

Lowton West Primary School - COVID-19 Risk Assessment

September 2021

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

The government's priority is for schools to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

At Lowton West, the school's Risk assessment for September 2021 has been revised in line with the latest government operational guidance (which was last reviewed on August 17th 2021)

By following and adhering to this risk assessment, we will ensure that Lowton West can prioritise the delivery of face-to-face, high quality education to all pupils.

NB: The four main control measures are:

- 1.Ensure good hygiene for everyone.**
- 2.Maintain appropriate cleaning regimes.**
- 3.Keep occupied spaces well ventilated.**
- 4.Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.**

Risk Factors	Control Measures (including local measures at Lowton West Primary)	Who?
<p>1.Mixing and 'bubbles'</p> <p>Mixing of pupils/ staff - risk of spread of the virus</p>	<p>1.1 It is no longer recommended that it is necessary to keep pupils in consistent groups ('bubbles') from the autumn term. Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</p> <p>However, the school's Contingency Plan will cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>1.2 Assemblies can resume. At Lowton West we will gradually reintroduce some assemblies, taking into consideration capacity and ventilation. There will be a blend of face-to-face/ virtual and class assemblies.</p> <p>1.3 Alternative arrangements are not needed to avoid mixing at lunchtime.</p> <p>1.4 Staff and pupils are no longer required to social distance by 2m. However, as a precautionary measure we are asking all staff and parents/ visitors to maintain a respectable distance whilst on school premises.</p> <p>1.4 The school's 'Contingency Plan' will cover the possibility that in some local areas it may be necessary to re-introduce 'bubbles' and social distancing measures (for a temporary period) as a result of local or school virus outbreaks (see School 'Contingency Plan').</p>	<p>All staff</p>
<p>2.Tracing Close Contacts and Isolation</p> <p>Person showing positive test result - risk of spread of the virus</p>	<p>2.1 School is no longer be expected to undertake contact tracing; close contacts will be identified by NHS Test and Trace.</p> <p>2.2 NHS Test and Trace will work with the positive case to identify any close contacts.</p> <p>2.3 School may however be contacted in exceptional cases to help with identifying close contacts.</p> <p>2.4 From 16/8/21, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. 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 <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. We would encourage all individuals to take a PCR test if advised to do so.</p>	<p>NHS Test and trace</p> <p>School</p> <p>All staff, pupils, parents and visitors</p> <p>HT to inform staff, pupils parents as necessary.</p>

	2.5 If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures (see School Contingency Plan).	
3. Face Coverings Airborne spread of COVID	<p>3.1 Face coverings are no longer advised for pupils, staff and visitors either in classrooms or communal areas. However, some staff may wish to continue to wear a face covering in communal areas/ classrooms and will not be prevented from doing so (e.g. in particular, ECV staff).</p> <p>3.2 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.</p> <p>3.3 If there is a substantial increase in the number of positive cases in the school, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). The School 'Contingency Plan' covers this possibility (see School 'Contingency Plan').</p> <p>3.4 Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • cleaning of hands before and after touching – including to remove or put them on • safe storage of them in individual, sealable plastic bags between use <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff should consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>3.5 Where staff are in enclosed and crowded spaces, face masks are recommended (but not required).</p>	<p>All staff, pupils and visitors to school.</p> <p>HT to inform staff, pupils parents as necessary.</p>
4.Poor Personal Hygiene The school will: Ensure good hygiene for everyone.	<p>4.1 Ensure good hygiene for everyone:</p> <ul style="list-style-type: none"> • Hand hygiene – frequent and thorough hand cleaning will continue to be regular practice. School will ensure that pupils clean their hands regularly using either soap and water or hand sanitiser. • Respiratory hygiene – the 'catch it, bin it, kill it' approach will continue to be very important and promoted by all staff. • COVID-19 posters/ signage displayed. <ul style="list-style-type: none"> • Frequent and thorough hand cleaning is regular practice. • Pupils and staff to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Sufficient handwashing facilities are available. • Where there is no sink, hand sanitiser provided in classrooms. • Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. • Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). • Use resources such as "e-bug" to teach effective hand hygiene etc. 	All staff/ pupils/ visitors.

	<ul style="list-style-type: none"> • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Tissues to be provided. • Bins for tissues provided and are emptied throughout the day. 	
<p>5. Spreading coronavirus from contact with surfaces, equipment and workstations</p> <p>The school will:</p> <p>Maintain appropriate cleaning regimes.</p>	<p>5.1 An appropriate cleaning regime:</p> <ul style="list-style-type: none"> • Appropriate cleaning schedules are in place and will be reviewed regularly and maintained. The school has deployed an additional cleaner to support with this. • The cleaning regime will include regular cleaning of areas and equipment with a focus on frequently touched surfaces. • Surfaces that are frequently touched and by many people in common areas to be cleaned twice a day. • Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user. • Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors), or providing contactless payment. • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. • Provide more bins and empty them more often. • Toilets and communal areas to be cleaned regularly. • Sanitising spray and paper towels to be provided in classrooms for use by members of staff. • Thorough cleaning of rooms at the end of the day. 	<p>All cleaning staff; SBM to liaise with ISS as needed.</p>
<p>6. Poorly ventilated spaces leading to risks of coronavirus spreading</p> <p>The school will:</p> <p>Keep occupied spaces well ventilated.</p>	<p>6.1 Keep occupied spaces well ventilated:</p> <p>It is important to ensure the school is well ventilated and that a comfortable teaching environment is maintained. Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus.</p> <ul style="list-style-type: none"> • Open external windows to provide natural ventilation (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. • Open internal doors to create a throughput of air. 	<p>All staff</p> <p>Do Not Use the fire extinguishers as a door wedge. Use of a Dorgard Hold Open Door Retainer should be used, Compliant to BS7273-4 2007</p>

	<ul style="list-style-type: none"> • If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). • Staff should balance the need for increased ventilation while maintaining a comfortable temperature. • Leaders and staff will identify poor ventilated spaces and take steps to improve fresh air flow in these areas, giving particular consideration when holding specific events. • Particular consideration must be given to adequate ventilation pupil staff and visitor numbers when holding events such as during the Christmas season. Consider taking further advice from Public Health and/or the Health and Safety Team. • Air conditioning systems can be used to provide ventilation. • A common sense approach needs to be taken. We can provide background ventilation and also ensure that the classrooms are warm and comfortable to work in. <p>NB: Internal classroom fire doors should not be wedged open, unless they have a retainer on the door.</p> <p>This includes the staffroom – this is a fire door and should not be wedged open.</p> <p>Headteacher has spoken with Mike McCarthy. We can keep the external classroom doors open for ventilation if needed because we are using them as an entrance and exit anyway. However, external corridor fire doors cannot be left open at any time.</p>	
<p>7. Person showing symptoms or positive test result</p> <p>The school will:</p> <p>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</p>	<p>7.1 When an individual develops COVID-19 symptoms or has a positive test</p> <ul style="list-style-type: none"> • Pupils, staff and other adults should follow current public health advice on 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 the school develops COVID-19 symptoms, however mild, they will be sent home and should follow current 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 will wait in the dedicated isolation room and a window should be opened for fresh air ventilation if possible. If close contact is necessary, staff should wear appropriate PPE. The room will be cleaned after they have left. 	<p>All staff, parents and pupils</p> <p>All staff</p>

	<ul style="list-style-type: none"> The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. <p>7.2 Asymptomatic testing:</p> <ul style="list-style-type: none"> Staff should resume twice weekly home Lateral Flow tests from Monday 30th August (every Monday and Thursday) until the end of September, when this will also be reviewed. <p>7.3 Confirmed PCR tests:</p> <ul style="list-style-type: none"> Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19. 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. Staff can book PCR tests following this link: https://www.gov.uk/apply-coronavirus-test-essential-workers <p>7.4 Staff are signposted to useful resources for supporting their own mental health and well-being and the mental health and well-being of pupils. COVID-19: guidance on supporting children and young people's mental health and wellbeing - GOV.UK (www.gov.uk) Teaching about mental wellbeing - GOV.UK (www.gov.uk) Home MindEd Resilience Hub https://www.minded.org.uk/</p> <p>4.8 Employee Assistance programme, support from HTs Wigan Council EAP service provider on 03303 800 658 (calls charged at local rate).</p>	<p>Staff</p> <p>All staff, pupils and parents</p> <p>All staff</p>
<p>8. Visitors/Contractors in School</p> <p>Risk of spread of the virus</p>	<p>8.1 All visitors and key contractors should be made aware of the school's control measures and ways of working.</p> <p>8.2 All visitors and key contractors should be made aware that, in the event of a school/local outbreak, there is a School 'Contingency Plan' which may be put into place and informed about how this may impact on their role in school.</p>	<p>SLT/ Office staff</p>
<p>9. Increased risk of infection and complications for workers who are</p>	<p>9.1 All CEV pupils and young people should attend their education setting unless they are one of the very small number of pupils and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p>	<p>HT to discuss Risk Assessment/ any concerns with CV/ ECV staff and parents/ pupils (if needed).</p>

<p>clinically extremely vulnerable and workers in higher-risk groups Clinically Extremely Vulnerable (CEV)</p>	<p>9.2 CEV adults are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p> <p>6.3 Staff in schools who are CEV should therefore currently attend their place of work.</p> <p>6.4 Although the advice to shield has ended, clinically extremely vulnerable people must continue to follow the rules that are in place for everyone.</p> <p>9.3 CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>If there is a change due to an underlying condition, this will be confirmed by diagnosis by a Clinical professional.</p> <p>9.4 The manager of the expectant mother must complete a risk assessment of the member of staff and put in place suitable mitigation measures to reduce injury from hazardous activities or the exposure to coronavirus. (i.e. Covid secure environment.)</p>	<p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 Updated 12 07 21</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>HT to discuss Risk Assessment/ any concerns with staff member/ expectant mother</p>
<p>10. Attendance</p> <p>Pupils missing out on quantity/ quality education</p>	<p>10.1 School attendance is mandatory for all pupils of compulsory school age.</p> <p>10.2 It is a priority to ensure that pupils regularly attend school.</p> <p>10.3 School will direct parents to advice on understanding Elective Home Education (EHE) at: https://educationhub.blog.gov.uk/2020/10/20/all-you-need-to-know-about-home-schooling-and-elective-home-education-ehe/</p> <p>10.4 School is not required to provide any support to parents that have withdrawn their child(ren) for EHE.</p> <p>10.5 The agreed school working/holiday pattern for 2021/22 will be followed. Parents or carers must inform the headteacher of any planned foreign holidays in case of risk of quarantine. This must be provided well in advance of travel dates.</p> <p>10.6 All pupils travelling to England from abroad must adhere to travel legislation, details of which are set out in government travel advice.</p>	<p>HT to remind parents about attendance.</p>
<p>11. School Operation</p> <p>Risk of spreading the virus</p>	<p>11.1 Staggered start times and collection times will continue to support with reducing congestion at the start of the day (and in readiness for possibly having to revert to the school's 'Contingency Plan').</p> <p>11.2 Equipment and resources can be shared between classes (staff should be encouraged to maintain good hygiene by continuing to clean these after use where appropriate).</p> <p>11.3 Staff are able to move between classes and are no longer restricted to specific 'bubbles'.</p> <p>11.4 Pupils are allowed to bring bags and other appropriate belongings to school.</p>	<p>All staff</p>

	<p>11.5 Reading books and library books can be sent home and returned on a regular basis without the need for a 'period of quarantine' before being returned to the shelves.</p> <p>11.6 Playtimes and lunchtimes will remain staggered to allow more space for pupils to play.</p> <p>11.7 The children will initially continue to eat their lunch in their classrooms.</p> <p>11.8 Pupils will continue to attend school in their full PE kit on their designated PE day.</p> <p>11.9 Some school activities will start to be gradually re-introduced, although the school will proceed with caution and keep all school activities under review (taking into account the local rates of infection/ current school circumstances, etc...).</p> <p>11.10 The layout of the classroom can now be changed. However, the the protective measure for forward facing desks may be reintroduced as part of the school Contingency Plan (see school's 'Contingency Plan').</p> <p>11.11 The school will also take a precautionary approach by:</p> <ul style="list-style-type: none"> • Identifying rooms that can be accessed directly from outside to avoid congestion in corridors. • Considering which lessons or class activities could take place outdoors and when. (Subject to weather) • Reducing movement around the building. • Gradually introducing assemblies (taking into consideration the number of pupils in the hall/ ventilation, etc...). Whole school assemblies will be via Microsoft Teams. Some class assemblies will take place also. <p>11.12 All of these measures will be regularly reviewed and are subject to change, particularly in the event of a school or local outbreak (see school's 'Contingency Plan').</p>	<p>SLT to keep all measures under regular review.</p>
<p>12. Remote Education</p> <p>Pupils missing out on quantity/ quality of education</p>	<p>12.1 Where appropriate, <i>school will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.</i></p> <p>12.2 Class teachers will upload daily work onto Seesaw. Paper packs are also available. (Please refer to the school's Remote Learning Policy which can be accessed via the school website).</p> <p>12.3 Class teachers will provide work that is equivalent in length to the core teaching pupils would receive in school.</p> <p>12.4 School will work collaboratively with parents to provide remote education that it accessible for all, including SEND Pupils.</p> <p>12.5 School will endeavour to aid families who experience difficulties in accessing remote education by loaning laptops, providing paper packs, etc.</p> <p>12.6 Paper work packs can be provided for pupils on a weekly basis.</p>	<p>Teachers</p> <p>Office staff/ Teachers/ TAs</p>

	12.7 Staff should report any remote education safeguarding concerns to the Designated Safeguarding Lead.	
13. Educational Visits Risk of spread of virus	13.1 Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, staff are advised to ensure that any new bookings have adequate financial protection in place. 13.2 Full and thorough risk assessments must be in place in accordance with the requirements of the venue and of school. 13.3 Staff must ensure that Public Health advice, such as hygiene and ventilation requirements, are included as part of the risk assessment. 13.4 General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP) .	All staff EVC (Educational Visits co-ordinator) HT SLT
14. Building Safety Legionella Management	14.1 Domestic hot and cold water services The requirements for the management of your buildings water system must be completed to the requirements of HSG 274 and your Legionella maintenance schedule. This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water) 14.2 Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the Approved Code of Practice and HSG 274 . <ul style="list-style-type: none"> • If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc. • If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system • Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services. 	SBM/ HT/ ISS/ Caretaker Discuss with your Water Hygiene Contractor your Legionella risk assessment and scheme of work. Managing School Premises during the Coronavirus Outbreak 07 07 20 https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
15 Asbestos Management	15.1 Inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice.	Any concerns discuss with your Asbestos consultant. SBM/ HT
16. Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment	16.1 Thorough Examination & Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&T to be carried out within the statutory time limits. The HSE strongly recommend that TE&T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.	HT/ SBM HSE Guidance Note to Dutyholders and Inspectors. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm Required - If equipment is outside of the inspection date, the school management to contact their

		specialist contractor and have the TE&T completed asap.
<p>17. Building Hygiene</p> <p>Deep Clean of all areas of the school</p> <p>Risk of spread of virus</p>	<p>17.1 It is important that arrangements remain in place to ensure that pupils and staff are safe.</p> <p>17.2 Implement the system of controls, endorsed by Public Health England, regarding Infection and prevention control.</p> <ul style="list-style-type: none"> • individuals who have symptoms of coronavirus, (COVID-19) do not attend school, • promote good hand and respiratory hygiene, • review and update enhanced cleaning, including cleaning frequently touched surfaces using standard cleaning products and bacterial wipes, • minimise contact between groups where possible. <p>17.3 Cleaners will undertake a thorough clean and sanitise all rooms and surfaces. Frequently touched areas include;</p> <ul style="list-style-type: none"> • Banisters • Classroom and office desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Visitors' reception area • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Telephones. <p>17.4 Utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</p> <p>17.5 Anti-bacterial hand gels or wipes are located in the school reception foyer for a visitor to use before they are allowed into the secure area of the school. Social distancing for escorted visitors to be maintained.</p> <p>17.6 Hand sanitiser stations located at every entrance and at points throughout the school. Hand sanitiser provided for all staff and pupils in classrooms and offices.</p> <p>17.7 School protocols provided to all staff and visitors includes information about the school procedures.</p> <p>17.8 Additional signage around the school building and premises reminds staff and pupils about social distancing.</p>	<p>Guidance Cleaning in Non-Healthcare settings outside of the Home. Updated 16 10 20 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>SBM to inform cleaners/ Cleaning contractor. Cleaners Caretaker</p> <p>SBM</p> <p>All staff</p> <p>All staff/ pupils</p> <p>Office staff inform visitors</p> <p>SBM</p>

	<p>17.9 Any equipment that is shared in teaching areas can be cleaned using detergent and water or multi-use antiviral wipes provided.</p> <p>17.10 Help contain any outbreak by following the advice of the local health protection team advice.</p>	<p>All staff</p> <p>SLT/ all staff</p>
18. Fire Management	<p>18.1 Review and if necessary, update your building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff and pupils.</p> <p>18.2 Prior to the increased occupancy of the school:</p> <ul style="list-style-type: none"> • Physically test the fire alarm system and emergency lights are operational. • Complete a planned Fire evacuation within 14 days or at the start of the new term. • Carry out weekly checks of alarms systems, call points and emergency lighting. • Carry out regular hazard spotting to identify escape route obstructions. • Check that all fire doors are operational. • Review, update and test individual named PEEP's 	<p>HT</p> <p>Caretaker</p> <p>Record details of maintenance and equipment tests in the building Fire Log-Book/Management file</p>
19 Catering service	<p>19.1 Schools no longer need to make alternative arrangements to avoid mixing at lunch times as bubbles are no longer mandatory. However, staff need to be aware that in the event of an outbreak bubbles may be reintroduced as a limited control measure.</p> <p>19.2 Discuss with the catering contractor any changes in lunch sittings, method of serving lunch, etc.</p> <p>19.3 Reallocate appropriate level of staff for supervision of pupils.</p> <p>19.4 As good practice, continue to clean tables before and after lunch.</p> <p>19.5 School Kitchen to comply with guidance for food business on coronavirus (COVID-19)</p> <p>19.6 COVID Standards for kitchens Guidance for Food Businesses on Coronavirus. Dated 21 05 21 https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>	<p>HT/ SBM</p> <p>Catering staff (Metrofresh)</p> <p>Cleaning staff (ISS)/ All staff</p> <p>All midday staff</p> <p>Catering staff (Metrofresh)</p>
20 Communicate with Contractors Risk of spread of virus	<p>20.1 During the summer holiday period maintenance or remedial work may be undertaken. Contact your contractors and impress on them that where possible such work <u>must be</u> completed before the start of the new school term. Work includes cleaning, catering, adaptations, inspection and maintenance of equipment.</p>	<p>HT/ SBM</p> <p>Managing School Premises during the Coronavirus Outbreak 07 07 20 https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-</p>

	<p>20.2 Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>20.3 Observe good hygiene practice.</p> <p>20.4 Contractors to sign in and out as is normal practice</p> <p>20.5 Consider times when contractors can complete work either before or after the school day.</p>	<p>outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> <p>Use signs, posters and/ or regular reminders to raise awareness.</p>
<p>21 Management of Access Control to and from the building.</p> <p>General principles.</p>	<p>21.1 The social distancing 2 metre rule is no longer a requirement for all visitors attending the school building.</p> <p>21.2 As good practice, the school will retain, as far as possible, the following:</p> <ul style="list-style-type: none"> All persons have a duty of care to look after themselves and others. They should be mindful of maintaining a respectable distance. The one way pedestrian system for pupils and parents attending the premises will continue to be used; as will the given entry and exit routes at the start and end of the school day. Retain footpath markings and displayed signage as an aid to encourage parents, pupils and visitors to maintain reasonable distancing. 	<p>SLT/ SBM</p> <p>Use signs, poster's and/ or regular reminders to raise awareness.</p>
<p>22 Test and Trace</p> <p>Maintaining records of staff and visitors to support the NHS Test and Trace</p>	<p>22.1 The school already operate a paper based or an electronic signing in/out system of recording visitors.</p> <p>22.2 The following information would be required by the Test and trace operators and therefore must be made available if requested by the NHS:</p> <p>Staff</p> <ul style="list-style-type: none"> the names of staff who work at the premises a contact phone number for each member of staff the dates and times that staff are at work <p>Visitors</p> <ul style="list-style-type: none"> the name of the visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group a contact phone number for each visitor, or for the lead member of a group. date of visit, arrival time and departure time the name of the member of staff who they are meeting, or activity being delivered on behalf of the school. 	<p>School Office staff</p> <p>Maintaining Records of staff Customers and Visitors to Support NHS Test and Trace. 02 07 20 https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p> <p>Staff and pupil details are held by the school</p> <p>Recorded on the signing in system</p> <p>Help contain any outbreak by following local health protection team advice.</p>
<p>23 Entering School Site</p>	<p>23.1 Pupils will enter the school site via the main gate</p> <p>23.2 Anyone entering the school site will be asked to keep a respectable distance</p> <p>23.3 Hand sanitiser stations will be positioned on the entrance to the building and must be used by all pupils and visitors.</p>	<p>SLT/ SBM</p>

	<p>23.4 One-way system in operation on the outdoor paths (everyone keep to the left)</p> <p>23.5 Pupils must arrive on site no earlier than the designated opening time for the year group.</p> <p>23.6 Once onsite pupils/visitors will be directed to Hall or outdoor area.</p> <p>23.7 Parents are discouraged from gathering at school gates</p>	
24. Leaving School Site	<p>24.1 Pupils and parents will leave the school site via the school gates as directed.</p> <p>24.2 Pupils/ Parents are asked to leave site straight after collection or after their activity has finished.</p> <p>24.3 Hand sanitiser station will be available on exit to the building.</p> <p>24.4 Maintain as much as possible, a respectable distance.</p> <p>24.5 Use marked walkways where possible.</p> <p>24.6 Outdoor meeting stations will be setup wherever possible as part of good practice.</p>	<p>SLT/ SBM</p> <p>Use signs, posters and/ or regular reminders to raise awareness</p>
<p>25. Communicating with parents on changes</p> <p>Protection against infection</p>	<p>25.1 Inform pupils and parents/carers:</p> <ul style="list-style-type: none"> • not to enter the school if they are displaying any symptoms of coronavirus. (following the COVID-19: guidance for households with possible coronavirus infection) • if their child needs to be accompanied into school, only one parent should attend. • of their allocated drop off and collection times and the process for doing so, (including which entrances/ gates to use) • that they should not gather at entrance gates or doors or enter the school grounds unless they have a pre-arranged appointment. • display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located. <p>Enhanced Response Area. Local authorities, directors of public health and PHE health protection teams may recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p>	HT/ SLT/ Office staff
26 Communication with Staff	<p>26.1 Inform staff about:</p> <ul style="list-style-type: none"> • the changes in the Government guidance and the measures currently implemented in Wigan as an Enhanced Response Area (ERA) safeguarding measures, timetable changes, the daily routine of the school and the 	HT/ DHT – INSET day training for staff and ongoing communication.

<p>Protection against infection</p>	<p>Contingency Plan that outlines how the school should operate if additional measures are recommended for your setting.</p> <ul style="list-style-type: none"> • Avoiding contact with anyone with symptoms of COVID-19 • Continuing frequent hand cleaning and good respiratory hygiene practices • Frequent cleaning of all room hard surfaces, furniture, toys, classroom taps, door handles, etc. • Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. • GOV.UK recommendations for maintaining a safe working environment. <p>Enhanced Response Area. Local authorities, directors of public health and PHE health protection teams may recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p>	<p>Actions for schools during the Coronavirus Outbreak (DfE School Operational Guidance. Updated 17 08 21)</p> <p>Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</p> <p>DfE Face Coverings in Education. dated 24 05 27</p> <p>Face coverings in education - GOV.UK (www.gov.uk)</p> <p>Guidance (COVID-19) Coronavirus restrictions: what you can and cannot do Dated 12 07 21</p> <p> (COVID-19) Coronavirus restrictions: what you can and cannot do - GOV.UK (www.gov.uk)</p> <p>Guidance Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) (applies until Step 4) Updated 15 July 2021</p> <p>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</p>
<p>27 Working Environment</p> <p>Staying Alert, Staying Safe</p>	<p>27.1 Hand hygiene and respiratory hygiene measures stay the same.</p> <p>27.2 Disposable cleaning products (cloths, aprons, gloves, masks, mops) to be available and stock levels are maintained.</p> <p>27.3 Undertake the following good practice. To help minimise the risk of the virus spreading to both staff and pupils, the school will:</p> <ul style="list-style-type: none"> • Inform pupils, parents and visitors they must not enter the school if they are displaying any symptoms of coronavirus. • Remind parents and pupils to be mindful and reduce any unnecessary travel on public transport. • Consider maintaining where possible the one-way system or divide the corridor into two lanes for walking on the left. 	<p>Letter to parents - HT</p> <p>SBM</p> <p>HT/ staff</p>

	<ul style="list-style-type: none"> • Where possible – Classes to be allocated their own entry and exit point to and from the classroom/building. • Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces. • Resources such as sports, art, IT equipment should be cleaned before it is reused. 	
28 First Aid	<p>28.1 The number of first aiders to be available within school for the school population has not changed.</p> <p>28.2 For Nursery and Early Year classes, the need for a Paediatric first aider remains a requirement of the EYFS.</p> <p>28.3 If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home, a distance of 2 metres must be maintained. A fluid-resistant surgical face mask should be worn by the supervising adult.</p> <p>28.4 If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</p> <p>28.5 Staff who have helped anyone with suspected symptoms do not need to go home and self-isolate for 10 days unless they develop the symptoms themselves or the symptomatic person tests positive. Contact NHS for a test or use the Lateral flow test kits if available in school.</p> <p>28.6 If the situation 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.</p> <p>28.7 Supervising staff must wash their hands thoroughly for 20 seconds after supporting the student.</p> <p>28.8 To support staff and monitor possible infection of coronavirus LFD testing must be undertaken completed 2 x weekly.</p>	<p>HT/ SBM</p> <p>All staff</p> <p>Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. Dated 22 02 21</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>DfE Schools COVID-19 operational guidance Dated 14 07 21</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>COVID-19 Symptoms includes;</p> <ul style="list-style-type: none"> • High Temperature 37.8°C • Continuous Cough • Loss of taste and smell <p>Contact Health Protection for further advice on a Positive COVID test result.</p>
29 Lateral Flow Testing Testing for Coronavirus	<p>29.1 Lateral Flow Device (LFD) tests kits are provided for staff use. Swabbing and processing of this test will be conducted twice weekly by staff at home, with results available in around 30 minutes. (Primary School pupils are not tested.)</p> <p>29.2 For all results whether they are positive, negative or invalid/void,</p>	<p>SBM/ HT:</p> <p>Guidance PPE portal: how to order COVID-19 personal protective equipment (PPE) 18 05 21</p> <p>PPE portal: how to order COVID-19 personal protective equipment (PPE) - GOV.UK (www.gov.uk)</p>

	Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff must also inform their school of the LFD test result.	To reorder test kits, the school must use their DfE sign in account
30 Early Years classes	30.1 Early years groups in school should: <ul style="list-style-type: none"> • Bubbles are no longer recommend as necessary to keep children in groups. • Ensure play equipment that is used is appropriately cleaned after use by small groups of children. • All children who are CEV should attend their setting unless they are one of the very small number of children on the Paediatric or other specialist care who have been advised by their GP or clinician not to attend. • Paediatric first aid cover – see first aid section above • Review where required the EHCP and other support plans of the named pupils. 	EYFS Manager/ Staff Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. Dated 22 02 21 https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures Where safety and/or management concerns remain, these should be discussed with the school management and options identified for further discussion with the local authority or trust.
31 IT and Specialist Rooms Spread of covid-19	31.1 Allocate time using the resources 31.2 Continue to frequently wipe down desktops and computer equipment after use. 31.3 Restrict access to a manageable number of children. 31.4 Consider the requirements for children requiring 1:1 support, how this can be maintained.	HT/ DHT to include specific detailed information for the management of the school.
32. External Play areas. Playground and field	32.1 Review the security and condition to the external hard surface, sports courts and field areas. 32.2 Ensure the fixed play equipment is safe for use, supervised by staff and to maintain. 32.3 Allocate areas for specific/quiet social activities for small groups which can be supervised by a member of staff with line of sight	HT/SBM/ DH COVID-19 Guidance for Managing Playgrounds and outdoor Gyms. 18 05 21. https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms
33 Off Site Visits. Day Visits Only Residential	33.1 The LA policy for Out of school Visits and the use of EVOLVE will remain the principal methods of planning approval and conducting visits or all types. 33.2 Day visits – No overnight stay – Authorised by the Headteacher 33.3 Residential, adventurous and Out of Country visits – approved by the LA EVA through the EVOLVE system.	Health and Safety on Educational Visits 26 11 18 https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits Further advice from the EVA

	<p>36.2 Allocate a room(s) for the club use that can be controlled by them or if this is a school resource, plan for an agreed access time to include a period where this room, furniture and fixtures can be cleaned prior to use by other school groups.</p> <ul style="list-style-type: none"> • Safe access and egress so that where possible pupils limit their movement through the school at the end of the club session. • Equipment and materials for activities to be separate from school used equipment. • Where possible provide separate storage for club equipment from school equipment. <p>36.3 The following points should be considered for supporting the club</p> <ul style="list-style-type: none"> • Posters, (for example, to encourage consistency on good hygiene practice.) • Provision of soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments. • Disposable paper towels and lidded bins, • Sanitising wipes for wiping some equipment. • Frequent cleaning of materials/equipment/furniture used and touched surfaces. • Promote walking or cycling to the setting. • Seek advice from Public Health regarding local restrictions that form part of the COVID measures applicable to the ERA. • Establish a Contingency Plan outlining how you would operate if there were an outbreak in your school/local area. (Follow the advice from Public Health.) 	<p>Under current safety legislation, all occupants of a premises must co-operate and co-ordination such H&S and COVID necessary measures.</p> <p>Protective measures for Holiday and After School Clubs, and other Out-of-School settings during Coronavirus (COVID-19) outbreak. 07 07 21 (Updated) https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</p> <p>Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak (applies until Step 4) dated 08 07 21 Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak (applies until Step 4) - GOV.UK (www.gov.uk)</p>
37. BAME	<p>37.1 The Government guidance has not changed therefore the pupil group should continue to be supported as previous instructions</p> <p>37.2 To consider the government advice relating to children of families within the BAME risk group and identify where possible support needs.</p> <p>37.3 Staff - Headteacher to complete a 1:1 informal discussion with any member of staff within a BAME risk group, to offer reassurance for any concerns and/or support within the ability of the school.</p>	<p>All staff</p> <p>GOV.UK Advice</p> <p>If an assessment is required of a named person, see the LA's Corporate guidance for BAME and vulnerable Persons. Contact the Safety Team.</p> <p>HT</p>
38 Employee Wellbeing Anxiety	<p>38.1 Employee Assistance Programme can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7</p> <p>38.2 A new virtual video counselling service is available via our Occupational Health Provider, Wellbeing Partners.</p> <p>38.3 Citizens Advice – offer free, independent, confidential and impartial advice on a range of financial issues., confidential and impartial advice on a range of financial issues.</p>	<p>HT provide EAP details to all staff</p> <p>For Council Employees complete the counselling referral form and return it directly to Well Being Partners</p>

<p>39 Ineffective monitoring of the school's Covid-19 Risk assessment</p> <p>Control measures do not prove effective</p>	<p>39.1 Named school staff will monitor the application and effectiveness of the control measures set out and the level of compliance by staff, visitors and pupils</p> <p>39.2 SLT will have regular communications with staff in relation to the monitoring of the Risk assessment</p> <p>39.3 Non-compliance will be addressed immediately</p> <p>39.4 The Risk Assessment will be continually reviewed in light of government guidance and staff will be made aware of any changes to the Risk Assessment</p>	<p>HT/ SLT SBM Caretaker</p> <p>HT will report to Governors on effectiveness of the Risk Assessment/ liaise with B.Cunliffe regularly</p>
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ADDITIONAL INFORMATION:

Contact points:

Lowton West Primary School	01942 201140
Health Protection and Civil Contingencies (Help Line)	01942 404240
Health and Wellbeing Team	01942 827857

This risk assessment will be regularly monitored and updated in accordance with the school structures and needs and in response to any changes implemented by Government public health advice.

This risk assessment is written alongside the School 'Contingency Plan' and will change accordingly in order to prioritise the safety of pupils, staff, families and the public.