

Unsworth Primary School

Risk Assessment for consideration when re-opening September 2021 (Phase Seven)

- School will only open where the Governors and Trustees consider it safe and correct to do so based on this risk assessment.
- Staff will not be asked to teach and operate schools outside their contractual requirements
- Where there are insufficient staff to meet health and safety requirements, school will be supported by the Local Authority/Trust with decisions over closure if all options have been considered and exhausted.

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).

This risk assessment will reflect local arrangements and school will only close if we do not have enough participating pupils or staff to warrant the school remaining open and/or in the event of a coronavirus outbreak.

Phase Seven: From the week commencing 1st September 2021 - referencing updated guidance from the Government August 2021

Name	Andrew Rhodes	Job title	Headteacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date	24/08/21	Review interval	As required	Date of next review	As required

Public Health Advice to Minimise Risks

Area for concern	Recommended Control
<p data-bbox="60 349 376 384">The system of controls:</p> <p data-bbox="60 459 376 486">PREVENTION</p>	<p data-bbox="383 349 2177 454">1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend school. 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.</p> <p data-bbox="383 459 2177 486"><u>Covid Outbreak at School:</u></p> <p data-bbox="383 491 2177 518">In the event that a member of staff or pupil shows Covid symptoms on entering the school the following will happen:</p> <ol data-bbox="383 523 2177 1029" style="list-style-type: none"> a) Staff member will be sent home immediately and asked to self-isolate for 10 days in the first instance. They will arrange a PCR test and communicate the outcome of that test asap to the school. b) Parents/carers will be called for a student suspected with signs of Covid. The pupil will be escorted to the empty prefab space and weather permitting can be seated in the sensory circuit garden. When parent's collect, pupil must leave by the side gate. The staff member will remain at least 2m away and wear PPE consisting of apron, gloves, face mask and clear visor if unable to maintain distance. The child must not touch any door handles or surfaces inside. The room will be fully ventilated with windows/doors open. Once the pupil has been collected by the parent, the pupil will be asked to self-isolate for 10 days and seek PCR testing. Parents to confirm the test result to school asap. School will assist in obtaining the test where appropriate. c) In the event that the prefab space has been used to isolate a pupil with Covid symptoms, the site team will deep clean the areas the pupil has been located. Site team will wear PPE consisting of gloves, aprons, face masks and clear visors. d) In the event a student/staff member becomes ill during the day with suspected Covid symptoms – the above applies but there will also be a deep clean conducted by the site team (wearing PPE as above) of any areas that the student has been during the day. e) In the event a member of staff or student is confirmed to have Covid – a dynamic risk assessment will be completed and assess to what extent a deep clean is needed. <p data-bbox="383 1034 2177 1093">2) Clean hands thoroughly more often than usual. Build routines into the school culture and plan ways to promote handwashing with soap and water for at least 20 seconds across the school day, particularly:</p> <ul data-bbox="383 1098 2177 1332" style="list-style-type: none"> • After coming into school – between 8.50am and 9am – and then regularly throughout the day using the sink areas around school both indoors and out. • After sneezing or coughing – encourage to complete this action into the crease of their arm. • Before and after handling or eating food. • After going to the toilet. • Increased hand sanitisers and hand cream around school. Students always supervised when moving around school. <p data-bbox="383 1337 2177 1391">3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Promote the 'catch it, bin it, kill it' approach, e.g. by providing tissues, bins, posters</p>

- Tissues and lidded bins provided in all classroom and communal areas.
- Posters around school to encourage 'Catch it, Bin it, Kill it' and a revisit of these rules undertaken by each class in September.

- 4) Enhanced cleaning introduced, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- New afternoon cleaning regime introduced in the afternoon with an onsite roaming cleaner in place.
 - Cleaning log introduced to track procedures and highlight areas that require attention or changes to the routine.
 - Checks on PPE Levels are carried out weekly and supplies replenished. All staff should alert the admin team if they notice anything not replaced.
 - Resources cleaned regularly within classrooms by the cleaning team and the fogging machine is used across the week.
 - All staff should continue to wipe down any ports equipment after use if to be used straight away by another class.
 - All classrooms have access to cleaning fluids and materials.
 - Safe disposal of all rubbish implemented.
 - Outdoor sink areas should continue to be utilised and pupils encouraged to wash hands/sanitise regular when entering the classroom or moving areas.

- 5) Minimise contact between individuals and maintain social distancing wherever possible
- Breaks and lunches will not be staggered – however – designated areas for eating in the hall are in place and only 4 classes will be in the hall at any one time.
 - Each class has its own designated MDS, who will ensure tables are wiped down and clear before use by the next class. The MDS will supervise pupils moving around school.
 - Hall doors will be propped open during assemblies, with the reintroduction of three weekly whole school assemblies.
 - Pupils will enter and exit school through their own double exit doors.
 - The main school gates will open at 8.50 and will close at 9.00am. All pupils should go straight to their own classroom.
 - At the end of the school day class teachers will take their class into their designated pick up place on the playground.
 - The one-way system will continue to be used with entry through the single pedestrian gate and exit through the large double gates. Either side of Blackley Close should be used to maintain the flow of traffic.
 - Whole staff training will use the hall to provide a well-ventilated space and staff/department meetings will make use of the training room or classrooms. Microsoft Teams can still be used for meetings where appropriate or in the event of an outbreak/lock down scenario.
 - Staff will continue to eat in the staffroom and follow the controls around handwashing.

- 6) Where necessary, wear appropriate personal protective equipment (PPE)
 PPE is currently used in school in normal practice for example: gloves and aprons – used for personal care of a pupil. This will remain the same for most young people attending Unsworth. However, where individuals need an individual risk assessment for additional procedures or PPE they will be undertaken.

	<p>In addition to the above, the SLT have identified the following scenarios where PPE gloves, aprons, a face mask and a clear visor should be worn. These include:</p> <ul style="list-style-type: none"> • when dealing with seizures • vomiting • anyone with Covid symptoms • nose bleeds • respiratory problems • cleaning an area where a student/staff member with suspected Covid symptoms has been.
	<p>7) Minimise cross contamination between homes and school/ensuring that they follow guidance from Government when not in school/work</p> <ul style="list-style-type: none"> • All staff who have opted to use testing to complete a LFT before attending school on 1st September. Results to be submitted to school using the school secure Microsoft Office form. • Staff to continue testing twice a week throughout September. • In the case of a positive LFT, a PCR test must be sought by the staff member.
	<p>8) Additional Measures:</p> <ul style="list-style-type: none"> • All rooms to be ventilated as much as possible with all open windows/doors, with staff being vigilant about the temperatures for children. This includes times when it may be cold outside. Children and staff to wear extra layers if this is the case. • When involved in personal care – blankets or silver foil blankets to be used where necessary if the changing area is cold. • During break/lunch times all classes to get regular fresh air circulation with all windows and doors to be left properly open. • Breakfast Club – this will be provided by ‘Breakfast in a Bag’ and be delivered and eaten in form. • Staff working with multiple students and moving from room to room ensure regular handwashing/sanitising using the stations around school.
<p>Fire safety</p>	<p>9) Fire Procedures</p> <ul style="list-style-type: none"> • In the event of a fire all staff and pupils should leave the building via their nearest exit. • Fire Marshals should put on their High Visibility jackets and take out their fire pack. • The SBM/SLT will contact the emergency services. • Any emergency vehicles will be let in via the carpark and the water point highlighted. • Any visitor will be escorted outside with the person they are visiting. On arrival to school visitors will be asked to familiarise themselves with the nearest fire exit in school. • The main assembly point will remain the same. We will try to adhere to social distancing when escorting pupils from the building but their safety is paramount. • Doors to be closed on exit of rooms and a room sweep undertaken by the named Fire Marshals for that area. • All class teachers should complete their pupil check and provide it to the Chief Fire Marshal. • Members of the admin team will do a staff and visitor check and inform the Chief Fire Marshal.

The system of controls: RESPONSE TO INFECTION	10) Engage with the NHS Test and Trace process. <ul style="list-style-type: none"> • All staff and students supported to access testing • Lateral Flow testing to be available for staff – home test kits to be administered. • All staff to phone with any health concerns by 7.30am each morning. Covid related issues and questions must also be communicated to school via email and phone by 7.30am to AR/AH. • All staff and families to share Covid related illnesses within the immediate family with school.
	11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community <ul style="list-style-type: none"> • See section 1
	12) Contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> • In case of a Covid outbreak Unsworth will contact PHE (0344 225 0562) and Local Authority (This is only for confirmed covid cases).
Risk assessments	Complete health and safety risk assessments <ul style="list-style-type: none"> • We will consult with staff and representatives. • Individual staff risk assessments will be completed where needed for those staff who are BAME, and/or not had the vaccine or for those who are returning from shielding. • All staff who require or would like to have a personalised risk assessment due to specific or personal circumstances should contact their SLT link or the Headteacher.

Contingency planning for outbreaks

Area for concern	Recommended Control
Process	See section 1 for in school case In the event of a small outbreak or a local/national lockdown the school will follow LA/Government advice. Staff and students may have to implement further health and safety measures in response to the advice. We have a Trust wide contingency planning process in place for local outbreak – see trust plan
Remote education	We have a contingency plan for remote education provision and have systems in place to move immediately to providing remote education where a class, group or small number of pupils need to self-isolate, or where there is a local lockdown. We will follow our Unsworth remote teaching and learning policy: remote-learning-policy.pdf (unsworth-primary.co.uk)

Additional resources:

School Policies and Procedures: [Policies - Unsworth Primary \(unsworth-primary.co.uk\)](https://www.unsworth-primary.co.uk)

NHS Testing and Track and Trace: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Local Health Protection Team: <https://www.gov.uk/guidance/contacts-phe-health-protection-teams#greater-manchester-hpt>

DFE Guidance:

- **Safeguarding:** <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- **Remote learning:** <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- **Attendance:** <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- **Premises:** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- **Prevention and control-** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- **Advice:** <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- **Data protection:** <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>
- **Educational provision guidance:** <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- **Educational settings:** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- **Guidance on school closures:** <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>
- **Reporting:** <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/educational-settings-self-reporting-online-form-frequently-asked-questions-faq>
- **NQT advice:** <https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers>
- **Cluster and hubs:** <https://www.gov.uk/government/publications/using-clusters-and-hubs-to-maintain-educational-provision/cluster-and-hub-provision-coronavirus-covid-19>
- **Vulnerable:** <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

- **Extremely vulnerable:** <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- **SEND -** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **Home learning support:** <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- **Remote support:** <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- **Accountability measures:** <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- **Pupils' mental health support/pastoral care at home:** <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>
- **Parents:** <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- **Parents with pupils with SEND:** <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- **Supporting parents:** <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- **Local authority:** <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/school-term-dates-closures/school-closures>
- **Local authority:** <https://www.peterborough.gov.uk/residents/schools-and-education/school-closures>
- **Financial support:** <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- **Exceptional costs:** <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- **Reducing burdens:** <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- **Social distancing:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- **PPE:** <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- **Public health England** <https://www.gov.uk/government/organisations/public-health-england>
- **NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- **Government advice:** <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- **DfE** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

- **A detailed checklist and key guidance for action for health and safety** is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- **Information re testing:** <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>