

Fire and Risk Management Services

Risk Assessment Form

Assessor: Nick O'Sullivan	Date: 23 August 2021 v2	Activity: Outbreak Management Plan & Assessment Primary School. Relaxation of COVID19 related measures in line with Step 4.	Location: Ludlow Primary School w.e.f 16th August 21 Step 4 Guidance		
Standard of dress for activity (if relevant):		PPE required: Disposable Gloves, Aprons, Face masks, Fluid Resistant Face Masks, Goggles or Face Shields for supporting a pupil or staff memebtrs displaying COVID19 symptoms until they are collected.	Other equipment used during activity: Cleaning & disinfectant products.		
Persons exposed (please tick):		Employees <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Public <input type="checkbox"/>	Others <input checked="" type="checkbox"/> Expectant Mothers <input type="checkbox"/>
Hazards Identified – Guidance Note: Look at the activity and identify hazard(s), tick if present and significant . If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.					
Physical Injury Hazards		Physical Agents and Hazardous Substances		Miscellaneous	
Hit by moving vehicles		Hazardous substances		Display Screen Equipment	
Contact with moving part of a machine		Micro organisms	<input checked="" type="checkbox"/>	Hot work/fire hazards	
Hit by moving materials/substances i.e. water		Ionising radiation		Vibration	
Fall(s) from height		Noise		Restricted Access	
Slips, trips and falls from the same level		Pressure systems		Manual handling	
Contact with/ use of live electrical equipment		Ultraviolet light		Lone working	
Contact with cold objects		Lasers		Confined spaces	
Contact with hot objects		Flammable liquid/solids		Waste produced by activity	
Contact with sharp objects		Extremes of Temperature		Stress	<input checked="" type="checkbox"/>
Impact with objects				Posture	
Physical attack					
Finger "nips"					

Fire and Risk Management Services

Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
COVID19 related issues. Step 4 stage.	<ol style="list-style-type: none"> 1. Spread of coronavirus to & within School community; 2. Cross infection. 	Pupils/ Staff/ Visitors	<ol style="list-style-type: none"> 1. In line with Step 4 Government Guidance (w.e.f 19/07/21) it is no longer it is necessary to keep children in consistent groups ('bubbles'); 2. From 16 August 2021, children under the age of 18 years & 6 months 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; 3. Individuals e.g., Staff members, 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 following apply: <ol style="list-style-type: none"> a. they are fully vaccinated; b. they are below the age of 18 years and 6 months; c. they have taken part in or are currently part of an approved COVID-19 vaccine trial; 	3	3	9	M	<ol style="list-style-type: none"> 1. If School have an outbreak in the School setting, the local Director of Public Health may advise that face coverings should temporarily be worn in communal areas or classrooms (by children, staff and visitors, unless exempt); 2. In most cases, parents and carers will agree that a pupil with symptoms should not attend the School, given the potential risk to others. If a parent/ carer insists on a pupil attending, School Management will/ can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19; 	<p>We will follow all guidance advised by PHE if an outbreak occurs.</p> <p>Letter to parents sent 3rd Sept 2021 advising parents not to send their child into school if displaying any one of the recognised Covid symptoms.</p> <p>Each case of a pupil with symptoms will be dealt with individually and the best interests of the child, family and school community will be taken into consideration.</p> <p>Letter to staff sent 3rd Sept 2021 advising them of the relaxation of rules around isolating.</p>

Fire and Risk Management Services

			<p>d. they are not able to get vaccinated for medical reasons;</p> <p>4. Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <u>PCR test</u>. Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport;</p> <p>5. School Management are aware that contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. Children &</p>				<p>3. School Management appreciate that some staff members and parents will be unduly concerned by the changes in COVID19 measures across England. Staff members will be made are of this Risk Assessment and will be encouraged to share any concerns in order to reduce workplace stressors;</p> <p>4. School Management have an Outbreak Management Plan to assist them if they are advised to take extra measures to help break chains of transmission. 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 groups possible, and for the shortest amount of</p>	<p>This Risk Assessment will be shared with all staff prior to school re-opening and will be available on our website and a hard copy will be available in both of our staff rooms.</p> <p>We will follow the steps in our Outbreak Management Plan.</p> <p>Letter sent to staff & parents 3rd Sept 21</p>
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Fire and Risk Management Services

			<p>staff contacted by NHS Test & Trace as being a close contact of a positive case are advised to take a PCR test;</p> <p>6. School Management are aware that if several confirmed cases occur within 14 days, we may have an outbreak. School Management will call the dedicated advice service who will escalate the issue to our local health protection team. The DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case;</p> <p>7. From Step 4, face coverings will no longer be advised for children, parents, staff and visitors either in classrooms or in communal areas. Face coverings are also no longer legally required to be worn in rooms or communal areas in community settings or on public transport. Government has removed the requirement to wear</p>					<p>time possible.</p>	<p>advising them to take a PCR test if they have been identified as a close contact, but they do not need to isolate whilst waiting on the outcome.</p> <p>Letter to parents sent 26th August 2021 outlining arrangements for the start of the new academic year in line with government guidelines.</p>
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Fire and Risk Management Services

			<p>face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where pupils & staff may come into contact with people they don't normally meet. This includes public transport and dedicated transport to school or college;</p> <p>8. School Management will continue with:</p> <ul style="list-style-type: none"> a. Ensuring good hygiene for everyone e.g., frequent and thorough hand cleaning using soap & water or hand sanitiser; b. Promote the 'catch it, bin it, kill it' approach to support respiratory hygiene with lidded bins in each Classroom; c. Maintain an appropriate cleaning schedule using standard products such as detergents & disinfectants. This should include regular cleaning of areas and equipment (for example, twice per 						<p>Teachers will continue to advise children on the importance of thorough hand washing.</p> <p>Hand santiser will continue to be available to staff & pupils.</p> <p>Posters with 'catch it, bin it, kill it' will be on display around the two school sites.</p> <p>Each classroom has a lidded bin for disposal of soiled tissues.</p> <p>Staff will continue with hygiene measures around frequently touched surfaces.</p> <p>Windows & doors will</p>
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Fire and Risk Management Services

			<p>day), with a particular focus on frequently touched surfaces;</p> <p>d. Keeping occupied spaces well ventilated –</p> <p>e. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19;</p> <p>9. Staff and pupils with COVID19 symptoms, a positive LFD or PCR test result should self-isolate in line with the stay-at-home guidance. This isolation also applies to persons required to quarantine after returning from designated countries. If anyone in our School community develops COVID-19 symptoms, however mild, they will be sent them home and they should follow public health advice. For pupils and staff with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household;</p> <p>10.If a child, young person or</p>					<p>be opened in the mornings. If it becomes too cold for them to remain open all day, they will be opened at break and lunchtimes when pupils are not in the classroom.</p> <p>We await the delivery of the monitors. A date has not been given as yet.</p> <p>Letter sent to staff and pupils 3rd Sept 21 advising them to take a PCR test if they have any one of the symptoms and to isolate until they either have a negative test result or if positive to isolate as advised by NHS Test & Trace.</p> <p>Email to all staff 8th Sept advising them to book a PCR test if they have a positive LFT result and</p>
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Fire and Risk Management Services

			<p>other learner becomes unwell with symptoms of coronavirus while in their school/ nursery setting and needs direct personal care until they can return home. A fluid resistant (IIR type) face mask must be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a fluid resistant (IIR type) face mask must be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection (goggles or face shield) should also be worn. Any rooms that they have used should be cleaned after they have left;</p> <p>11. There is no need for our staff members to asymptomatic LFD test over the summer 2021 period if they are not attending the</p>						<p>that they should follow the stay-at-home guidance. If the PCR test is taken within 2 days of the positive lateral flow test, and the PCR result is negative, it overrides the self-test LFD test and the staff member can return to school, as long as they don't have COVID-19 symptoms.</p> <p>All the necessary PPE equipment is available on both sites for use by staff when and if required.</p>
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Fire and Risk Management Services

			<p>School site. Facilities, Catering and Administrative support staff who will need to attend should carry on with twice weekly asymptomatic LFD testing at their homes as normal;</p> <p>12. There is no need for primary age pupils (those in Year 6 and below) to asymptomatic LFD test over the summer 2021 period. All staff members should resume twice weekly LFD testing at their homes from the start of Autumn Term 2021 until the end of September 2021 when new Government Guidance is expected;</p> <p>13. Staff and pupils with a positive LFD test result should self-isolate in line with the stay-at-home guidance. They will also need to get a free PCR test to check if they have COVID19. 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,</p>						<p>Staff informed by email 26th August 2021 that twice weekly testing will resume prior to 1st September and will remain in place for the month of September.</p> <p>Test kits are available in school for staff.</p>
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Fire and Risk Management Services

			<p>and the PCR result is negative, it overrides the self-test LFD test and the pupil/ staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>14. At Step 4, School Management can now plan to undertake educational visits in groups of any number and children will no longer need to be kept in consistent groups. From the beginning of Autumn Term 2021, international visits are now possible, and School Management/ Trip Leaders will be mindful that Government may amend the Travel List at relatively short notice. Contingency planning for this potential change will be included;</p> <p>15. School is aware that Government Guidance indicates that limiting the attendance of parents and carers at sessions/ dropping off & collecting has now been removed. However, to support our control</p>							<p>School starts: 8:45 –9:00 on SP with Nursery at 9:00 8:45 – 9:00 on CV</p> <p>School End: 3:00 for reception/nursery 3:10 for Y1/2</p>
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Fire and Risk Management Services

			measures applicable for our site/ buildings e.g., robust cleaning regime/ maximizing ventilation/ CEV & CV persons etc. We will not continue with staggered start and finish times for the school day.						3:15 for CV for Y3 & Y6 and 3.20 Y4 & Y5
Pupils & staff with prior medical conditions deemed as 'Clinically Extremely Vulnerable' (CEV).	1. Persons with prescribed medical conditions and deemed previously as 'clinically extremely vulnerable' are more at risk from COVID19 effects.	Pupils Children/ Staff	<ol style="list-style-type: none"> 1. The national shielding advice for all adults and children paused on 31st March 21. The small number of pupils who will remain on the CEV shielded patient list should continue to remain away from school; 2. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, there is an expectation that School will be able to immediately offer them access to remote education; 3. Clinically Vulnerable (CV) and CEV staff can continue to attend school. While in School they must follow the system of controls to minimise the risks of transmission. 4. Staff who live with those 	3	3	9	M	1. Staff & Parents aware of the NHS 'Test & trace' process and responsibility to inform school management if they are required to socially isolate for 10 days because of a contact alert.	<p>Remote education will be available for pupils who may need to isolate.</p> <p>Individual Risk Assessments for staff deemed CEV have been reviewed allowing for current guidance. Should any return to previous measures be actioned, the previous Risk Assessment measures will be re-introduced.</p>

Fire and Risk Management Services

			<p>who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>5. A person who lives with those who are/ were defined clinically extremely vulnerable or clinically vulnerable can attend School;</p> <p>6. Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for CV people which will be kept updated. School Management are aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19), where the NEM's Risk Assessment will be reviewed fortnightly.</p>						
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Fire and Risk Management Services

S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H

Assessment authorised by Headteacher/School Business Manager			
Print:		Signature:	
Date:			
RISK RATING SCORE	RESIDUAL RISK LEVEL	MANAGERIAL ACTION	RISK RESULT
1 - 5	L - LOW	Monitor, no action normally required	Acceptable = Risk Level & Controls Acceptable
6 - 10	M - MEDIUM	Attempt to improve controls so far as is reasonably practicable	
11 - 25	H - HIGH	Priority action to be taken to apply control measures	Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required
The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.			
Assessment Review			
Reviewed by:		Review date: After first day, weekly.	Existing risk assessment valid? (Y/N):
Has the activity changed? (Y/N):	How:	New controls:	
Have new equipment or materials been introduced? (Y/N):	What:	New controls:	

