

BLYTON CUM LAUGHTON CHURCH OF ENGLAND PRIMARY SCHOOL

Coronavirus (COVID-19) risk assessment

Assessment date: 28 August 2020

Review date: The Risk Assessment will be under constant review. **Latest update:** 4.1.22

Assessors Name:	Karl Duke	Assessment Reference Number:	COVID-19 4.1.22
	Headteacher		

Operation Description: COVID-19 Blyton cum Laughton CE Primary School full opening January 2022

Operation Location: Both sites at Laughton and Blyton

Persons at Risk: All BcL employees, pupils, parents/carers and visitors

This Risk Assessment should be used in conjunction with current guidance from the UK Government DFE, Public Health England, and the NHS to ensure this risk assessment is following the latest advice.

This Risk Assessment should be used in conjunction with the Full Opening Action Plan for 07 September 2020 to ensure all control measures are in place prior to opening.

The Headteacher has been appointed by the Governing Body the nominated Competent person (Reg. 7 of MHSW Regulations 1999 refers).

Preface from the Blyton cum Laughton CE Primary School Health and Safety Competent Person.

The Governing Body and Headteacher will continue to think about the risks to all staff, pupils and young people as required in law. Everything as reasonably practically possible will be done to minimise risks across both sites.

This Risk Assessment has been created as required in law to identify these risks and to put in place control measures to minimise risks. The control measures have been developed using current guidance provided by the Department for Education on the 16 July 2020 and subsequent updates. It is recognised that not all risks presented by the coronavirus can be eliminated.

It is good practise for employers as well as requirement in law to consult all employees when managing Health and Safety in good time. The Headteacher actively encourages all staff as well as parents/carers to discuss possible risks and methods to minimise them. Those carrying out work across the two sites are best placed to identify risks in the workplace and will have a view as to how to work safely. Parents/Carers are encouraged to contribute to the control measures laid out in this risk assessment and help our sites by following the wider public health guidance.

We should Stay alert

We can all help control the virus if we all stay alert. This means we must:

- **Stay at home and book a PCR test if we are unwell with symptoms of the Coronavirus**
- **Maintain robust hand and respiratory hygiene.**
- **Enhance cleaning routines**
- **Make formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable**

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **table below**, consider **Severity (S)** and **Likelihood (L)** **without** Control Measures. **Multiply** (S x L)

If applicable, add the Weighting figure.

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) and, if applicable, **add the Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (5-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4				15 - 19	High Risk
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 – 14	Medium Risk
Injury (requiring treatment and/ or absence less than 3 days) = 2		Unlikely = 2		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		4 – 8	Low Risk
Minor Injury = 1		Very Unlikely = 1				1 – 3	Very Low risk

HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S x L + W = R					S x L + W = R			
PREVENTION "Extremely Vulnerable" employees and children contracting COVID-19 in school (including the new variant Omichron)	5	4	0	20	Applicable to all Blyton cum Laughton CE Primary School employees: Staff and children who were/are considered to be clinically extremely vulnerable returned to school from 1 August 2020. The Headteacher should complete an individual Risk Assessment (H&S Supplementary Policy Section 5) prior to <u>Extremely Clinically Vulnerable</u> employees being in work. All Individual Risk Assessments must be signed by their Headteacher.	5	2	0	10
					Shielding ended on 1 August 2020. Children will generally be under the care of a specialist health care professional. Advice should be obtained for any new child arriving at school to allow a care plan to be formulated if required. In addition to this the Senior Leadership Team should conduct their own risk assessments for any Extremely Clinically Vulnerable or vulnerable child to establish if it's safe for them to be at school and social distancing can be achieved.				
					<u>Working from home scoring</u> Wider government policy has been reinstated (Jan 2022) that those who could work from home do so. The Headteacher is advised to be flexible, in particular in the way Extremely Clinically Vulnerable staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain stringent social distancing.				5
					The Governing Body and the Headteacher directs that both Blyton cum Laughton CE Primary School sites will apply the full measures provided in the DfE guidance at all times and therefore the risks to all staff will be mitigated significantly.				5

HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S x L + W = R					S x L + W = R			
PREVENTION Employees or children who have "Extremely Vulnerable" individuals within their household and/or dependents transmitting COVID-19 to them.	5	3	0	15	<p>People who live with those who are <u>clinically extremely vulnerable</u> or clinically vulnerable can attend the workplace.</p> <p>Employees should follow all guidance and advice in the School action plan, COVID - 19 supplementary policy control measure in this Risk Assessment to lower possible risks. Socially distance where you can 2m. Wash your hands regularly.</p> <p>The Governing Body and the Headteacher directs that all Blyton cum Laughton CE Primary School sites will apply the full measures provided in the DfE guidance at all times and therefore the risks to all staff will be mitigated significantly.</p> <p><u>Children</u></p> <p>Children that live in a household with somebody who is categorised as being Extremely Clinically Vulnerable should attend school.</p>	5	1	0	5

PREVENTION Clinically Vulnerable employees or	4	4	0	16	<u>Clinically Vulnerable</u> employees who are at higher risk of severe illness (for example), people with some pre-existing conditions as follows: - 70 or older (regardless of medical conditions)	4	1	0	4
---	---	---	---	----	--	---	---	---	---

children in Blyton cum Laughton CE Primary School Sites who may be at higher risk of more severe illness.					<p>- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds):</p> <ul style="list-style-type: none"> - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis - chronic heart disease, such as heart failure - chronic kidney disease - chronic liver disease, such as hepatitis - chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy - diabetes - a weakened immune system as the result of conditions such as HIV and AIDS, treatments like chemotherapy, or medicines such as steroid tablets - being seriously overweight (a body mass index (BMI) of 40 or above) - pregnant women <p>Employees who are classed as Clinically Vulnerable can be in work but should as much as possible continue to maintain social distancing 2m. The Headteacher should complete or update individual Risk Assessments (H&S Supplementary Policy Section 5) prior to Clinically Vulnerable employees being in work. All Individual Risk Assessments must be signed and endorsed by their Headteacher. The Governing Body and the Headteacher directs that all Blyton cum Laughton CE Primary School sites will apply the full measures provided in the DFE guidance at all times and therefor the risks to all staff will be mitigated significantly to all staff.</p>				
---	--	--	--	--	--	--	--	--	--

HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S x L + W = R					S x L + W = R			
PREVENTION Could a Blyton cum Laughton site lapse/fail to follow the newest national and/or Gov / DfE guidelines and advice on COVID-19.	4	3	0	12	<ul style="list-style-type: none">The Senior Leadership Team and caretaker will continue to monitor current guidelines and advice from. -<ul style="list-style-type: none">Government websites (Gov.uk) or Local Gov websiteLocal/ Authority / National news providersLocal school networks/partnerships (if applicable)Public HealthAny changes in national/DfE advice and guidance to be shared with the SLT for appropriate action.Staff, parents and pupils to be updated in a timely manner, using email, letters etc. as necessary.	4	1	0	4
RESPONSE Not reacting quickly to required actions or missing Local Lockdown guidance	4	3	0	12	<ul style="list-style-type: none">Central GOV and LA guidance will be continually monitored by the Senior Leadership Team and the caretaker.SLT will put together a contingency plan to cover this eventuality. (Remote Learning and returning to a partially opening plan)In the event of a Local Lockdown being announced our sites will follow appropriate guidance. Sites are likely to be instructed to close to all pupils with the exception of vulnerable and key worker children.Blyton cum Laughton CE Primary School sites will revert to our Partial-opening Risk Assessment with revisions as required.	4	1	0	4
RESPONSE Fire Evacuation and the risks presented by the creation of one way systems and trying to maintain bubbles.	4	3	0	12	<ul style="list-style-type: none">All school Fire Evacuation plans are to continue as normal whether the school is running normally or if bubbles are in existence.Fire Evacuations procedures will take priority over trying to maintain bubbles. The priority will be to evacuate the premises in a safe orderly manner.A full fire drill is to take place at both sites in Spring 1 to ensure staff and pupils are aware of evacuation routes.	4	1	0	4

PREVENTION COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak.	4	3	0	12	<ul style="list-style-type: none"> COVID-19 <u>hygiene advice</u> and posters must be displayed in key areas of the school sites. Staff to reiterate to Parents and Students (via letter/email/classroom talks etc.) the importance of:- <ul style="list-style-type: none"> Children staying at home with symptoms and a PCR test being booked. Hand washing on a regular basis Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it) All staff rooms and areas of staff congregation should only be used by a maximum of four members of staff at a time. Staff rooms should be frequently cleaned; staff should wash their own utensils. Supplies of anti-bacterial hand wash and cleaning wipes are to be available for staff use. Hand sanitiser will be provided to all classrooms, for use as required. Pupils to wash their hands after sporting activities/ PE and break-times. Increased school cleaning regime to include cleaning of frequently touched items (Door handles/doors/taps/table tops etc.) Teaching assistants to be provided with cleaning supplies to wipe down classroom surfaces, tables, learning resources and toilet facilities. 	4	2	0	8
PREVENTION Staff failing to report feeling unwell and attend school, potentially spreading COVID-19	4	3	0	12	<ul style="list-style-type: none"> Staff are aware of the importance of following national guidance, and to stay home, self-isolate and book a PCR test. Staff to follow the school and/or Gov guidance on reporting sickness due to suspected/confirmed COVID-19. Sites to report confirmed cases of COVID-19 straight to Headteacher. 	4	1	0	4
RESPONSE Staff or Child starts to show symptoms of COVID-19 (suspected) whilst at school. Parent or Carer reports a suspected case at home.	4	4	0	16	<ul style="list-style-type: none"> Staff member to be sent home immediately (travel home appropriately), begin self-isolation, book PCR and follow the guidance regarding sickness reporting and stay at home guidance Child to be moved to an 'isolation room', until a Parent/carer can arrange pick-up. Supervision of the child should take place at a minimum of 2 metres away and appropriate PPE must be used. (face masks, gloves) 	4	2	0	8

<p>Continuous Cough High Temperature Loss in their taste or normal sense of smell.</p> <p>Omicron variant: Cold symptoms, sore throat, headaches or fatigue.</p>					<ul style="list-style-type: none"> Parents/carers should be advised to follow the government stay at home guidance and book PCR test for the child displaying symptoms. Access to the isolation room will be restricted until cleaning has taken place. From Jan 22 Children and staff can return to school after a positive PCR if they have had a negative LFT on the 6th and 7th day of isolation. Follow the NHS Track and Trace process: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works by booking a test: https://www.nhs.uk/conditions/coronavirus-covid-19/ or Telephone NHS 119 Self-Isolate: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection Follow the Blyton cum Laughton CE Primary School Health and Safety COVID-19 supplementary policy section 4. School to record all cases and follow the Lincolnshire Public Health traffic light system of control measures. 				
<p>CONTROL Carrying out First Aid to staff/visitors or to children who need intimate / medical care</p>	4	4	0	16	<ul style="list-style-type: none"> The School First Aid policy must be followed and understood before carrying any Exhaled Air Resuscitation (EAR) Where possible try to maintain social distancing. PPE must be worn to prevent the risk of possible transmission. Face masks, gloves, aprons and face shields are available. Thorough hand washing must be completed before and after administering first aid. 	4	3	0	12

					<ul style="list-style-type: none"> A thorough clean of any contaminated areas must be completed on completion of the emergency. 				
PREVENTION School Trips and Educational visits.	4	4	0	16	<ul style="list-style-type: none"> Overnight and educational visits are not permitted for Spring 1 and will be reviewed in line with the ongoing data. Swimming will go ahead for classes unless there is an increase in specific class cases in the week prior. Trips and visit organisers should complete a specific thorough Risk Assessment for the visit and refer to Evolve guidance. In addition to normal considerations, visits must be fully COVID-19 secure. Destinations should be checked that they are also COVID-19 secure. Children and staff should remain in their consistent groups. 	4	1	0	4
PREVENTION Access / egress to Blyton cum Laughton CE Primary School Sites Including Visitors/Supply & Contractors & Children arriving and leaving school with parents / carers	4	3	0	12	<p>The following practices should be adopted:</p> <ol style="list-style-type: none"> 1) All Visitors/Contractors to Blyton cum Laughton CE Primary School sites should visit where possible outside of the school day or during holidays. Where this is not possible full Public Health England systems of controls should be maintained. This includes strict hand hygiene routines, social distancing and the use of visors/face masks. Records must be kept of all visitors to site to enable contact in case of emergency or establishing confirmed cases in school. 2) Parent/carers are not allowed inside the school unless in the case of an emergency in Spring 1. 3) Leadership should consider options to minimise the amount of additional staff visiting school sites utilising staff rather than using supply. 4) Reintroduce staggered start and finish times to the school day if numbers escalate to prevent congregation in/outside school grounds. Current arrangements do ensure a steady flow and a range of access points at KS2 and they could be reintroduced at KS1. 5) Internal doors at both sites may be wedged open were possible to avoid contact contamination and improve air flow. These must be closed during Fire Evacuation procedures 	4	1	0	4

					6) All staff and children to wash their hands as they enter or leave school. 7) All staff should wear masks when meeting children and releasing children at the end of the day 8) Social distancing may be reintroduced for parents and carers whilst collecting children from school sites and they will be encouraged to leave the sites immediately 9) Delivery drivers should be masked if needing to enter the sites				
PREVENTION Staff and children not maintaining good Housekeeping, Respiratory Hygiene and hand cleaning. Lack of PPE More frequent cleaning routines are not adopted	4	3	0	12	<ul style="list-style-type: none"> • The use of face masks is encouraged when in shared spaces, during meetings with people you are not usually in contact with or travelling to and from work using public transport. • Visors/masks to be made available to all staff and should be used by teachers and support staff during close teaching including 1:1 • Conversations minimised in social spaces, e.g. corridors and offices. • No extra PPE is required other than what would be required for carrying out normal duties that require the use of PPE or if personal care is being provided as described above. • Wash your hands and ensure children are thoroughly and regularly also washing hands. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. Hand washing techniques to be adopted as directed by NHS and children should be guided appropriately with this guidance. • School provides individual pencil cases and equipment • Ensure good respiratory hygiene at all times using the Catch it, bin it, kill it approach. Caretaker and cleaner must ensure facial tissues are available to allow this routine to be followed • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • All staff are to regularly clean common contact surfaces in their class rooms and working areas including reception, offices, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times. • If only one staff toilet is available one extra cleaning time must be added to the daily routine. 	4	1	0	4

					<p>Caretaker and cleaner will provide suitable supplies and PPE and constantly monitor supplies for cleaning safely.</p> <ul style="list-style-type: none"> • Caretakers and cleaning operatives are to ensure hand washing facilities are thoroughly disinfected each day and are checked for soap/hand drying and sanitiser levels • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Strategically placed cleaning caddies should be made available to teaching assistants and office staff. COSHH Assessments must be followed prior to any use of chemicals. All chemicals must be securely stored in class rooms and offices to prevent children gaining access. • To enable unhindered deep cleaning all staff, leadership and cleaning staff must depart school sites as soon as is practically possible. 				
<p>PREVENTION Meal times and break times increasing contacts</p>	4	3	0	12	<p>Lunch breaks are to take place as normal but bubble groups may be reintroduced in their class room or the designated space in each hall if there is an increase in cases.</p> <ul style="list-style-type: none"> • Staff, in particular MSA's, should ensure the appropriate normal PPE is worn if handling food throughout all meal times. • Leadership will stagger or zone playgrounds (or both) during lunch and breaks times to keep bubbled groups separate if required. • Hand cleaning routines must be adhered to and carried out prior to any consumption of food • MSA's should ensure all areas used for eating are thoroughly cleaned at the end of lunch session, including chairs, door handles and tables. • All rubbish should be put straight in the bin and not left for someone else to clear up 	4	2	0	8
<p>PREVENTION School buildings becoming non-compliant through low or zero</p>	4	3	0	12	<ul style="list-style-type: none"> • Both Blyton cum Laughton CE Primary School sites have followed Compliance and Health and Safety checks throughout the pandemic. • Normal checks and an inspection will take place at the start of each term to ensure sites are safe to reopen. 	4	2	0	8

<p>occupancy.</p> <p><u>Class Room Procedures</u></p> <p>Standard Class and grouping bubbles not being consistent.</p> <p>Delivering the curriculum as a class bubble.</p>				<ul style="list-style-type: none"> • All staff are to ensure good ventilation in class rooms and work areas by opening windows. • CO2 monitors to be used in every classroom and air filters acquired for any classrooms with a consistently high CO2 reading. • Outdoor learning is encouraged as much as possible. • Any central systems with recirculation of air functions will be switched off if cases increase. • Desk and ceiling fans should be used if required to circulate stagnant air. <p><u>If case numbers increase, the following may be put into place: Grouping to minimise potential cross contamination</u></p> <ul style="list-style-type: none"> • Children are to be seated side by side facing the front of the class room. • Sitting face to face in close proximity is to be avoided. • Each class will be a consistent bubble. • Bubbles should be staffed with a class teacher and teaching assistant where possible. • Headteacher/SLT and class teachers are to ensure as much as reasonable practicable that bubbles do not come in to contact with one another during the school day. • From Jan 22, if staffing reduces a larger bubble could be created for the purpose of sharing resources and staffing between learning spaces. This decision is made available to facilitate providing appropriate curriculum activities and sharing essential resources including staff. • Where possible, with the building restrictions in place, one way systems are to be used to create good social distancing practices between staff and bubbles. • Lessons and intervention - all interventions to take place within the bubble - same children, same room unless there is space available for each bubble to have a break out intervention space/room. <p>RWI – should take the form of bubble based phonics lessons.</p>				
---	--	--	--	--	--	--	--	--

Bubbles and distancing not maintained in (Child) toilets and wash areas	4	3	5	17	<p>If case numbers increase, the following may be put into place:</p> <ul style="list-style-type: none"> • Where possible, bubbles should be allocated specific toilets to reduce contact with other bubbles. • Only one child is to be permitted to the allocated ablution area at a time from each bubble to reduce contacts. • Before and after hand cleaning should occur before using toileting facilities. • Regular cleaning of toilets should occur 	4	1	5	9
<p>PREVENTION Before and after school provisions</p> <p>BcL Breakfast Club</p> <p>BcL After-School Club</p>	4	4	0	16	<p>BcL Breakfast Club/After School Club will be provided at the Laughton site in the hall for children from both sites.</p> <p>If case numbers increase, the following will be put in place:</p> <ul style="list-style-type: none"> • Children will be asked to sit socially distanced or within their year group/bubbles if applicable • Children are required to sit at tables and be served their breakfast/snack to reduce possible cross-contamination through touching condiments and cutlery. • Bus escorts travelling on the coach should use a face covering. 	4	2	0	8
<p>PREVENTION Physical Education (PE)</p>	4	3	0	12	<ul style="list-style-type: none"> • The Headteacher should decide on the nature of PE in their respective sites ensuring the measures in the sites system of controls are being followed. • Outside PE should be favoured over indoor lessons where possible • Full ventilation in place if the hall is being used • PE should be done in consistent groups • Regular cleaning of PE equipment and hygiene should be carried out between each groups' PE lessons. 	4	1	0	4
<p>Large gatherings, worship and full staff meetings</p> <p>School staff moving between sites</p>	4	4	0	16	<ul style="list-style-type: none"> • No whole site worship including Celebration Worship for the first two weeks of term - reviewed weekly. • Class Worship will take place led by class teachers/Headteacher via Zoom. • Staff meetings must be conducted in larger spaces (halls) to maximise social distancing or in reduced numbers in classrooms. • No face to face whole school staff training for Spring 1. • Zoom meetings to be used if appropriate. • The Admin team should limit movement between sites 	4	2	0	8

					<ul style="list-style-type: none"> Meetings should be at least at 1m+ distances 				
--	--	--	--	--	--	--	--	--	--

**Agreed by
the
Governing
Body:**

James Parman

Please print name and sign

School:

Blyton cum Laughton CE Primary School

**Headteacher
Name**

Mr Duke

Signature:



Date:

4.1.22

NB: This Risk Assessment will be widely distributed across Blyton cum Laughton CE Primary School, including the school website.

If you have symptoms of coronavirus call the **NHS on 111**, where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs

RIDDOR - Decision Tree

Is this Case of Covid-19 Work Related?

