A picture containing flower

Description automatically generated**Activity Plan and Risk Assessment – Lache Primary School - Sept 2021**

The following Risk assessment has been created following up to date Government guidance – Schools COVID 19 operational guidance 17th August 2021

All staff will read the RA and must adhere to the guidance laid out within this document. They must also sign a copy.

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| **Aspect** | **Group at Risk** | **Identified Risk / Hazard** | **Measures to Implement** | **DfE Guidance** | **Notes** | **Risk** |
| **Increased risk of COVID cases within school** | All staff and children | **Increased risk of COVID cases within school** | Bubbles are no longer necessary. Classes can mix but this will be limited to break times. At lunch classes will mix in the hall but will have a barrier between the classes and at least a 2metre distance. Some assemblies will remain virtual while others will take place in the hall  Should the need to implement a contingency plan arise, the schools operational systems and protective measures will revert back to the RA dated Jan 2021 | We no longer recommend that it is necessary to keep children in consistent groups (‘bubbles’). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.  As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.  You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups. |  | M/L |
| **Tracking close contacts** | All staff, children and parents | **Increased risk of COVID cases within school** | All staff and children must adhere to new guidance – the school will work with NHS track and trace to identify any close contacts.  The school will make sure that parents fully understand the new guidance – they no longer need to isolate if…   * 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 | Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.  As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.  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:   * 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   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](https://www.gov.uk/get-coronavirus-test). We would encourage all individuals to take a PCR test if advised to do so.  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. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport. |  |  |
| **Face coverings** | Children,staff and parents | **Increased risk of COVID cases within school** | Face coverings are no longer required to be worn within school or on school grounds.  Should there be an increase of cases within school face coverings will be required to be worn by staff in communal areas. Visitors and parents will also be required to do so. We will refer back to RA dated Jan 2021 | The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don’t normally meet. This includes public transport and dedicated transport to school or college. **In circumstances where face coverings are recommended**  If you have a substantial increase in the number of positive cases in your school (see [Stepping measures up and down](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#stepping) section for more information), a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility. |  |  |

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| **Control Measures** | 1. 1. Ensure good hygiene for everyone. | | | |
| 1. Measures to implement | | | DFE guidance |
| 1. All classrooms and communal areas will have had sanitisers readily available. The children and staff will continue to use hand sanitiser when the children enter and exit the classroom. This will also be the case in the dinner halls. 2. Children will be encourage to wash their hands thoroughly with soap and water at regular intervals. 3. Swing lid bins will still remain in classrooms to be used by staff and children. These will be emptied regularly as part of a cleaning regime. 4. PPE is also readily available in both staff rooms for use, however, it is only required when a member of staff or child presents with symptoms. The staff member must wear a face covering, apron and gloves while in close contact with the suspected case. | | | **Hand hygiene**  Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.  **Respiratory hygiene**  The ‘catch it, bin it, kill it’ approach continues to be very important.  The [e-Bug COVID-19 website](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) contains free resources for you, including materials to encourage good hand and respiratory hygiene.  **Use of personal protective equipment (PPE)**  Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the [use of PPE in education, childcare and children’s social care settings](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) provides more information on the use of PPE for COVID-19. |
| 1. 2. Maintain appropriate cleaning regimes. | | | |
| 1. Measures to implement | | | DFE guidance |
| **Cleaning**  Toilets will be deep cleaned mid morning, after lunchtimes and the end of each day. Soap will be topped up regularly. The SMO should be alerted if there is no soap available in any of the toilets.  The Willows provision will be cleaned thoroughly between 12-1everyday.  Toilets will be sprayed by the caretaker during the lunch period and after break with suitable cleaning detergent.  Tables and contact points must be cleaned regularly and thoroughly throughout the day by bubble staff and after school by cleaners.  Contact points should be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used.  Bins must be emptied before they are full and at least once daily.  Cleaner to wear recommended PPE.  Bleach to be used to clean items which cannot be done with soap which then is removed by water into a sink.  Staff have stores of wipes/ cleaning cloths and washing up liquid to clean items throughout the day when required.  All staff who use cleaning products must wear gloves to avoid irritation of the skin. They must  use in accordance with the manufacturer’s instructions and application sheet, following the correct chemical contact time and dilution ratios.  Only use in well ventilated areas.  Ensure the cap to products is secure before storing. Store chemicals securely when not in use and out of reach of children.  Ensure residues are removed to prevent damage to pupil clothing and school furnishings.  Remove children from the area before cleaning.  Ensure surfaces are dry before allowing pupils to enter rooms where bleach has been used to disinfect surfaces.  **Deliveries and waste collection**  Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):  Should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual’s test results are known. Waste should be stored safely and kept away from children. Waste should not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put in with the normal waste, if the individual tests positive, then store it for at least 72 hours and put in with the normal waste. | | | You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. |
| 3. Keep occupied spaces well ventilated. | | | |
| Measures to implement | | DFE guidance | |
| All classroom areas and communal areas must have windows open. The external doors leading to outside should be opened regularly to allow the air to circulate. Teachers should use their own judgement to maintain a comfortable temperature to work in.  Offices should have at least one window open and the internal door.  PE should be taken outside wherever possible. However, if undertaken in the hall, all windows should be fully open. This applies at lunchtimes and at any other time that the halls are use. | | When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.  You should identify any poorly ventilated spaces as part of your 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.  Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. 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 this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.  Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers’ recommendations.  Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).  You should balance the need for increased ventilation while maintaining a comfortable temperature.  The [Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm) and [CIBSE COVID-19 advice](https://www.cibse.org/coronavirus-covid-19) provides more information. | |
| 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. | | | |
| Measures to implement | | | DFE guidance |
| Staff should continue to take two LFT a week and report results on government website.  If a child becomes ill with symptoms of COVID19 they must be taken to the junior cookery room and wait there while a member of staff contacts parents to come and collect them. The window must be opened and the staff member should wear PPE (covering, apron and gloves). The area should be thoroughly cleaned once the child has left. The parents should be advise to book a PCR test immediately for their child. If a member of staff becomes ill with symptoms of COVID 19 they must go home immediately and book a PCR test. They must follow government guidance. The suspected case should isolate until the results of the PCR. Members of their household must isolate unless…   * 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 | | | **When an individual develops COVID-19 symptoms or has a positive test**  Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/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](https://www.nhs.uk/conditions/coronavirus-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](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) 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](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection).  **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](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). They will also need to [get a free PCR test to check if they have COVID-19](https://www.gov.uk/get-coronavirus-test).  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](https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers) is available. |
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| All updates to help lines and new PHE information will be printed and placed in red COVID folder in heads office. | | | | |

Completed:18/8/21 Updated: Signed: Kate Seager