



Midsomer Norton  
Schools Partnership



## HIGH LITTLETON CHURCH OF ENGLAND PRIMARY SCHOOL

## RISK ASSESSMENT FOR TEACHING AND SUPPORT STAFF

Date of Risk Assessment: 13/12/2021

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)

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

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, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.

CO2 monitors will be provided to school from September, 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. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

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.

The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.

### **Asymptomatic testing**

Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

### **Confirmatory PCR tests**

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.

Additional information on PCR test kits for schools and further education providers is available.

[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 – staff</b> Risk: Staff member shows symptoms of Covid-19</p>	<p>If a member of staff becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>, which sets out that they must self-isolate for at least <b>10 days</b> and should arrange to have a test to see if they have COVID-19. This still applies even if you have received one or more doses of COVID-19 vaccine. Other members of their household do not need to isolate if they are fully vaccinated or are under the age of 18 years and 6 months.</p> <p>If Test and Trace advise you that you have the Omicron variant, close contact isolation may be required, please seek advice from Test and Trace.</p> <p><b>Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.</b></p> <p>If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.</p>	<p>GG/IG</p> <p>All staff</p> <p>All Staff</p>	<p>Dec 2021</p> <p>Dec 2021</p>	
<p><b>Symptoms of Covid-19 – pupils</b> Risk: Pupil shows symptoms of Covid-19</p>	<p>If a child becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>, which sets out that they must self-isolate for at least <b>10 days</b> and should arrange to have a test to see if they have COVID-19.</p>	<p>GG/IG</p>	<p>Dec 2021</p>	

	<p>Other members of their household do not need to isolate if they are fully vaccinated or are under the age of 18 years and 6 months.</p> <p>If the possible case cannot, or will not get a PCR test, they will need to isolate for <b>10 days</b> from the date their symptoms started.</p>			
<p><b>Contingency Planning and Managing Outbreaks</b></p> <p><b>Risk:</b> Extra measures are required to break the chain of transmission in school.</p>	<p><u>Contingency Framework September 2021</u></p> <p>In conjunction with PHE, the school will ensure that extra action will be required if the number of cases substantially increases above the threshold:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p>School will seek public health advice if a child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1).</p> <p>Review and reinforce the testing, hygiene and ventilation measures that are already in place.</p> <p>Remote Learning: 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>	GG	Dec 2021	
<p><b>Lateral Flow Devices</b></p> <p><b>Risk:</b> Coronavirus (COVID-19) asymptomatic testing in schools</p>	<p>Rapid testing using Lateral Flow Devices (LFD) will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.</p> <p>Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.</p>	GG/NP	Dec 2021	

	<p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</a></p> <p>If you have been identified as a close contact of someone with covid, you will be asked to complete daily lateral flow tests for</p>	All Staff	Dec 2021	
<p><b>Hand Washing</b>  <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>	Dec 2021	

	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>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Also requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p> <p>Headteacher to check that cleaners are aware of guidance and have an appropriate regime</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. All staff made aware of expectations.</p>	GG/IG  All staff  GG  GG/GM  SB	Dec 2021	
<b>Attendance</b> <b>Risk:</b> Children not being present at school and therefore missing out on education and falling behind	<p>School attendance will be mandatory for all pupils from 6th September 2021. The usual rules on school attendance apply, including:</p> <ul style="list-style-type: none"> <li>• parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)</li> <li>• the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct</li> </ul>	GG/EWO	Dec 2021	

<p><b>Face coverings</b>  <b>Risk:</b> Transmission of virus in communal areas</p>	<p>All staff are asked to wear a face covering in communal areas. Volunteers, contractors, visitors and outside agencies are requested to wear a face mask.</p>	<p>GG</p>	<p>Dec 2021</p>	
<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>Dec 2021</p>	
<p><b>Measures to support vulnerable staff</b>  <b>Risk:</b> Staff who are clinically extremely vulnerable</p>	<p>To safeguard the health of the teaching workforce and keep as many staff, pupils in school as possible, we have made rapid lateral flow tests available to staff. Lateral flow tests can also be accessed directly for households of primary and secondary school pupils and for households of primary and secondary school staff. This testing will also help keep safe those in the community who are clinically extremely vulnerable and their families.</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 <u>guidance for pregnant employees</u> because</p>	<p>GG</p>	<p>Dec 2021</p>	



	<p>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. <u>COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</u> contains vaccination advice.</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 or who have someone in their household who does, 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>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.</p>	<p>All staff</p> <p>CEO</p> <p>GG/IG</p> <p>NP/SB</p>	Dec 2021	
<p><b>Ventilation</b> <b>Risk:</b> Transmission of virus due to poor ventilation.</p>	<p>When the school is in operation, it is important to 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, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</p> <p>CO2 monitors will be provided to school from September, 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>	All staff	Dec 2021	

	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.			
<b>Mental Health</b> <b>Risk:</b> The mental health and wellbeing of staff during the pandemic	SLT will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182) Other guidance: <u>Mind information: Coronavirus and your wellbeing</u> Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Regular communication of mental health information and open door policy for those who need additional support. SLT will refer to MAT Central HR team when in doubt.	GG/IG	Dec 2021	
<b>Mental Health</b> <b>Risk:</b> Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak	Some pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers.  We will use pastoral and extra-curricular activities to: <ul style="list-style-type: none"> <li>● support the rebuilding of friendships and social engagement</li> <li>● address and equip pupils to respond to issues linked to coronavirus (COVID-19)</li> <li>● support pupils with approaches to improving their physical and mental wellbeing</li> </ul>	SLT	Dec 2021	
<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	All staff	Dec 2021	

	an expectation that children will complete the necessary learning as they would in class if they are well enough to do so.			
<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	Dec 2021	