
- have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so

If Sutterton Fourfields CE Primary School has to temporarily stop onsite provision on public health advice, we would discuss alternative arrangements for vulnerable children and young people with the local authority.

School meals

Sutterton Fourfields CE Primary School will provide meal options for all pupils who are in school. Meals should be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria.

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Sutterton Fourfields CE Primary School will also continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they:

- are self-isolating
- have had symptoms or a positive test result themselves

Educational visits

In the event of restricted attendance being imposed at Sutterton Fourfields CE Primary School, this will be reflected in the Educational Visits element of our wider risk assessment and we would consider carefully if educational visits were still appropriate and safe.

If, for a specific reason, an educational visit was to be planned, only children who were currently attending Sutterton Fourfields CE Primary School on site, would be eligible to attend the visit (i.e. not pupils who are Home Learning). We would consult the health and safety guidance on educational visits when considering visits.

In the circumstance of having reduced numbers on site due to national restrictions, we anticipate that it would be highly unlikely that any educational visits would take place.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

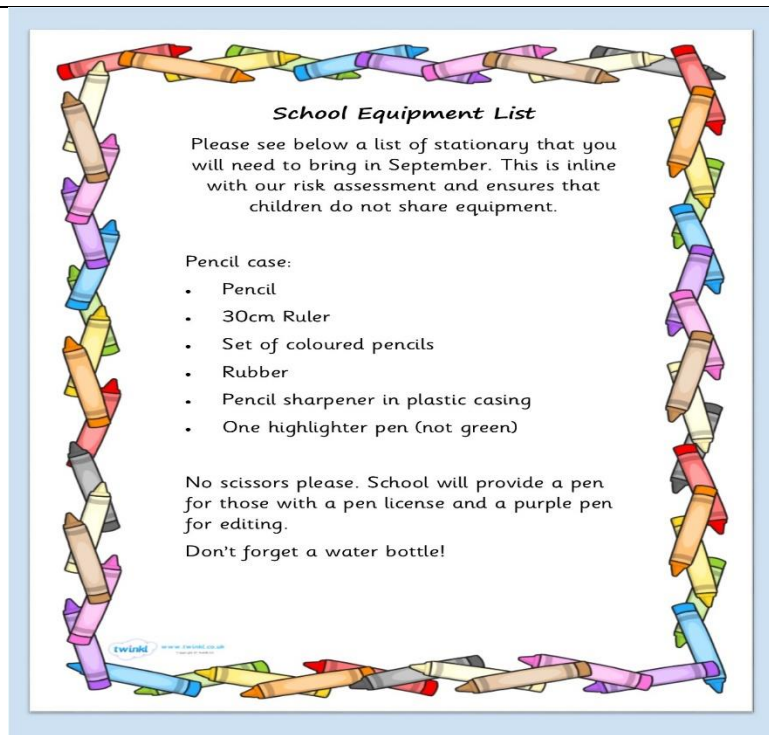
Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of safety in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Covid rules, such as ‘catch it, bin it, kill it’ shared with the children on a regular basis. 2. Ensure good ventilation in each classroom - windows or doors to be opened during the day. 3. In the event of a local area outbreak, it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups. 4. Extra soap/hand sanitiser in stock and plentiful always. 5. Face coverings worn by staff and adults (including visitors) when moving around in corridors and communal areas (such as lunch halls and assembly gatherings). Health advice continues to be that children in primary schools should not be asked to wear face coverings. 6. Staff are encouraged to twice weekly use lateral flow device tests. 7. All pupils and staff travelling to England must adhere to travel legislation, details of which are set out in government travel advice. All travellers arriving into the UK will need to isolate and get a PCR test by ‘day two’ after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All Red list arrivals will enter quarantine. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Poor hygiene and first aid provision resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Thorough cleaning schedule of the school both before and after the school day. 2. Hand gel used after toilet use as well as washing hands. 3. Extra signs in toilet re washing hands - Children should wash/sanitise their hands: <ol style="list-style-type: none"> a. Coming into school b. Before eating at break c. Returning to the classroom after break d. Before eating at lunch e. Returning to the classroom after lunch f. As they leave school 4. Extra soap/hand sanitiser in stock and plentiful always. 5. First aid qualified member of staff on site always. 6. Cleaning materials in each staff toilet and staff to clean after use. 7. Light switches left on in all toilets and any automatic light switches turned off – turned off at the end of the day by premises staff. 8. All cleaning staff are specifically trained in methods and areas to focus on each day – eg. specific classrooms, surfaces and high-touch points. 9. The areas of the school and the quality control of cleaning is documented and maintained through a clearly structured protocol led by the Business Manager. 10. Spot checks are carried out by the Business Manager. <p> https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings </p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children are encouraged to bring in their own stationery. School stationery can be provided and labelled. 2. No equipment should be returned to staff or centrally after use. 			

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3. All surfaces left clear at end of the day – no clutter or rubbish.
4. Tables, door handles and other high touch surfaces disinfected and cleaned every evening.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Support for the pupils			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Covid Catch-Up Premium Strategy to support pupils. 2. Children’s mental and emotional health support in school. 3. PSHE curriculum created to help support children’s well-being. 4. School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
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Support for the staff			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification, surveys and control measures. 2. Staff may need additional support and access to services such as counsellors and access to NHS mental health services. 3. Zoom staff meeting to discuss concerns and shared control measures. 4. Sharing of support helplines – Lincolnshire County Council Counselling Service. 5. SLT member of staff to share concerns with. 6. PPA taken off-site. 7. Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of pupils, staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. 2. Staff and pupils are required to quarantine if they are a close contact of a suspected or confirmed case of the Omicron variant of COVID-19). 3. Staff members do not need to self-isolate if a family member is positive (from 16 August 2021) if double vaccinated. They need to have a PCR test within 48 hours and can continue to attend school if they test negative. 4. If the staff member has or develops symptoms, then they self- isolate and arrange a PCR test. 5. If staff member has had a PCR test confirming positive test, the staff member has to isolate from the day symptoms started and for the next 10 full days. 6. If a pupil starts to show symptoms of COVID-19 (suspected) whilst at school, they need to isolate until a parent/carer can arrange pick-up. 			

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7. The supervision (if required) of the pupil should take place at a minimum of 2 metres away in a well ventilated room and staff members need to wear PPE whilst supervising. Where the pupil is isolating needs to be clearly signed, to prevent accidental access by others.
8. Once the pupil has left the premises, access to the isolation area will be restricted until cleaning has taken place.
9. The pupil must go for a PCR test asap and isolate and not return to school for a 10 day period or can return to school if the PCR test is negative.
10. Isolation protocols are agreed for those pupils demonstrating high temperatures.
11. Maintain the ability to step up Covid safety measures if necessary ie in the event of a local outbreak.
12. Staff / Parents meetings, wherever possible, will take place digitally.
13. To continue to use Class Dojo as an agreed electronic point of contact for all parents/carers of pupils.

Guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100232/Schools_guidance_Step_4_update_for_14_July.pdf









<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Fire risk information			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

Fire evacuation plan – Sutterton

As we are not implementing a one-way system, the normal fire evacuation routes will apply. Please note the following:

1. All classrooms to have laminated pupil class list and ensure children are marked present am and pm
 2. A fire drill in the first week back of term (without new EYFS pupils) and then two weeks later to include new EYFS children
-  Richmond to evacuate through external fire door on to KS2 playground
 -  Regent's to evacuate through fire door on corridor on to KS2 playground
 -  Central to evacuate through external fire door on to KS2 playground
 -  St James to evacuate through external fire door on to KS2 playground
 -  Phoenix to evacuate through external fire door on to KS2 playground
 -  Hyde to evacuate through library corridor fire exit on to KS2 playground being aware of staff and children coming from Regent's and Richmond
 -  Hall to evacuate through Regent's corridor external fire doors, being aware of children coming out of Regent's
 -  Office staff to evacuate through main entrance and on to KS2 playground, ensuring gate is opened.

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Non-bubble-based staff or visitors to evacuate through nearest fire door to their location and make presence known to office staff at assembly point			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments		Insert comments relevant to findings as appropriate	
Name/Position/Date/Comments:			