

Activities Covered by this Assessment	Schools Operation during COVID 19 Step 4 Based on Government guidance July 2021		
Site Address / Location	Woodstone Community Primary School	Department / Service / Team	Leicestershire LA
<p>As part of planning for step 4 of the government's roadmap on the 19th July, it is a legal requirement that schools should review and update their risk assessments (building on the learning to date and the practices we have already developed), to consider the removal of restrictions and control measures in line with the roadmap out of the pandemic. We have reviewed and updated our wider risk assessments and considered the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). We have ensured that we have implemented sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.</p> <p>Guidance for step 4 schools. We have referred to:</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf</p> <p>Brief summary of changes for schools in Step 4</p> <p>From 19th July (Step 4) school covid rules are lifted so that:</p> <ul style="list-style-type: none"> • Staggered start and finish times are no longer needed. • Face coverings will no longer be required in classrooms and communal areas, or on dedicated transport or on public transport. • Bubbles are no longer needed for school or summer school. • Whole school assemblies can resume. • Normal lunch times can resume. • School will no longer be required to carry out contact tracing. <p>From 16th August:</p> <ul style="list-style-type: none"> • Close contacts of a confirmed case under 18 (18yrs + 4 months) will no longer be required to self-isolate. However, they will be required to engage with test and trace and take a PCR test. <p>Schools should continue to:</p> <ul style="list-style-type: none"> • Exercise good hand hygiene. • Exercise good respiratory hygiene, catch it, bin it, kill it principles. • Use 'enhanced cleaning' regimes, particularly on frequently touched surfaces (minimum twice a day is suggested). 			

- Maintain good ventilation in occupied parts of the school, balancing ventilation with thermal comfort.
- Use PPE where appropriate to their setting or activity ([link](#)).
- Have systems in place to encourage all who have symptoms of Covid to self-isolate (including household siblings), engage with test and trace and follow PH advice.
- Engage with regular testing if attending summer school activities (pupils and staff) and 3 days prior to the start of the autumn term. (to be reviewed Sept 2021)

Outbreak Management:

From Step 4, close contacts will be identified via NHS Test and Trace. You may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. You will continue to have a role in working with health protection teams in the case of a local outbreak

Schools should ask parents and staff to inform them immediately of the results of a test: 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

PPE:

Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 1+ metres from others.

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 1+ metre distance cannot be maintained
- performing aerosol generating procedures (AGPs)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE in education childcare and childrens social care settings.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf)

When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn. The guidance on safe working in education, childcare and children's social care provides more information about preventing

and controlling infection. This includes:

- when and how PPE should be used
- what type of PPE to use
- how to source it

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf

Face Coverings:

From 19 July, in line with Step 4 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms.

The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (bronze/silver/gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for **local directors of public health** to advise on.

Domestic residential educational visits:

Domestic residential educational visits In line with the roadmap, schools can undertake domestic residential education visits, from 17 May. Bubbles are no longer required after 19th July.

International visits can resume after 19th July but are not recommended until the autumn term.

Any domestic and international residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time and for the country you are visiting. For international trips the foreign and commonwealth office (FCO) should be consulted before any trip is considered.

For international visits school will need to be mindful of the restrictions still in place regarding the red, amber and green list and be mindful that for amber countries there may be requirements for all participants to quarantine or self-isolate upon return.

Schools will also need to be mindful to check their insurance status for short notice cancellation.

For guidance refer to gov.uk or <https://oeapng.info/>

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
Coming into contact with individuals who are unwell	Staff, pupils, visitors and contractors. Reduced infection control which may result in	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days. Anyone developing COVID19 symptoms is sent home. 	H	L	M	<ul style="list-style-type: none"> Engage with the NHS test and trace Regular reminders to staff about the existing controls in place LFT testing in place for staff – staff to test twice weekly 	H	L	M			

	spread of COVID19	<ul style="list-style-type: none"> Persons who have symptoms will isolate for at least 10 days and will not be in school. Persons with a negative test will remain in isolation for a period of 10 days from the date of the test. 				<ul style="list-style-type: none"> and report results each time to the school office Staff who have a positive LFT test are instructed to go for a full PCR test Follow advice from PHE concerning returning to school 						
A pupil shows symptoms of COVID19 whilst in school	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> A pupil awaiting to be collected, is moved, if possible, to a room where they can be isolated behind a closed door (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required. Windows are opened for ventilation. PPE is worn by staff caring for the pupil while they await collection if a distance of 1+ metres cannot be maintained. The area around the pupil with symptoms is cleaned and disinfected after they have left. (See cleaning hazard) Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 	H	L	M	<ul style="list-style-type: none"> When wearing a mask: The mask must not be allowed to dangle as it must cover nose and mouth. It must not be touched once put on, except when carefully removed before disposal. It must be changed when moist or damaged. Parent of the child is advised to take the child for a PCR test Should child test positive, child must isolate for 10 days 	H	L	M			

Visitors to site	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Visitors to site should be kept to a minimum, appointments preferred Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site. 	H	L	M	<ul style="list-style-type: none"> Ensure all visitors to school have signed in and left contact information for track and trace Symptoms posters clearly displayed to ensure anyone displaying symptoms does not enter the site Clear signage on entry to the school building and in the foyer area to ensure visitors adhere to social distancing measures Visitors to wear disposable lanyard but lanyards are isolated for 72 hours after use Parents use other forms of communication e.g. telephone/email system to communicate with office staff and teachers Visitors to wear a mask whilst in the school building 	H	L	M			
Carrying out first aid	First Aider Person being treated by the first aider. (Carrying out 1 st	<ul style="list-style-type: none"> A first aider should not be administering first aid treatment to a person who has the symptoms of COVID-19 unless life threatening condition and using St John's ambulance guidance (link 	H	L	M	A person with Covid symptoms will be isolated in the Covid19 first aid room immediately. The door will remain open for ventilation and a member of familiar staff will remain with	H	L	M			

[illegible]

		<p>used for 1 treatment of first aid they will not be used to treat a second person requiring first aid.</p> <ul style="list-style-type: none"> • First aiders have been given information on how to correctly don and doff their PPE. • No food will be stored or eaten in the first aid room. • After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. • There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. • The first aid room is well ventilated at all times. 	H	L	M		H	L	M			
Intimate care	Staff, pupil	<ul style="list-style-type: none"> • The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 	H	L	M	<ul style="list-style-type: none"> • Ensure a stock of surgical face masks that conform to BS EN 14683:2019 Type IIR are procured. 	H	L	M			

[illegible]

<p>Insufficient Cleaning</p>	<p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. A record of each cleaning / disinfecting activity is recorded to include what has been cleaned, by who, when and how. Hard surfaces are cleaned with soap and water/standard detergent prior to disinfecting. Hard surfaces to be cleaned with soap and water prior to disinfecting. Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a household detergent followed by a disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) the goggles and visor will be rinsed with clean water after being disinfected. Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door 	<p>H L M</p>	<ul style="list-style-type: none"> All classrooms, toilet areas and communal areas to be cleaned every lunchtime Training provided to ensure all cleaning staff aware of cleaning products to use and which areas to pay particular attention to <p>Toilets, door handles, taps, staffroom areas to be cleaned at lunchtime</p>	<p>H L M</p>	
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		<p>handles, phones, light switches and door fobs, etc. at least twice a day with one of those times being either at the start or end of the day. Refer to the school's cleaning risk management matrix for further details.</p> <p>NOTE: The school's cleaning risk management matrix should align with the schools cleaning plan and cleaning record.</p> <ul style="list-style-type: none">• Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.• Only cleaning products supplied by the school are to be used. Staff are told not to bring cleaning products from home.• Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used.• PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals									
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		levels are maintained.									
After school clubs (see separate section for Woody's)	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Individual Covid risk assessments are available for activities taking place out of school hours. 	M	L	L	Lead teacher to ensure COVID measures continue to be adhered to during after school clubs	M	L	L		
Residential visits / off-site visits	Staff, pupils, parents/guardian/public/volunteers Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> A COVID risk assessment will be created for each off-site visit. Any educational visits will be conducted in line with relevant COVID-19 guidance and regulations in place at that time both domestically and internationally. OEAP and government guidance will be followed during the visits and will be used to help develop risk assessments for the visits. 	M	L	L	Visit leader to obtain COVID-19 risk assessment from visit destination(s) detailing specific COVID measures	M	L	L	Visit leader	Prior to visit
Poor Hand Hygiene	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Pupils and staff to wash their hands with soap and water for at least 20 seconds on arrival at school, before eating and after breaks. 	M	L	L	TM to ensure hand soap dispensers are filled up and checked on a daily basis	M	L	L	TM	Daily
Poor Respiratory Hygiene	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Tissues provided in every classroom. Lidded bins provided in all classrooms and in communal areas. Relay the "catch it, kill it, bin it" approach to all staff and pupils. 	M	L	L	Bins to be emptied both at lunchtime and after school	M	L	L	TM	Daily

<p>Woody's</p>	<p>Staff, pupils, parents/carers, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>					<ul style="list-style-type: none"> • Before and after school club will take place in the school hall and the area will be cleaned thoroughly before and after use. • Equipment for before and after school to be kept in zones or to be cleaned before moving to another zone • Before and after school staff will be responsible for the cleaning of club equipment after use. • Separate equipment to be used for morning club and after school club and stored separately • Parents will only use the back door to the hall (from our back playground) • Parents will wait (socially distanced) on the back playground and the children will be taken to them 	H	L	M			
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To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

Source:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf

Guidance for full opening: schools

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999758/OOSS_Provider_Guidance_PDF_Step_4.pdf

Air conditioning and ventilation during the coronavirus outbreak

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

Contacts: PHE health protection teams

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

Source NHS:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

COVID-19: cleaning in non-healthcare settings:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

St. John Ambulance Covid-19: advice for first aiders:

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

Operational guidance for SEND in Step 4:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999741/SEND_update_guidance_Step_4.pdf

Risk Assessor (s) Name(s):		Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		Initial
Date Conducted:		Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

Potential Severity of Harm	High Death, long term serious ill health.	Medium	High	High
	Medium Illness requiring further medical assistance.	Low	Medium	High
	Low Mild illness requiring self-isolation only	Low	Low	Medium

	Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
	Likelihood of Harm Occurring		

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.