

Keystone Academy Trust – COVID-19 Primary Full Opening Risk Assessment –September 2020

THURLBY CP ACADEMY

Activity being assessed:	Start of new academic year- September 2021 at Thurlby Community Primary Academy	Location(s) affected:	All schools within Keystone Academy Trust
Person(s) completing assessment:	Mrs H Joyce (Acting Head of School)	Date original assessment completed:	15.7.20
Date of review:	1/09/21	Review completed by:	Mrs H Joyce

This risk assessment has been developed on best available scientific guidance and information and should be read in conjunction with the government guidance document (27.08.21), this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>School building not safe for use</i>	<i>Pupils, staff, visitors, and the general</i>	<i>Ensure any little-used water outlets are flushed weekly and this is recorded. Monthly water hygiene monitoring to continue.</i>		<i>M.M A.K</i>	

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	public. Harm from Legionella infection, pests, damaged buildings, missed statutory inspections and fire	<p>Check for evidence of pests, particularly areas of food storage.</p> <p>Ensure all statutory maintenance inspections are all up to date.</p> <p>To ensure fire safety, the following need to be carried out before reopening:</p> <ul style="list-style-type: none"> • Fire alarm test • Visual check of fire extinguishers • Emergency light test • Review fire risk assessment – if you are making any changes to the school’s operation ie one way system, using additional areas of the school, you will need to review your Fire risk assessment. • Review fire evacuation plans 			
Contracting COVID-19 from being in the school environment by contact with an infected person	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Staff can opt in to test twice a week using LFD test. Tests will take place on a timetabled system for teachers and support staff. Staff testing positive must confirm with a PCR test. Even if they are asymptomatic, they must still isolate for 10 days. If they develop symptoms during this time, they must restart their 10-day isolation from the first day that they had developed the symptoms. If a member of their household then develops symptoms, the period of isolation should begin again.</p> <p>Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until</p>	Re-send clear guidance to all staff and parents/carers of pupils Have a procedure in place to isolate pupils that appear symptomatic on site until	Sept 2021	

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		<p>they have self-isolated for the recommended government period of 10 days; if the individual continues to have a raised temperature or continues to display symptoms, they are required to remain away from school until a normal temperature can be maintained.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative; on informing the school of a negative test, they will be able to return to school.</p> <p>Government self-isolation guidance</p> <p>If a staff member or child tests positive, close contacts do not have to isolate if they are under 18 and/or have received two doses of the vaccine. Contact tracing will not be conducted by the school- this is now completed by NHS track and trace.</p> <p>Reporting Threshold guidance will be followed and advice sought if 5 pupils or staff test positive within a 10-day period.</p>	<p>collected – front entrance with external doors open for ventilation</p> <p>Refer staff who display symptoms for testing via the Employer Referral Portal –use the testing kits in school</p>		
<p>Parent refuses to have their symptomatic child tested- Continued attendance could lead to more cases.</p>	<p>Pupils increased risk of transmission</p>	<p>The Symptomatic child would be treated as if they had tested positive and would remain at home for 10 days, where home learning would be provided.</p>		<p>HJ</p>	
<p>Congestion or inability to adequately socially distance when</p>	<p>Pupils, staff, visitors, and the general public becoming</p>	<p>Families requested to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; only children of primary school age or under to accompany adult if it is not possible for them to</p>			

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accessing or leaving school grounds	infected with COVID-19:	<p>be at home with another responsible person.</p> <p>Classes/year groups given clear information about entry and collection gates at 8.35-8.45 and 3.10 (EYFS and KS1) and 3.15 (KS2). Children (Year 1-6) will wash their hands in the external handwashing facilities prior to entry into school. EYFS will wash their hands in the classroom.</p> <p>For collection, parents to wait outside of the school gates and staff to bring out children to them.</p> <p>All staff to enter and exit by the main school entrance – sanitising their hands.</p>			
Congestion or inability to adequately socially distance when pupils accessing or leaving school building	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Where appropriate, teachers to walk their designated group into the building, directly into their classroom, <i>via each room's external door where possible</i> , in a controlled manner.			
Ineffective personal hygiene measures	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Robust handwashing promoted. All schools to display posters and promote in age appropriate ways. All pupils must wash hands:</p> <ul style="list-style-type: none"> - on arrival at school - prior to moving classrooms - before and after breaks - before and after eating 		Site Manager (AK and MM) and finance administrat or (JB) to	

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		<p>- sanitise before leaving for home -after using the toilet The youngest children and those with complex or behavioural needs should be supported to wash their hands properly- This could be by singing a hand washing song or by physically supporting a child to wash their hands by standing behind or beside them.</p> <p>Staff and pupils are requested to wash hands prior to leaving home in the morning and then on entering the school building.</p> <p>All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and water on arrival at school, following use of toilet facilities, before eating and after a bout of coughing/sneezing or following outside play and after any transition between activities.</p> <p>Staff and pupils encouraged to follow the 'Catch it, Bin it, Kill it' protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</p> <p>Ensure stock of disposable tissues held in each classroom. Lidded bins to be available in all classrooms for used tissues and emptied daily.</p> <p>Posters are displayed by sinks to show how to effectively wash hands.</p>	<p>Ensure sufficient disposable tissues are available in school.</p> <p>Display handwashing posters by all sinks</p> <p>Display Catch it Bin it Kill it Posters around school</p> <p>Ensure sufficient hand sanitiser is</p>	<p>ensure sufficient stocks of tissues, hand sanitiser are maintained - ongoing.</p>	

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		<p><i>Catch it, Bin it, Kill it posters displayed around the school.</i></p> <p><i>Hand sanitiser available for staff who are unable to leave classrooms or use sinks in classroom whilst supervising pupils.</i></p> <p><i>Hand sanitiser is available but should be used in addition to hand washing or where handwashing is not accessible rather than a general alternative to handwashing.</i></p>	available.		
Possible of ingestion of alcohol-based hand sanitiser	Pupils	Teachers to ensure that all hand sanitiser to be kept out of reach of children and dispensed by an adult at routine times – due to increased alcohol percentage		Staff	
Possible contamination in reception areas and office	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p><i>In line with guidance, face coverings are no longer advised, but staff may opt to wear them if they wish.</i></p> <p><i>Parents are not allowed in the reception area without an appointment.</i></p> <p><i>Parents/carers are advised to contact the school via telephone/email if they need to speak to a teacher or senior leader. In exceptional circumstances, essential meetings will be accommodated.</i></p>			
Possible contamination within classroom/teaching and learning spaces	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p><i>Classrooms with external doors, direct to the outside, to be used where possible.</i></p> <p><i>Classrooms can be organised to meet the needs of the children. Flexible groupings can be implemented.</i></p> <p><i>Outdoor learning to be considered and undertaken</i></p>	<p><i>Birthday treats should be brought in sealed individual bags from home to share with the</i></p>		

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		<p><i>maintaining physical distance.</i></p> <p><i>Shared resources e.g. maths resources need to be cleaned regularly but do not need to be cleaned after a single use.</i></p> <p><i>Windows, classroom door and external doors to be opened to provide fresh air to be circulated within classroom and learning areas. All classrooms to have natural ventilation – the school site is secure so children cannot leave the premises.</i></p> <p><i>To ensure a comfortable room temperature, measures considered:</i></p> <ul style="list-style-type: none"> • <i>Opening high level windows in preference to low</i> • <i>Increasing ventilation when the room is unoccupied</i> • <i>Heating to be used to ensure comfort levels.</i> <p><i>Each class to have supply of disposable tissues.</i></p>	<p><i>children.</i></p> <p><i>Diluted Milton solution can be used for smaller items.</i></p> <p><i>No soft toys to brought in from home.</i></p>		
Possible contamination from use of toilet/welfare facilities	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p><i>Staff to only access toilet areas one at a time, a red card system on outside door to show whether occupied or not. 2 children at a time will be able to use the toilets at one time, indicated by a red card.</i></p> <p><i>Year groups will have allocated toilets. Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</i></p>		<i>Site Manager to check on stocks of soap in toilets regularly to ensure</i>	

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		<p>Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by cleaners and will be topped up in between if required.</p> <p>Only liquid soap is permitted in school.</p> <p>Hand drying will be by disposable towels only.</p> <p>Extra cleaning of all toilets in school taking place throughout the day.</p>		supply throughout school day -ongoing	
Possible contamination from inadequate social distancing in other communal gatherings - assembly	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Children will sit in their classes during assemblies. TEAMS will be used is an outbreak occurs.		SLT and teachers	
Insufficient access to first aid	Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment	<p>Sufficient first aid provisions are in place in line with the schools first aid risk assessment.- monitor stock level and place orders in good time.</p> <p>All classes will have an emergency PPE kit in their areas for the teacher to use in case of a sudden critical illness.</p> <p>Walkie talkies will be used by staff if contact needs to be made and cannot be made in person</p>		Staff who are paediatric first aid trained will have to be on standby as mobile responder.	
Possible contamination by close contact when	Pupils, staff, visitors, and the general public	Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to.	First aid station complete with disposable	All staff where necessary	

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<i>providing first aid or care to pupils</i>	<i>becoming infected with COVID-19:</i>	<i>Where it is considered necessary, due to the close proximity of care required, visors and face masks and disposable aprons are available and should be worn by staff delivering first aid or providing care to someone displaying COVID symptoms. Staff will be shown how to put on and remove and dispose of PPE safely. All visors will be washed and disinfected after use.</i>	<i>gloves, apron, face mask and visor – Near library and in front entrance foyer</i>		
<i>Possible contamination from a symptomatic person on site</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<p><i>Symptomatic person should not be on site – see first section. Should a staff member arrive at school or become symptomatic whilst at school, they will be required to leave site immediately, if they need collecting, they will sit in a dedicated space – front entrance with external doors open for ventilation.</i></p> <p><i>Should a pupil become symptomatic whilst at school they will be isolated in a room with a closed door, supervised by a staff member who will be required to wear a face mask, visor, disposable gloves and apron for the duration of the supervision. They should maintain a 2m distance from the child. Parent/carer will be contacted and required to collect pupil immediately. Parent to be advised to have child tested for virus within 3 days.</i></p> <p><i>Staff member supervising will then remove all PPE, appropriately, and dispose on into a plastic bag for immediate disposal outside and will wash hands thoroughly – staff member will be given the option to go home and thoroughly shower/change clothes prior to returning to school.</i></p> <p><i>Government guidance will then be followed in conjunction with the KAT policy for managing suspected cases of Covid 19.</i></p>	<i>All potentially contaminated waste/PPE must be placed in a plastic bag and sealed, then placed inside another plastic bag, labelled with the date and time, and sealed, then securely stored for 72 hours, in the metal bin, in-between the main double doors, before placing in</i>		

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		<p>https://www.keystoneacademytrust.org.uk/assets/ckfinder_library/files/KAT%20Managing%20Suspected%20Cases%20of%20Covid-19%20Policy.pdf</p> <p>The area and classroom will then be thoroughly cleaned with normal household bleach. Once bleached the area must then be rinsed with soap water and dried. When not in use, the bleach must be stored in a locked area away from children.</p>	<p>normal waste. Eye protection to be thoroughly disinfected using recommended products</p>		
Insufficient or inappropriate PPE available or misuse of PPE	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Disposable gloves, apron, masks, and visors available for use as identified required.</p> <p>Where PPE is identified as required for a task, it must be worn.</p>	<p>Ensure sufficient stocks of all items are held in school.</p>		
Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>Where shared computers are used, the desk, computer, keyboard, and mouse to be cleaned using recommended cleaning materials after use. Disinfectant effective against 'enveloped viruses' to be used.</p> <p>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</p>			
Insufficient or ineffective cleaning	Pupils, staff, visitors, and the general	<p>Cleaners should continue to wear suitable clothing. Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily</p>			

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	public becoming infected with COVID-19	<p><i>with all hard surfaces disinfected with recommended cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</i></p> <p><i>Desks and chairs must be cleaned every day.</i></p> <p><i>Toilet and washroom areas, food preparation areas are cleaned at least twice daily.</i></p> <p><i>Staff are expected to keep their area clean and tidy during the day, clearing up after themselves and wiping surfaces with disinfectant spray and disposable tissue as they go along.</i></p> <p><i>Where non-disposable mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use and replaced at least weekly.</i></p> <p><i>Additional cleaning of touch points is taking place daily (all door handles, push plates, window openings, light switches, and handrails).</i></p> <p><i>All internal bins will be emptied daily to external bins.</i></p> <p><i>In the event of a confirmed or suspected COVID-19 case in the school, government guidelines for additional cleaning will be followed.</i></p>			
<i>Ineffective</i>	Pupils, staff,	<i>Standard waste will continue to be managed in line with</i>		<i>Site</i>	

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management of potentially contaminated waste	visitors, and the general public becoming infected with COVID-19	existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection. Such waste must be securely stored for 72 hours (designated metal bin) before placing in the normal waste.		Manager to monitor - ongoing	
Ineffective safeguarding measures	Pupils may be more vulnerable during times of uncertainty, stress, or financial strain	School has robust safeguarding measures in place with a Designated Safeguarding Lead/Deputy DSL who is available. All staff have had safeguarding training, updated in September 2021. Staff have been reminded of the importance to look out and note changes to “normal” behaviours of pupils and report any concerns immediately. Continue to monitor wellbeing of vulnerable pupils who may not have been in school during the summer term/ may not currently be in school through weekly checks. Duty staff (including pastoral team) to be available to pupils – Children reminded to use their rainbow card – if needed – the box is to be monitored throughout every day by the Pastoral Team – recorded on CPOMs if appropriate		1 st September Sept 21 – DSL –HJ Deputy DSL – RS Pastoral Team HJ, RS, MB,	
Stress and anxiety of staff due to uncertainty, changes	Staff may experience higher levels of	School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally.			

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<i>to working arrangements, changes to home arrangements and concern about contracting COVID-19</i>	<i>stress and anxiety</i> <i>Potential increase in incidents of Domestic violence</i>	<i>Mental health and wellbeing information has been shared with staff.</i> <i>SLT regularly checking on staff</i> <i>SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety.</i>			
SEND pupils					
What are the Hazards?	<i>Who might be harmed and how</i>	What are you already doing?	Do you need to do anything else to manage the risk?	Action by whom and when?	Completed
<i>Pupils and or their parents might have increased anxiety about returning to school</i>	<i>Increased anxiety leading to behaviour issues or non-attendance</i>	<i>Social stories are provided for SEND pupils, where appropriate, sharing what pupils might expect on their return to school</i> <i>Risk assessments are completed, where appropriate, to ensure that their individual needs have been considered these should be shared with the class teacher and any TA working in the classroom or with the individual pupil.</i> <i>Some parents may receive additional phone calls/emails to support their understanding if their child is at home and they require support.</i>			
<i>Pupils might not want to come into school and abscond</i>	<i>Pupils</i>	<i>Exits from school are monitored during times when gates need to be open</i> <i>Teachers/TAs are ready to greet pupils in class and support them during transition times during the day.</i>	<i>At risk children clearly identified and progress reviewed</i>	<i>SENCO</i>	

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			regularly		
Staff Issues					
Supply staff and peripatetic staff sports coaches, moving between schools and spreading the infection of Covid 19	Staff and pupils and their families through increased local R rate	<p>All staff that work in more than one setting should ensure that each school has a list of all the settings that they work in.</p> <p>Each school should keep a careful record of all groups/individuals that come into contact with these staff for the purpose of Track and Trace.</p> <p>These staff should have read the school's RA and signed to say they have read and agree to abide by the rules.</p> <p>Staff to sign school's form to say they will adhere to Covid measures and inform us if they are contacted by Track and Trace or develop symptoms and have a positive result.</p>	Clear register	Office staff – BP and JB	
Contractors moving between schools and spreading the infection of Covid 19	Increased risk of infection due to increased number of external interactions	<p>All contractor visits should be arranged outside of the school day - whenever possible.</p> <p>On entering the school, contractors and visitors should complete the track and trace form which can be found in between the double doors at the office.</p> <p>Contractors should sanitise their hands as soon as they enter the building. Contractors can access the toilet individually ensuring that they are unoccupied.</p>			
Volunteers moving between home and school and spreading the infection of Covid	Increased risk of infection due to increased number of	<p>Volunteers will be allowed entry to school providing proof of a negative Lateral Flow Test result is presented.</p> <p>Volunteers will not be required to wear face coverings when working with the children.</p>		Office staff	

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19	<i>external interactions</i>	<i>Administrator will keep a record of volunteers and their test results.</i>			
Curriculum Issues					
<i>PE- -Increased risk of transmission through airborne droplets</i>	<i>Pupils Increased risk of transmission</i>	<i>On the days that children have PE, they can wear their PE kit to school to minimise the risk of Covid-19 being transferred on clothing being incorrectly taken home.</i>			
<i>Educational Visits</i>	<i>Pupils Increased risk of transmission</i>	<i>Thorough risk assessment must be completed prior to the visit. Cleaning products and hand sanitiser products must be taken on the visit. Track and Trace form must be completed by the CT on arrival at the venue.</i>			
<i>Parent Events</i>	<i>Pupils, staff and families Increased risk of transmission</i>	<i>Meetings to be conducted in a well-ventilated room.</i>			
Signature of Senior Leadership Team:			Date of review: 01/09/21		
Date review required: Weekly – if changes are made, the date will be published with the update risk assessment					