



Midsomer Norton  
Schools Partnership



**HIGH LITTLETON CHURCH OF ENGLAND PRIMARY SCHOOL**

**RISK ASSESSMENT FOR TEACHING AND SUPPORT STAFF**

**Date of Risk Assessment: 1/4/2022**

Signed (Headteacher):

Signed (Chair of Governors):

**This risk assessment is based on Guidance for Full Opening: Schools**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

## **Control Measures**

### **Ensure good hygiene for everyone.**

#### **Hand hygiene**

Frequent and thorough hand cleaning is now regular practice. We will continue to ensure that pupils clean their hands regularly. This will be done with soap and water or hand sanitiser.

#### **Respiratory hygiene**

The 'catch it, bin it, kill it' approach will continue to be very important.

#### **Use of personal protective equipment (PPE)**

Most staff in school will not require PPE beyond what they would normally need for their work.

### **Maintain appropriate cleaning regimes**

We have put in place an appropriate cleaning schedule. This includes regular cleaning of areas and equipment with a particular focus on frequently touched surfaces. We will follow PHE's published guidance on the cleaning of non-healthcare settings.

### **Keep occupied spaces well ventilated**

When the school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

We will identify any poorly ventilated spaces as part of our risk assessment and take steps to improve fresh air flow in these areas.

CO2 monitors are used so staff can quickly identify where ventilation needs to be improved.

### **Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19**

#### **When an individual develops COVID-19 symptoms or has a positive test**

Pupils, staff and other adults will follow public health advice on when to self-isolate and what to do.

Pupils, staff and other adults should follow guidance on [People with COVID-19 and their contacts](#) if they have [COVID-19 symptoms](#).

If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left.

**Confirmatory PCR tests**

Staff and pupils with a positive LFD test result should self-isolate immediately.

Anyone with symptoms of Covid-19 should stay home until they feel well and no longer have a fever.

[PHE Schools Flowchart](#)

[Covid 19 Outbreak Plan](#)

[Operational Guidance](#)

Risk topics	Additional Controls	Action by whom?	Action by when?	Done
<p><b>Symptoms of Covid-19</b> Risk: Individual symptoms of Covid-19</p>	<p><b>When an individual develops COVID-19 symptoms or has a positive test</b> Pupils, staff and other adults should follow guidance <a href="#">COVID-19 symptoms</a>.</p> <p>If an individual has any of the main symptoms of Covid-19 (a recent onset of a new continuous cough; a high temperature; or a loss of, or change in, your normal sense of taste or smell) they should stay at home and avoid contact with other people until they feel well and no longer have a fever.</p> <p>If an individual tests positive, they should continue to stay at home and avoid contact with other people. This includes not attending school. The guidance states that they should stay home for 5 days for adults or 3 days for children as this is when they are most infectious. They can return to school after this period as long as they feel well enough to do so and do not have a fever.</p> <p>Staff, children and young people who live with someone who has Covid-19 should continue to attend work or their education setting as normal.</p>		April 2022	
<p><b>Contingency Planning and Managing Outbreaks</b> <b>Risk:</b> Extra measures are required to break the chain of transmission in school.</p>	<p><a href="#">Contingency Framework February 2022</a> The thresholds, detailed below will be used as an indication for when to seek public health advice if we are concerned. These include:</p> <ul style="list-style-type: none"> <li>● a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection</li> <li>● evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19</li> <li>● a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group</li> </ul>	GG	April 2022	

	<p>Remote Learning</p> <p>High-quality remote learning will be provided for all children if:</p> <ul style="list-style-type: none"> <li>● they have tested positive for COVID-19 but are well enough to learn from home; or</li> <li>● attendance at school has been temporarily restricted</li> </ul> <p>On-site provision will be retained for vulnerable children and the children of critical workers. If the school have to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children and young people with the local authority.</p>			
<p><b>Hand Washing</b></p> <p><b>Risk:</b> Transmission of virus by touching equipment and other hard surfaces</p>	<p>Hand washing facilities with soap and water will be in place. Stringent hand washing will be taking place. See hand washing guidance.  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Drying of hands will be with disposable paper towels rather than dryers  <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms.</p> <p>Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds</p>	<p>JC</p> <p>All staff</p> <p>SB</p> <p>All staff</p> <p>NP</p>	<p>April 2022</p>	

	Pupils must wash their hands on arrival, before and after break and having lunch, after sneezing/using tissue. There will be support for pupils who have trouble washing their hands independently.			
<b>Cleaning</b> <b>Risk:</b> Transmission of virus touching equipment and other hard surfaces	<p>We will follow the COVID-19: cleaning of non-healthcare settings guidance <a href="#"><u>COVID-19: cleaning of non-healthcare settings guidance</u></a></p> <p>Where possible, Headteacher will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently.</p> <p>Cleaning equipment to be provided for each classroom. Wipes to be provided for every office/shared space. Set times in the day to wipe down surfaces across the school.</p>	GG/IG	April 2022	
<b>Attendance</b> <b>Risk:</b> Children not being present at school and therefore missing out on education and falling behind	<p>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.</p> <p>Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p>	GG/EWO	April 2022	
<b>Face coverings</b> <b>Risk:</b> Transmission of virus in communal areas	<p>Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas.</p> <p>A director of public health might advise us that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt).</p>	GG	April 2022	

<p><b>Measures to support vulnerable children</b>  <b>Risk:</b> Children do not receive high-quality learning opportunities</p>	<p><b>Vulnerable children</b>  Where vulnerable children who are self-isolating are within our definition of vulnerable, it is important that we keep in contact with them.  When a vulnerable pupil is required to self-isolate, we will:</p> <ul style="list-style-type: none"> <li>● notify their social worker (if they have one)</li> <li>● agree with the social worker the best way to maintain contact and offer support</li> </ul> <p>We will have procedures in place to:</p> <ul style="list-style-type: none"> <li>● check if a vulnerable pupil is able to access remote education support</li> <li>● support them to access it (as far as possible)</li> <li>● regularly check if they are accessing remote education</li> </ul>	<p>GG</p> <p>All staff</p>	<p>April 2022</p>	
<p><b>Measures to support vulnerable staff</b>  <b>Risk:</b> Staff who are clinically extremely vulnerable</p>	<p>We are continuing to put in place measures to help minimise the risk of spreading COVID-19. These include handwashing, use of face coverings in specific situations, enhancing cleaning, ventilation and managing suspected and confirmed cases.</p> <p><b>Pregnancy</b>  We will follow the specific <a href="#">guidance for pregnant employees</a> because pregnant women are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. <a href="#">COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</a> contains vaccination advice.</p>	<p>GG</p>	<p>April 2022</p>	
<p><b>Communications</b>  <b>Risk:</b> All stakeholders not being aware of school and Trust procedures</p>	<p>The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms do not attend school.</p> <p>Trust CEO communicates regularly with parents and staff</p> <p>SLT to write to all parents to communicate arrangements.</p>	<p>All staff</p> <p>CEO</p> <p>GG/IG</p>	<p>April 2022</p>	

	We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.	NP/SB		
<b>Ventilation</b> <b>Risk:</b> Transmission of virus due to poor ventilation.	<p>When the school is in operation, we will ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>We will identify any poorly ventilated spaces as part of our risk assessment and take steps to improve fresh air flow in these areas.</p> <p>CO2 monitors are used so staff can quickly identify where ventilation needs to be improved.</p> <p>Windows and doors will remain open, unless SLT deem it to be a safeguarding risk.</p> <p>As an alternative to having all windows open constantly, if temperatures are low consider intermittent ventilation. Ventilate classrooms and other areas before and after use and throughout the day e.g, 10 minutes for every hour - this will still provide some change of air.</p> <p>Schools should follow the same health and safety law for indoor temperature as other workplaces. The Health and Safety Executive says that although the law does not state a minimum or maximum temperature, the temperature in workrooms should normally be at least 16 degrees. This is important to adhere to as indoor cold temperatures can exacerbate respiratory illnesses (i.e. asthma) in children and staff.</p>	All staff	April 2022	
<b>Remote Learning</b> <b>Risk:</b> Sudden local lockdown means school must temporarily close.	Children, staff and parents are aware of the school's procedures in ensuring that children receive remote learning if required to isolate as an individual or as a larger group. All learning will be carried out via Google Classroom with an expectation that children will complete the necessary learning as they would in class if they are well enough to do so.	All staff	April 2022	
<b>Educational Visits</b> <b>Risk:</b> Possible transmission of Covid-19 using public spaces	Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. A full and thorough risk assessments in relation to all educational visits will be completed to ensure they can be undertaken safely.	GG/IG/NP	April 2022	



