

Perton Primary Academy Risk Assessment

Task: Reducing the risk of the spread of Covid 19 once school reopens during Covid 19 **Assessors:** Lynn Small/ Katie Willis /Sarah Place/ Naomi Ives

Assessment completed 09.07.20, Updated 29th November 2020 Updated 18th January 2021 Updated 8th March Updated 24th May 2021

What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action completed Date
1. Spread of Covid 19 (minimising contact with individuals who have symptoms or live with someone who has symptoms)	Adults Children	<ul style="list-style-type: none"> • Self-isolation-If individuals have been symptomatic; it is recommended they self-isolate for at least 10 days and arrange to have a test. They may end their self-isolation after 10 days or if tested negative for Covid 19. The 10-day period starts from the day when the individual first became ill. Follow the guidance in: '<u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', • Household isolation- if an individual lives with someone who has symptoms, they must stay at home for 10 days from the day the first person in the home started having symptoms. • Track and Trace- if an individual test positive they should provide details of anyone they have been in close contact with or could, provide details if asked by NHS, Track and trace • Shielding – Shielding guidance was suspended 01.04.2021. CEV employees return to work with appropriate and robust control measures in place. • CEV employees may be supported to work from home or to alter their working arrangement during this time, where possible, to reduce the risk of transmission. • PCR test – advised for any individual displaying symptoms of COVID19. Individuals should book a test and isolate until a negative result is obtained. Lateral flow tests are not advised for those displaying symptoms. • LFD Testing for staff – Staff (who opt in) to carry out 2x weekly LFD tests Staff issued with home test kits to complete 2x weekly 3-4 days apart Tests to be carried out at home in the morning, before work. Staff to carry out reporting via .gov website & to SLT (Covid coordinator) Any staff who produce 2x consecutive void tests to book a PCR test. All staff to have option to be tested including kitchen staff & music teacher. SLT to maintain register of LFD results. Staff with positive result to isolate and book PCR test Staff in close contact with anyone who has a positive lateral flow test to also isolate until PCR confirms the result. (See further details with issues relating to LFD below) 	SLT will send individuals home who display any symptom.	

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2. Spread of Covid 19 (minimising contact with individuals who become ill on site)	Adults Children	<p><u>If an individual becomes ill on site (a new continuous cough, a high temperature, a loss/change in normal sense of smell and taste)</u></p> <ul style="list-style-type: none"> • They must immediately go to medical room, with the door opened and arrangements will be made for them to go home. Where possible, only staff from the child's bubble should remain with the child whilst awaiting collection. • Parents are contacted as soon as possible • PPE must be worn by the supervising adult if a distance of 2 metres cannot be maintained or if contact is necessary. • If a risk assessment determines that there also is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn • A separate toilet is provided (lobby area) • All areas, which the patient has come into contact with, are thoroughly cleaned and disinfected and staff cleaning the areas to wear Face covering and gloves. • (If applicable) The child's sibling should also go home awaiting test results of the symptomatic child. • Individuals who have had contact with the symptomatic individual should wash their hands for 20 seconds as soon as physically possible. • Any children displaying symptoms to get a full PCR test (not lateral flow). Once negative result is obtained, they may return to school. • School have limited supply of postal PCR tests that can be issues to those unable to access a test site. • Staffordshire will be increasing the testing of residents in a bid to identify more cases of COVID-19 and reduce the spread of infection and have expanded their advice around when to get a test. SCC are asking residents in Staffordshire to consider getting tested as a precaution if they have other symptoms such as: <ul style="list-style-type: none"> • Headaches • Aches and pains • Feeling very tired for no good reason • Sore throat • Runny nose • Sneezing • sickness or diarrhoea People with any of these symptoms can carry on going to school or work if they are well enough to do so and only need to self-isolate if the test comes back positive. 		

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3.Spread of Covid-19 if a Positive result (Covid-19) is confirmed in school.	Adults Children	<ul style="list-style-type: none"> • A member of SLT, to contact the dedicated advice service, introduced by Public health England, (PHE). Call the DfE help line 0800 046 8687 and selecting option1 for advice on the action to take on a positive case. • SLT to contact local authority to inform of a positive case. (Add contact details) • Follow the advice given from PHE including informing close contacts of the positive case to self-isolate for 10 days. • Positive individual must isolate for 10 days. • During lockdown period, 2 staff members to be non-class based each week to allow cover in case of bubble closure / staff illness etc. 		

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<p>3. Spread of Covid 19 (cleaning and hygiene)</p>	<p>Adults Children</p>	<p><u>Children / Adults</u></p> <ul style="list-style-type: none"> • Handwashing for all individuals upon entry to the building and at regular intervals during the day (start of the day, break time, before food, after going to the toilet, before going home, after coughing and sneezing). • Handwashing posters up to remind everyone to wash with soap and water for 20 seconds or use hand sanitiser. • All adults remind children not to touch each other or their own faces. • Everyone is encouraged to cough or sneeze into a tissue and dispose of it immediately into a sealed bin. They then must wash hands • 'Catch it, bin it, kill it' posters up to remind everyone to cough or sneeze into a tissue and dispose of immediately into a sealed bin. Then wash hands. • Games, songs, and repetition are used by adults to encourage children to practise these habits. • Help is available for children and young people who have trouble cleaning their hands independently. <p><u>Equipment/ School Building</u></p> <ul style="list-style-type: none"> • Sufficient handwashing facilities are available and located close to classrooms where children will be based • Hand sanitisers are available in first aid kits, classrooms and other learning environments. • Sanitisers/wash hands signs to be placed in hot spot areas: Ipad in entrance, Photocopier, kettle, Fridges, after leaving toilets outside door (after touching the door handles), near green exit buttons, walkie-talkie radios. • Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, door release buttons, are cleaned throughout the day . They are cleaned more regularly if used by more than one group in a day and receive a thorough clean daily, • Bins for tissues are emptied throughout the day by the site manager • Office staff will regularly clean Front door throughout the day. • Office staff to clean the VPass iPad during the day. • Staff to wipe own desk, mouse, keyboard and phone regularly, with suitable antibacterial agents, and before and after sharing. • PPA follows the Public Health England (PHE) <u>guidance on cleaning for non-healthcare settings.</u> <p><u>Disposal of Waste</u></p> <ul style="list-style-type: none"> • To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE: <ul style="list-style-type: none"> ○ put it in a plastic rubbish bag and tie it when full ○ place the plastic bag in a second bin bag and tie it ○ put it in a suitable and secure place marked for storage for 72 hours 	<p>TA's in each bubble to clean hotspots at break time and lunchtime</p>	
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<p>4. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible-groupings)</p>	<p>Adults Children</p>	<ul style="list-style-type: none"> • Adults and children are placed in consistent bubbles to limit the number of people meeting. • Separate bubbles are created for Pre-school/ Nursery, Reception, Year 1, Year 2, Year 3, Year 4, bubbles are kept apart where possible. • Movement around the school site is kept to a minimum for all Bubbles with bubbles using their own toilets where facilities allow. • ONLY Admin staff to enter their offices. SLT to use their own office on separate days. HT's office only used by HT. • If above not possible, due to adult sickness/shortages, adults should wash their hands thoroughly before and after entering a different bubble and avoid regular mixing from other bubbles. A face covering could be worn if staff feel necessary. • All adults remain within their bubbles each day and do not enter other bubbles (unless it is an emergency/safeguarding situation) • Older children are encouraged to keep their distance within the Bubble (this applies to children in years 1-4) (Children will need reminding of this) <p><u>Wrap Around Provision</u></p> <ul style="list-style-type: none"> • Children in Nursery Reception to use nursery classroom for breakfast club (2 separate areas) • Y1/2 and Y3/4 to use hall in segregated areas with staff maintaining social distance. • Breakfast provided to children by 1 member of staff wearing a face covering with regular hand washing. • For after school club, children to use nursery classroom. Children can be segregated across the rooms if needed. • Staff to maintain social distance. • No additional children from Middle School to currently attend. <p><u>Communal Spaces - Staffroom</u></p> <ul style="list-style-type: none"> • Masks will be required before entering staffroom (school will provide disposable masks or adults use own masks which are regularly laundered.) • Where possible, adults to use time slots to eat their lunch. Nursery will also have a staff seating area within the classroom. EYFS 11:30 -11.45 Yr 1 11:45-12:00 Yr 2 12:00-12:15 Yr 3 12:15-12:30 Yr 4 12:30-12.45pm 12.45-1pm - Admin • Individuals should sit with their bubbles and remain socially distanced from other bubbles, if present, at all times. • Only remove mask when seated and eating/drinking. <p><u>Communal Spaces – Corridors</u></p> <ul style="list-style-type: none"> • Where social distances between adults is not possible, masks may be worn. <p><u>Adult Toilets –</u></p> <ul style="list-style-type: none"> • Adults to only enter the toilets 1 at a time. • Staff to knock and wait before entering the toilets. • Use lock on female toilet door to ensure only 1 person at a time. 		
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<p><u>Books</u></p> <p>6. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible-Arrival and Collection)</p>	<p>Adults Children</p> <p>Adults Children</p>	<ul style="list-style-type: none"> Books should be marked in school only. Hands washed before and after marking. <p><u>Arrival/Collection of children</u></p> <ul style="list-style-type: none"> Staggered arrival of children is in place (see table below) Nursery children to arrive at 8.45am (separate entrance). One way system is in place. Only one parent/carer is allowed escort a child to school. Encourage masks to be worn by all visitors on school site Adults greeting/dismissing not to be approached by parents. All year groups have their own entry point to the school. Any other children do not use this entry point. The child is escorted to the entry point by the parent where a member of staff, remaining socially distanced, will meet them. The child goes straight to their base for the day The parent leaves the school site immediately <p><u>Collection of children</u></p> <ul style="list-style-type: none"> Staggered collection times are in place (5 minute slots) <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Surname letter</th> <th>Arrive</th> <th>Collection</th> </tr> </thead> <tbody> <tr> <td>A - G</td> <td>8.30am</td> <td>3.05pm</td> </tr> <tr> <td>H – N</td> <td>8.35am</td> <td>3.10pm</td> </tr> <tr> <td>O – Z</td> <td>8.40am</td> <td>3.15pm</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Friday collection for children not attending homework club will be 1pm (A-G), 1.05pm(H-N) or 1.10pm(O-Z) All children are collected from their designated classroom door. Each year group has a separate door which is not used by other groups No after school, meetings between staff and parent take place. Any correspondence is completed through class dojo. 	Surname letter	Arrive	Collection	A - G	8.30am	3.05pm	H – N	8.35am	3.10pm	O – Z	8.40am	3.15pm		
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7. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible-Use of equipment)	Adults Children	<p><u>Equipment used by Individuals</u></p> <ul style="list-style-type: none"> • Children limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, reading records and books. Bags are allowed. Children are not allowed to bring items from home to use at playtime <p><u>Equipment used by Classrooms/ Bubbles</u></p> <ul style="list-style-type: none"> • Classroom based resources such as books and games can be used and shared within the bubble. Sand can be used as long as hands are washed thoroughly. Water is changed twice a day. • Reading books collected in weekly and quarantined for at least 48 hours before redistribution. • These resources are regularly cleaned and disinfected • Each Bubble is provided with a bag of resources to use at break time/ lunchtime. These are not shared with other groups and are cleaned daily. <p><u>Equipment used by more than one Bubble</u></p> <ul style="list-style-type: none"> • Resources that are shared between classes or bubbles are cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between uses by different bubbles. This includes: <ul style="list-style-type: none"> • Maths equipment • Sports equipment • Art equipment • Science equipment • Library books • Resources used in before and after school club • Outdoor play equipment 	Class teachers to check provisions for frequently used items for their own classes.	

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8. Spread of Covid 19 (Use of facial coverings)	Adults Children	<p>First Aid-</p> <ul style="list-style-type: none"> • Staff continue to follow the PPA First Aid Policy. • Minimal physical contact. • Wear gloves and an apron where appropriate. • Once first aid has been administered a thorough hand wash for staff and pupils takes place. • Lunchtime staff to have access to separate first aid provision for KS2 / KS2 / Reception / Nursery. <p>Intimate Care- Staff continue to follow the Intimate Care policy and wear an apron and gloves followed by a thorough hand wash and disposing of the apron and gloves</p> <ul style="list-style-type: none"> • Further window opening to increase ventilation when changing heavily soiled nappies. <p>Face coverings may also be worn in the following circumstances:</p> <ul style="list-style-type: none"> • If the child requires direct supervision until they can return home- a face covering is worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with the child or young person is necessary- gloves, an apron and a facemask are 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 is also worn. • Face shields or visors should not be worn as an alternative to face coverings as they are unlikely to reduce aerosol transmission when used without an additional face covering. • Staff who feel wearing a visor is more appropriate than a face covering (for example, when working with someone who relies on lip reading or responding to facial expressions or for health reasons) need to discuss with SLT for a specific risk assessment to be carried out. • Reusable face coverings should be stored in a plastic bag until there is an opportunity to wash them. • If the face covering is single use, dispose of it in a residual waste bin. • Disposable face coverings should not be put in a recycling bin. • Hands are washed by adults after removing face coverings. 	Check first aid provisions for KS groups.	

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9. Spread of Covid 19 (Contractors/ Visitors)	Adults Children	<ul style="list-style-type: none"> • Only essential visitors allowed to enter the building and asked to wear masks. • Visits to the academy are those which are necessary and are undertaken in accordance with the risk assessment and existing system of controls. • External teachers to wear face coverings and remain in the hall socially distancing from all adults and children, using the toilet facilities in the foyer and washing hands thoroughly before entry • Equipment eg instruments, fully sanitised in between lessons. • Visitors by appointment only and at discretion of headteacher and must abide by all of the control measures set out in this risk assessment. • All visitors have the school guidance on physical distancing and hygiene explained on or before arrival • A record is kept of all visitors to the school • Visitors not to enter classrooms when children are in attendance. • All meetings held using TEAMS where possible. • Students and volunteers are able to complete teacher training / courses. They must abide by PPA risk assessment and agree to practice covid-safe behaviour out of school. • The academy can work with external coaches, clubs and organisations for curricular activities where they are satisfied that it is safe to do so and there are satisfactory risk assessments in place for this activity. • From 12th April, competition between different schools can take place but the academy ensures that appropriate risk assessments and control measures are in place prior to doing so. 	All staff made aware of expectations for visitors.	
10. Fire Register, Fire Plan and first aid.	Adults Children	<ul style="list-style-type: none"> • Follow existing Fire procedures • Register of pupils and staff completed daily • Staff to sign in using the usual procedure cleaning ipad after use. • Normal Fire drill and emergency evacuation procedures to be in place. A fire Marshall to be on site wherever possible. • At least one qualified first aider to be on site at all times. • Staff within bubbles to administer first aid to their bubble children • Fire doors should be fully closed to prevent any spread of fire. • Reminder that all fire doors should be closed 		

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11. Local outbreak – group isolation, school closure, local lockdown or national lockdown.	Adults Children	<ul style="list-style-type: none"> • Use online learning platforms for homework to sustain online engagement. • All teachers to carry out live lessons via Microsoft Teams. • Class Dojo for increased parental engagement and communication with school. • EYFS to use Tapestry and ensure log in details are shared with parents. • Staff to use existing planning to send as home learning for reading / writing / maths. • Online log in to Oxford Owl to allow home reading to continue. • Laptop loan (with user agreement) in place for children with social worker. • iPad loan available for vulnerable children to be identified by SLT. • Class teachers to call home for pupils not engaged (weekly). • DSLs / class teachers to support vulnerable families with phone calls home. • Remote learning policy available on website. • School to remain open to critical, key works and vulnerable children during national lockdown. • Weekly phone call home for children not attending by teacher / TA. • Weekly monitoring of pupil engagement sent to SLT / DSLs. • School meals to still be provided to any eligible individuals who need to isolate. • Any children self isolating to access live lessons via Microsoft teams (Laptop set up at front of class). • Additional devices available for short-term loan for any individuals who need access. • 		
12. Educational Visits	Adults Children	<ul style="list-style-type: none"> • From 12th April, Schools day resume day visits. • Residential visits cannot be considered before 17th May • Risk assessments must consider adhering to Covid guidelines in place at the time of the visit. • Risk assessments from the chosen venue are required (Unless they hold a LOTC) • Schools must consider the cancellation implications and discuss with the venue / transport provider to ensure no financial losses if required to isolate or cancel at short notice • Further guidance is available on Evolve (OEAP 4.4K guidance) • 		
13. Issuing of LFD tests to staff who opt in.	Adults – increased contact with greater number of individuals.	<ul style="list-style-type: none"> • Covid-Coordinator and Registration Assistant appointed & all staff aware. • Safe collection point identified with staggered collection times for all staff from EYFS- Y4. • Staff issuing test kits to wear face covering and gloves. • Regular restock of Lateral Flow kits • 		

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14. Poor staff uptake for LFD tests / poor result reporting by staff.	Staff – mental health / wellbeing. Increased risk of spread of COVID if poor uptake.	<ul style="list-style-type: none"> • Share relevant ‘How to’ information with staff to reassure. • Appointed Covid coordinator to act as point of contact for staff. • Staff option to ‘opt out’ – staff still able to attend school. • Share data protection information to all staff. • Reassurance by SLT • Sharing of expectations for result sharing • Regular staff updates through meetings. • Sharing relevant info with LAC. 		
15. Online safety (staff and pupils) during online learning.	Staff / pupils – online abuse / accusations	<ul style="list-style-type: none"> • TEAMS links set so no pupil can ‘bypass’ lobby to ensure staff monitor those in the lesson. • Teams links to be sent via Dojo (closed message facility for school community) • Staff to monitor the attendance and participants & remove any attendees who are not from the school community) • Staff members to report any breaches in TEAMS security to SLT. • Staff member monitoring ‘chat’ facility at all times during online lessons (monitor for peer abuse etc) • Pupils have option to turn cameras off if they do not wish to be seen (including looked after children etc) • Staff to be vigilant about safeguarding concerns during live lessons and report via My Concern if necessary. • No staff member to send individual Teams links to pupils (with the exception of children who have a 1:1 member of staff) • Where a 1:1 meeting takes place via TEAMS, staff member must make parent aware they are alone – pupil not to be left unattended by parent during 1:1 meetings. 		