



Covid 19 Risk Assessment September 2021 – UPDATED JAN 2022
Long Sutton County Primary School
This risk assessment follows DfE guidance and expectations

Date of assessment	1.9.21 UPDATED 17.1.22		
Who is at risk	Staff, pupils, parents, carers, contractors and visitors		
<p>This risk assessment will be reviewed regularly and kept as a live document. Monitoring of this risk assessment will ensure that controls are effective and working as planned. In the case of an increase in Covid-19 infections, this document should be used alongside the following:- the LCC Additional Covid-19 Guidance for Education Settings: Mitigation Measures & Contingency Planning document, the DfE’s Guide to Frequently Asked Questions for Schools about Covid-19 and any other, latest advice and guidance from the DfE at that time.</p>			
Risk and school expectation	Plan for mitigation/way to meet expectation	Risk before mitigation L, M, H	Risk after mitigation L, M, H
Prevention:			
<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school.</p>	<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • They have one or more coronavirus symptoms. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus • They have been informed by Track and Trace that they need to isolate. • They had a positive test – both PCR and LFT. <p>Additional notes:</p> <ul style="list-style-type: none"> • Children under the age of 18 years old and those who are double vaccinated no longer self-isolate if they are 	H	M

contacted by NHS Test and Trace or have been in contact with a positive case. Instead, they will be advised to take a test.

- If returning from having travelled abroad, it is important to follow - <https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive>
- If staff are over 18 years 6 months, are not fully vaccinated, and live in the same household as someone with COVID-19, they are legally required to stay at home and self-isolate for 7 days.
- If staff are fully vaccinated and live in the same household as someone with COVID-19, they are not legally required to self isolate. However, they are strongly advised to take a LFD test every day for 7 days, and to self-isolate if any of these test results is positive.
- If anyone in the school 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 to begin isolation – the isolation period includes the day the symptoms started and the next 7 full days. NB: **Since 17.1.22**, self isolation can end after 5 days if they test negative on both days 5 and 6 and do not have a temperature. Individuals who are still positive on their rapid lateral flow tests must stay in isolation until they have had 2 consecutive negative tests taken on separate days and tests taken 24 hours apart. Those who leave self-isolation on or after day 6 are strongly advised to wear face coverings and limit close contact with other people in crowded or poorly ventilated spaces, work from home if they can do so and minimise contact with anyone who is at higher risk of severe illness if infected with COVID-19.

The default self-isolation period continues to be 10 days, and you may only leave self-isolation early if you have taken 2

	<p>rapid lateral flow tests and do not have a temperature in line with guidance.</p> <p>https://www.gov.uk/government/news/self-isolation-for-those-with-covid-19-can-end-after-five-full-days-following-two-negative-lfd-tests</p> <ul style="list-style-type: none"> •Advised to arrange to have a test https://www.gov.uk/get-coronavirus-test PCR or LFD as soon as possible. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the isolation period from the day they develop symptoms. •Children under the age of 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a close contact of a confirmed case, they are not required to self isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is positive, they should follow the following guidance:- https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 		
Use of face coverings	<p>From September 2021 face coverings will only need to be worn when advice is given to do so following an Outbreak Management Plan.</p> <p>Staff and other adults may choose to wear face coverings in busy and/or communal areas within school and its grounds.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.</p> <p>Face coverings should always be disposed of or (where applicable) be cleaned appropriately.</p> <p>Safe wearing of face coverings requires the:</p>	M	L

	<p>*Cleaning of hands before and after touching – including removal/putting on</p> <p>*Safe storage of them in individual, sealable plastic bags between use</p> <p>*Wearer not touching the front of their face covering when wearing or removing</p> <p>*Safe disposal of masks in sealable black bags</p> <p>*Discarding of face masks that become damp</p> <p>From Dec 2021, the decision was taken that all adults should wear a face covering in all communal areas within school.</p>			
Clean hands thoroughly more often than usual.	<p>Pupils and staff clean their hands regularly, when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Soap and running water, hand sanitiser and skin friendly skin cleaning wipes can be used.</p> <p>Posters on the importance of hygiene will be on display around the school.</p> <p>Pupils will be taught about the importance of thorough hand washing and how this should be done, and this will be revisited regularly.</p>	M	L	
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	<p>Ensure that there are enough tissues and bins available in the school to support pupils and staff to follow this routine. For pupils who find it hard to manage good respiratory hygiene an individual risk assessment can be put in place.</p> <p>Posters on good respiratory signage to be clearly displayed around the school.</p> <p>Children will be taught good respiratory hygiene and reminded about this regularly.</p>	M	L	
Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.	<p>The cleaning schedule ensures cleaning is generally enhanced - with rotas to ensure expectations are met.</p> <p>More frequent cleaning of rooms and shared areas that are used by different groups eg Hall or interventions spaces.</p> <p>Frequently touched surfaces being cleaned more often than normal.</p>	M	L	

	<p>Toilets will be cleaned regularly, and pupils will be encouraged to clean their hands thoroughly after using the toilet.</p> <p>Outdoor playground equipment will be more frequently cleaned and between groups, if used.</p> <p>Resources that are shared between classes such as sports, art and science equipment will be cleaned frequently and meticulously.</p> <p>During PE lessons sports equipment will be thoroughly cleaned between each use by different groups.</p> <p>Additional enhanced cleaning will be put in place if thresholds for infection are reached.</p>		
<p>Keep occupied spaces well ventilated.</p>	<p>Ventilation in school to be a priority, this can be achieved by:</p> <ul style="list-style-type: none"> *Mechanical ventilation systems (if available) – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. *Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). <p>Ensure a balance between the need for increased ventilation and maintaining a comfortable temperature by:</p> <ul style="list-style-type: none"> *Opening high level windows in colder weather to reduce draughts *Increasing the ventilation while spaces are unoccupied *Providing flexibility to allow additional, suitable indoor clothing *Rearranging furniture where possible to avoid direct draughts *Heating should be used as necessary to ensure comfort levels are maintained. 	<p>M</p>	<p>L</p>

	If rooms are used by a number of groups, ventilation will be increased between group usage by opening doors and windows to ensure a flow through of air.			
Promote and engage in asymptomatic testing.	Staff are encouraged to complete a Lateral Flow Test twice a week when working on the school site. All test results are reported to and recorded by the school. All tests are logged in school by their serial number. Staff who receive a positive LFD test must arrange a PCR test.	H	L	
Measures across the school.	When staff are moving around the school or in communal areas, they will consider social distancing. Use of the toilets to be actively managed to prevent overcrowding especially at lunchtime.	M	L	
Use of public transport.	Encourage staff and pupils who use public transport to wear a face covering. Encourage walking and or cycling to school to avoid use of public transport. Staff and families using public transport will be referred to the safer travel guidance for passengers. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	M	L	
Visitors to the school site.	Supply teachers, peripatetic teachers and/or other temporary staff will consider maintaining as much distance as possible from other staff and pupils. These expectations will be communicated upon arrival at school. Visitors to the school site will wash or sanitise their hands on arrival. Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual but will maintain as much distance as is possible and will wash or sanitise their hands regularly. These expectations will be communicated upon arrival at school. Individual risk assessments will be put in place if needed. Where visits, from contractors, can happen outside of school hours, they should.	M	L	

	<p>Site guidance on this risk assessment is explained to visitors on or before arrival.</p> <p>A record will be kept of all visitors staying on site.</p>			
Staff who are Clinically Extremely Vulnerable (CEV)	<p>The shielding programme has now ended in England. This means that people who were previously considered clinically extremely vulnerable (CEV) will not be advised to shield in the future or follow specific national guidance. Any existing individual risk assessments will be reviewed and remain in place to support the needs of CEV staff in school.</p>	H	M	
Staff, parents and carers who are anxious.	<p>Those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus, including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions should discuss their concerns with the school and if necessary, an individual risk assessment should be considered. This will be reviewed regularly and agreed by the staff member.</p> <p>Information about the extra mental health support for pupils and teachers to be available.</p>	M	L	
Staff who are pregnant.	<p>An individual assessment of risk will occur for all staff who are pregnant, are breast feeding or who have given birth within the last 6 months.</p> <p>The specific guidance for pregnant employees will be followed because pregnant women are considered Clinically Vulnerable. https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> <p>In some cases pregnant women may also have other health conditions that mean they are considered CEV, in which case the advice for Clinically Extremely Vulnerable staff will apply.</p> <p>School will take into account in risk assessments that pregnant women from 28 weeks' gestation, or with underlying health</p>	H	M	

	conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19).			
Pupils with complex health needs.	Pupils who remain under the care of a specialist health professional should discuss their care with their health professional and this will feed into their health care plan. Advice from the Royal College of Paediatrics and Child Health: COVID-19 - 'shielding' guidance for children and young people.	H	M	
Training for staff and communication to families.	Inset days = Training on Health and Safety and this Risk Assessment to be shared with all staff. This Risk Assessment and any other pertinent information to be shared with families via the school website. Information in this risk assessment will be communicated regularly to all.	M	L	
Mental health and wellbeing affected, or anxiety about coronavirus.	Regular discussions with staff and pupils as needed. Communicate to staff, pupils and parents and carers about how to raise concerns or who to go to so they can talk things through (eg Family Liaison Officer and Inclusion Leader). Involve pupils/families/staff in completing risk assessments (where they are needed) so they can help identify potential problems and identify solutions. Keep staff, families and children updated on what is happening so they feel involved and reassured.	M	L	
Educational visits.	Risk assessments for educational visits will include consideration of Public Health advice, such as hygiene and ventilation requirements. Adequate financial protection will be considered due to risk of cancellation for Covid related reasons.	H	M	
Wrap around care and before and after school club.	Wrap around care – the before and after school clubs will adhere to this risk assessment and meet government expectations. Children and staff will spend as much time outside if possible and operate within a well ventilated space.. High levels of hygiene, cleaning and ventilation will be maintained.	H	M	

Extra curricula clubs outside of school hours.	Not currently available. These will only start when the school is satisfied that the risk assessment is in place and that all measures align with the school's expectations.	H	M
Attendance at school and access to education.	Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will have home learning provided. School will monitor engagement with this activity and ensure pupils receive the quantity and quality of education to which they are normally entitled.		
Use of PPE – Face coverings alone are not classified as PPE.			
PPE to be used if child becomes unwell with Covid-19 type symptoms or is vomiting or has diarrhoea.	PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when: <ul style="list-style-type: none"> • A pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2m distance cannot be maintained • Staff are performing aerosol generating procedures (AGPs) https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#aerosol-generating-procedures-agps 	H	M
Personal or intimate care for children with SEND.	Where a child already has routine intimate care needs PPE should continue to be used. safe working in education, childcare and children's social care	H	M
Staff delivering first aid to be aware of safe use of and disposal of PPE.	Disposable PPE to be used only once and securely disposed of following use in a plastic bin bag.	H	M
First aid / ill child			
Only qualified first aiders to deliver first aid.	All first aid to be administered with gloves – which are then disposed of securely in a sealed plastic bag.	H	M

<p>Identify an area where sick pupils can be kept until parents come to collect them.</p>	<p>If a pupil is awaiting collection:</p> <ul style="list-style-type: none"> • They should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required • A window should be opened for fresh air ventilation if it is safe to do so • If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else • Personal Protective Equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) <p>Ensure that the first aid room/area is thoroughly cleaned with normal cleaning products when a child who is unwell leaves.</p>	<p>H</p>	<p>M</p>
<p>Staff who have supported a child with clear symptoms of Covid.</p>	<p>All members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • They develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) • They are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) • They have tested positive from an LFD test as part of a community or worker programme. <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people.</p> <p>See the COVID-19: cleaning of non-healthcare settings guidance.</p>	<p>H</p>	<p>M</p>

Response to any infection.			
<p>Promote and engage with the NHS Test and Trace process.</p> <p>Manage and report, as required, confirmed cases of Covid-19.</p>	<p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119.</p> <p>Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Schools were provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p> <p>Parents, carers and staff will be asked to inform the school immediately of the results of a test.</p> <p>If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Stay at home and self-isolate if you have any of the main symptoms of COVID-19 or if you have a positive LFD or PCR test result. Self-isolation will help protect your family, friends and the wider community by reducing the risk that you will pass the infection on to others.</p> <p>Your self-isolation period starts immediately from when your symptoms started, or, if you do not have any symptoms, from when your positive LFD or PCR test was taken, whichever test was taken first. Your self-isolation period includes the day your symptoms started (or the day your test was taken if you do not</p>	M	L

have symptoms), and the next 10 full days. It may be possible to end your self-isolation earlier (see below).

This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), your self-isolation period ends at 23:59hrs on the 25th of the month.

You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or anosmia, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.

You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 5 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result.

[Report your LFD test results](#) after taking each test.

You should not take an LFD test before the fifth day of your self-isolation period, and you should only end your self-isolation after you have had 2 negative LFD tests taken on consecutive days. You should stop testing after you have had 2 consecutive negative test results.

This guidance also applies to children and young people who usually attend an education or childcare setting.

	<p>NHS Test and trace will work with the positive case to identify close contacts. Contacts from a school setting will only be contacted by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.</p> <p>Schools will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p>			
Contain any outbreak by following local health protection team advice.	<p>Additional measures may be put in place if the following thresholds are reached:</p> <p>Primary schools:</p> <ul style="list-style-type: none"> *There are 5 positive cases amongst pupils or staff who are likely to have mixed <i>closely</i> within a 10-day period *10% of pupils or staff who are likely to have mixed closely test positive within a 10- day period <p>Additional Provision:</p> <ul style="list-style-type: none"> *There are 2 positive cases among pupils or staff who are likely to have mixed closely within a 10-day period <p>See latest Parent Guide (LCC Health Protection Team Jan 2022)</p>	H	M	
Alternate provision				
Children with complex needs returning to school.	The school will assess risks and put in place proportionate control measures through an individual risk assessment completed in consultation with parents and carers and the child if appropriate and referencing the control measures in this risk assessment	H	M	
Use of dedicated school transport.	<p>The approach to dedicated transport will align as far as possible with the principles underpinning the system of controls set out in this document. The following will be included in the pupil's individual risk assessment in discussion with the provider.</p> <p>Use of hand sanitiser upon boarding and/or disembarking</p>	N/A		

	<ul style="list-style-type: none"> *Additional cleaning of vehicles *Organised queuing and boarding where possible *Distancing within vehicles wherever possible *Fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents *Wearing of face masks for adults and pupils – when possible 			
Name of the assessor:	Mrs Clare Webley			
Signature of the assessor:	<i>C Webley</i>			
Position:	Deputy Headteacher acting on behalf of the HT during their absence.			

Date of planned review: This plan should be reviewed at least half termly, with updated versions published on the school website as and when required.

The school has active arrangements in place to monitor that the controls are:

- *effective
- *working as planned
- *updated appropriately considering any issues identified and changes in public health advice.