



West Park CE Primary September 2021

Risk Assessment and Control Measures

Inc updates from August 2021 (in blue)

See Separate Risk assessment for Lateral Flow testing of Staff and separate contingency plan

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Background

The Covid-19 pandemic presents a health risk to employees and pupils within the school environment and by extension the wider community. The Department for Education (DfE) have updated schools guidance in August 2021. This document details the key controls that will be in place.

Context

West Park School will have up to 840 pupils registered from September, over 100 employees support these children. There is a positive and purposeful relationship with parents and the wider community. During the earlier phases of the Covid 19 pandemic both parents and pupils demonstrated a willingness to comply with the arrangements and it is anticipated this will continue.

Key Principles

- To maximise safety / minimise risk for all pupils
- To maximise safety / minimise risk for all staff
- To maximise safety / minimise risk for all of the wider West Park Community – families of staff and pupils
- To maximise learning for all – especially the most vulnerable
- **This risk assessment will be routinely reviewed following Public Health England, DfE, West Sussex County Council and union guidance**

The rating given to Severity and Likelihood risks is shown in the table below.

Rating	Severity (S)	Likelihood (L)
1	No injury, impact or illness	Very Low
2	1st Aid injury, some emotional impact or illness	Very Unlikely
3	Minor injury, minor emotional impact or illness	Unlikely
4	Over 3 day injury, significant and lasting emotional impact or illness	Likely
5	Major injury, critical emotional impact or illness	Very Likely
6	Fatality, disabling injury or emotional impact or illness	Almost Certain

School have been directed by government to “do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum”. We are therefore tasked with balancing risk and managing an effective school environment and learning programme. That balance will rely on professional judgements on organising and separating groups; and social distancing. These aspects will vary depending on local risks i.e. any confirmed cases. Our risk assessment process will be dynamic and will adjust on the basis of perceived risk. We will use a threshold guide to support our professional thinking and judgement in the coming months and until the virus has been eradicated.

Stage	Description	Example Actions
1	There are no cases in school or in the local area i.e. end of Pandemic	School life returns to pre-pandemic normal – all activities are fully open and sustained
2	There have been no positive cases within school in the previous 14 days. There may be a small number of children <5 requiring a COVID-19 test due to symptoms displayed. The prevalence in the local area remains low.	Core school business is undertaken. The organisation of the school allows for greater freedoms for children and staff e.g. class bubbles may combine at play and lunch time in the outdoor environment. Assemblies may be undertaken with class bubble distancing.
3	There has been a maximum of 2 positive cases of a child or member of staff attending West Park School within the past 14 days. The individual is required to isolate for at least 10 days and close contacts in school are required to undertake test.	A risk assessment review will be undertaken, control measures will be considered again whether they remain fit for purpose. Further advice will be sought from the local Public Health England team. Considerations for playground management, school assemblies, specialist teaching and cleaning rotas will be reviewed, amongst other things.
4	There have been multiple positive cases that result in one or more class bubbles or year groups closing for a period of time on the advice of Public Health England.	Strict class bubbles will be reinstated, other control measures in relation to separating and distancing will be undertaken under the guidance of Public Health England.
5	Public Health England or National Government direct the school to close due to cases at the school or within a local area 'lock-down'	The school may close entirely or return to limited opening for key workers and vulnerable children.

2. Core Risk Assessment

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who lead?	Residual risk with control measures		
					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
Maintaining whole school cleanliness and hygiene – reducing contamination and transmission							
Prevention	Passing on infection / contamination	All	Prevention: 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms have a PCR test and do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE)	All families and staff	3	3	9
Knowledge of and carrying out of general hygiene	Passing on infection / contamination	All	General reminders for hygiene •Hygiene Posters: Effective handwashing facilities and soap available. ○ Anti-bac hand gel available in offices ○ Parents can send in hand gel for their own child if allergic to school soap ○ Soap in every classroom. ○ Paper towels. Timetable for washing hands: ▪When entering the classroom. ▪Before and after break time. ▪Before and after eating. ▪Whenever using the toilet. ▪Following cough or sneeze. ▪After PE ▪Before leaving the classroom at the end of the day. Staff to monitor / remind children regularly. Increase hygiene procedure – adapt to follow advice from Public Health England	CT PS/BM/CT PS/BM/CT	3	3	9

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who lead?	Residual risk with control measures		
					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
<i>Maintaining safety of cleaning staff</i>	Infection control	Cleaning staff	<ul style="list-style-type: none"> • Disposable gloves provided – change at least daily / heavy duty gloves washed daily. • Adhering to general COSHH regulations for all cleaning. • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using anti-bacterial cleaning fluids. Use PPE if necessary. 	Cleaning/ School Staff First Aiders	3	3	9
<i>Maintaining supplies</i>	Maintaining stock	All	<ul style="list-style-type: none"> • Get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed. 	PS/BM	3	3	9

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who Lead?	Residual risk with control measures		
					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
	Keeping staff safe – full opening in school						
Which essential staff are required to open the school?	unsafe to open without these key people	All	•At all open times, SLT will ensure there will be a member of SLT, first aider, DSL on site	SLT			
Which staff should attend?	Risk to vulnerable individuals	All vulnerable	Update 10/5/21 Clinically Extremely Vulnerable adults: Government guidance to no longer shield and to return to work if cannot work at home	SLT Ind Staff	2	2	4
Staff arriving to school	Contaminati on of site	All	Enter through Main reception only Sanitise or wash hands on arrival	All staff	2	2	4

<i>Staff moving around school</i>	Maintaining social distancing	All	<p>Ensure doors are kept open (doorstops) to minimise use of touch surfaces / cross-contamination – balanced against fire risk.</p> <p>Maintain maximum ventilation in classrooms/ school-shared areas such as the science lab and ICT suites / corridors.</p>	All staff	2	2	4
<i>Staff leaving site (during school day)</i>	Contamination	All	<p>Staff must sign out when leaving the site</p> <p>On return – follow guidance on entering school.</p>	All Adults	2	2	4
<i>Use of PPE</i>	Reducing spread of infection	Staff	<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. Although we will support anyone who chooses to continue to wear one.</p> <p>PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • The supervising adult should wear a facemask if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be 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 should also be worn. • When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. • Face masks must: • Cover both nose and mouth. • Not be allowed to dangle around the neck. • Not be touched once put on, except when carefully removed before disposal. • Be changed when they become moist or damaged. • Be worn once and then discarded - hands must be cleaned after disposal. • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • PPE to be stored in accordance with guidance with easy access to the main users (first aid) • Disposal of PPE will be in accordance with guidance: double bagged and separated from general waste for 72 hours before being binned (PS/BM to organise safe storage of used PPE). 	All Staff	3	3	9

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who Lead?	Residual risk with control measures		
					Severity of	Likelihood	Risk Rating
<i>Dedicated school transport</i>	Infection control affected by lack of social distancing	Staff or pupils travelling by dedicated transport	<ul style="list-style-type: none"> Separate dedicated school transport RA has been sent to relevant families 	Staff and Parents of children using dedicated transport	3	3	9
Staff mental health and wellbeing	Unable to perform roles	Staff	<ul style="list-style-type: none"> Staff to approach their line manager or Emma Yates as Mental health First Aider for support and guidance. WSCC Stress risk assessment to be undertaken when appropriate to help determine support required. WSCC counselling programme communicated to all staff – 0800 030 5182 Members of staff (T/TA/Office, etc.) to ‘stress test’ this risk assessment to ensure that any issues are found and resolved – to support full compliance with all expectations set out. 	MA/CB	3	3	9
<i>Communication with staff. Ensuring awareness of policies/procedures/guidance</i>	Inadequate information leading to contamination	Staff Pupils Others	<ul style="list-style-type: none"> All staff on site must read the full risk-assessment and adhere to it The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids). All staff have received the School specific Risk assessment and updated with any questions from Unions and those arising from staff. Regular staff feedback will be sought through: <ul style="list-style-type: none"> Governors email worries@ email boxes in both staffrooms 	All Staff	4	3	12
<i>Classroom set up</i>	Spread of infection due to close contact	Staff Children	<p>Where possible, all spaces should be well ventilated using natural ventilation</p> <ul style="list-style-type: none"> Prop doors open, where safe to do so (bearing in mind fire safety fire doors must not be propped open and safeguarding procedures), to limit use of door handles and aid ventilation. 	CT LSA	3	3	9
<i>Classroom lessons</i>	Spread of infection due to close contact	Staff Children	<ul style="list-style-type: none"> Verbal feedback is the preferred form of feedback followed up with written comments as required to ensure progression 	CT LSA	3	3	9

			<ul style="list-style-type: none"> If instruments and equipment have to be shared, they should be regularly disinfected (including any packing cases, handles, props, chairs, microphones and music stands) and IT equipment, cleaned at the end of each lesson 				
Children requiring the toilet	Infection control	Children	<ul style="list-style-type: none"> Inform the child of the importance of washing their hands after using the toilet Individual toilet near First Aid room to be used for Covid Isolation Protocol 	CT LSA PS/ BM	6	2	1 2
<i>Medication</i>	First Aid procedures Spread of infection due to close contact	Staff Pupils	<ul style="list-style-type: none"> First Aiders must always wear gloves when administering treatment and medication. It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) Any dressings used to be double bagged. Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK). 	HM RP	6	2	1 2
<i>First Aid</i>	Spread of infection due to close contact	Staff Children	<ul style="list-style-type: none"> Staff on duty to radio for first aid support or to inform First Aid staff if sending a child to them at break and lunch In class, if first aid support is required, radio for support and then send children. Child can then be taken by a child to the First Aid room. Where minor first aid treatment is required First Aiders must ensure they wear gloves when dealing with injuries and wash hands after contact. All records of injury and treatment are recorded and who administered first aid treatment as per normal procedures Wear face covering and gloves when in close contact or dealing with bodily fluids. 	CT LSA HM RP	6	2	1 2
<i>Safeguarding concerns</i>	Child at risk if no action taken	Staff Pupils	<ul style="list-style-type: none"> Staff to follow school protocols for safeguarding disclosures and referrals. 	ALL Staff			
<i>Children with SEND</i>	Spread of infection due to close contact	Staff Pupils	<ul style="list-style-type: none"> SEND / vulnerable pupils have individual risk assessments If team teach techniques are required, it is advised face coverings and gloves are worn. Team teach will be used as a last resort – SLT should be present and will risk assess the situation. Staff who know each child will be supporting them to minimise likelihood. Rarely is intervention required and very rarely without warning signs, therefore, time should be available for a member of staff to get PPE equipment ready if needed. Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. 	MG SEN staff	6	2	1 2

Hazards / Activity	Risk	Persons likely to be exposed	<p>Basic Control measures</p> <p>Agreed Control measures that must be used</p>	Who Lead?	Residual risk with control measures			
					Sever-ity of Harm	Likeli-hood of harm	Risk Rating	
<i>Managing parental concerns</i>	Anxieties and concerns learning	Parents/ carers	<ul style="list-style-type: none"> Parents can use worries@westparksch.co.uk to communicate with pastoral lead 	Parental Pastors				
<i>Children arriving and leaving at the end of the school day</i>	Spread of infection due to close contact	Staff Pupils Parents Others	<ul style="list-style-type: none"> Children of staff can arrive with the parent prior to and after normal school times. Children to wash hands before leaving home and on arrival at school Children to wash hands in the classroom at the end of the day. Staff on gates to provide support. 	Parents SLT	6	2	12	
<i>Child mental health and wellbeing</i>	Dysregulation	pupils	<ul style="list-style-type: none"> Children encouraged to talk to member of staff to discuss their feelings and the pastoral team will be available each day. Key pupils have been identified for extra support throughout closure by staff and are being supported by our pastoral team. This support will continue Personal plans/risk assessments are made for vulnerable pupils by Pastoral Team 	CT EY				
<i>Child contact with others</i>			<ul style="list-style-type: none"> Parents are made aware of the school's risk assessment and expanding opening procedures via letter, website and social media 	Staff/ Parent s	6	1	6	

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who Lead ?	Residual risk with control measures		
					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
	Symptoms or confirmed case of Coronavirus						
Coronavir us-keeping people informed	Lack of infection control	Staff	<p>If someone has symptoms</p> <p>Self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none">• a high temperature• a new, continuous cough• a loss or change to your sense of smell or taste. <p>You should also self-isolate straight away if:</p> <ul style="list-style-type: none">• you test positive for COVID-19 either according to a PCR test or a lateral flow device test – this means you have the virus.• If you get a positive LFD test you should book a PCR test. A negative PCR test will override a positive LFD test.• someone you live with has symptoms or tested positive (unless you are not required to self-isolate – see below if this applies to you)• you've been told to self-isolate following contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app. <p>Pupils should only self-isolate if they have symptoms or if they get a positive PCR or Lateral Flow Device (LFD) test. If they develop symptoms or get a positive LFD test then Paretns should book a PCR test for them. A positive PCR test cannot be overridden.</p> <p>If a pupil is asked to get a PCR test as a result of contact with a positive case they may continue to attend education until they get the result of their PCR back.</p> <p>And what will happen for people who have been in contact with positive cases?</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none">• they are fully vaccinated• they are below the age of 18 years and 6 months• they have taken part in or are currently part of an approved COVID-19 vaccine trial• they are not able to get vaccinated for medical reasons.	All	4	3	12

			<p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. They do not need to isolate while awaiting the PCR test.</p> <p>We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p> <p>If none of the above applies, people should self-isolate as per the instructions from NHS Test and Trace pupils and parents know not to come in to school if they or anyone in their household are displaying any of the symptoms.</p> <p>Staff must notify the School as soon as possible if they display symptoms and believe they may have COVID 19. They must not attend School and must book a PCR test.</p> <p>Parents must notify the School as soon as possible if their child displays symptoms and believe they may have COVID 19. They must not attend School and must book a PCR test.</p>				
<i>Coronavirus-keeping people informed</i>	Lack of infection control	Staff Pupils Others	<p>Confirmed Cases: The member of staff, or parent, must inform the School immediately if the test is positive. NHS Test and Trace will contact schools directly if they become aware that someone who has tested positive attended the school.</p> <p>Contact Tracing: Close contacts will now be identified via NHS Test and Trace. Education settings are no longer expected to undertake contact tracing</p> <p>Outbreak Management: See separate contingency plan</p> <p>Staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • Follow all procedures and guidance • Book a test if they or their child are displaying symptoms. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) if asked by NHS Test and Trace • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. 	All BM PS HM	4	3	12

Emergency Procedures							
<i>Emergency Procedures</i>	Lack of social distancing and cross contamination during emergency	All	<ul style="list-style-type: none"> • WSCC regulations are to carry out a practice evacuation so that staff and children are familiar with what they need to do. • Practice evacuations will be a 'walk-through' with staff and children informed prior and each learning group to do this on their way to their first playtime. • Pupils and staff to exit building as quickly as possible to the normal assembly points 	ALL	6	1	6

Contractors and suppliers							
<i>Contractors bringing COVID 19 on site</i>	Cross contamination	All	<ul style="list-style-type: none"> • All areas in which contractors work or deliveries are left are cleaned in line with government guidance. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling. <ul style="list-style-type: none"> • Drivers to hand wash/sanitise hands before entering school buildings. • Any contractors who feel unwell on site to report to PS/BM/office and leave the site immediately. 	BM PS OFFICE Contractors	6	2	12

What happens if there is a confirmed case of COVID-19 in an educational setting?

Did the positive child /staff member attend school during the infectious period: 2 days before symptom onset (or test date if asymptomatic) to 10 days after?

NO – no further action required by setting beyond supporting children as necessary during self-isolation

YES – setting carries out an on-site risk assessment using checklist, refer to contingency plan and inform LA education team as per local arrangements

- Case should already be isolating at home. They should remain in isolation until 10 days have passed from symptom onset.
- Under-18 years 6 months, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate:
- Send warn and inform letter to affected group (letter appendix B).
- If you have cases in staff follow the workplace guidance to ensure staff contacts are identified (details opposite)
- Review guidance and Contact DfE helpline if further advice is required.

If any of the following criteria are met

❑ For special schools, residential/boarding school/holiday camp settings and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- o 2 or more children, pupil, students and staff who are likely to have mixed closely with a positive case in 10 days*

❑ For other settings:

- o students or staff members due to COVID-19.
- o* at least one case should be lab confirmed PCR positive 10% or more of children, pupils, students or staff (approximately) who are likely to have mixed closely (or equivalent other group) been confirmed as positive for COVID-19 in the previous 10 days*
- o 5 children, pupil or staff or more confirmed COVID-19 cases who are likely to have mixed closely in the previous 10 days*

- If your educational setting is experiencing interest from the media.
- There have been any admissions to hospital or deaths in your

Review all the control measures undertaken by educational settings

- Review ventilation measures and where practical consider moving activities outside such as exercise/singing
- Regular cleaning and promoting frequent handwashing
- Promoting twice weekly LFD for staff and Secondary and FE students
- Promote vaccination in eligible students and staff
- Consider reintroducing bubbles/cohorting where possible
- Ensure staff and students/parents/guardians aware of situation. Ensure warn and inform sent to the affected group
- Contact SE HPT and LA who will advise on further measures such as the ones list below

Additional temporary measures: (which may be suggested by LA/PHE-HPT)

- Reintroduction of face covering – for staff and secondary/FE students
- Increased frequency of LFD testing / onsite ATS reintroduction
- Wider asymptomatic PCR testing

In specific circumstances educational settings may be advised to contact trace and in very extreme circumstance restrict attendance temporarily

South East HPT email:

Thames Valley HPT
ICC.TVPHEC@phe.gov.uk
Hampshire & IOW HPT
ICC.HIOW@phe.gov.uk
Surrey & Sussex HPT
ICC.SurreySussex@phe.gov.uk
Kent HPT
ICC.Kent@phe.gov.uk

If you need advice or support you can access the government educational setting guidance online or contact the DfE helpline on 0800 046 8687
For staff cases and if you have identified staff close contacts who have not been identified through NHS T&T follow workplace guidance
<https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>. Employers can registers employee close contacts on NHS T&T through the self-isolation service hub 020 3743 6715

Who is a contact?

- Direct close contacts:**
 - Direct face-to-face e.g. being coughed on or spoken to contact for any length of time OR within <1 metre for ≥ 1 minute.
- Proximity contacts:**
 - <2 m for 15 minutes or more (cumulative or consecutive time period).
- Travel contacts:**
 - Close contact within a vehicle/plane e.g. shared a car journey