

## September 2021 – Whinstone Primary School Covid 19 Risk Assessment.

### Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment..

### Overview

The risk assessment template draws on the guidance published by the DFE in response to the government roadmap to recovery.

### Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed, the population groups at increased risk are:- older people, people with pre-existing health conditions, men, people from BAME communities.

### The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures. The risk assessment considers the control measure of:

1. Good hygiene for everyone
2. Maintain appropriate cleaning regimes, using standard products such as detergents
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self isolation and managing confirmed cases of Covid 19

This risk assessment has been written using updated guidance from the DFE <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Risk Assessment	COVID-19 re-opening arrangements	
School	Whinstone Primary School	
Department:		
Section:		

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection
----------------	---

Author:	School SLT	Date:	29 August 2021
---------	------------	-------	----------------

Quality Assurance Check by Manager / Line Manager		Date:	
---	--	-------	--

**This risk assessment has been written in accordance with the reopening stage 4 roadmap using guidance from Schools Covid 19 operational guidance**  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999689/Schools\\_guidance\\_Step\\_4\\_update\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf)

**Whinstone Primary School will employ a system of control measures that includes prevention and response to any infection.  
Manage confirmed cases of coronavirus (COVID-19) amongst the school community**

Guidance states schools are encouraged to ensure control measures of:

1. Good hygiene for everyone
2. Maintain appropriate cleaning regimes, using standard products such as detergents
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self isolation and managing confirmed cases of Covid 19

## 1. Ensure good hygiene for everyone.

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<b>Any further control measures that the School will adopt?</b>	<b>Assign this control measure to a nominated person.</b>	<b>Give a deadline for this, before the School re-opens.</b>	<b>Record when this was completed.</b>
<p><i>Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitise.</i></p>					
<p><b>Hand Hygiene</b> Clean hands thoroughly more often than usual</p> <p>In response to the the virus. School to continue to have plentiful supplies of soap and sanitising fluids</p>	<p>Sufficient hand cleaning facilities are readily available with liquid soap dispensers and ample supplies of paper towels and hand sanitiser</p> <p>All persons clean their hands on arrival at the building, before eating, after eating, when entering the building from outside and after sneezing or coughing.</p>	<p>Communicate expectations to staff and parents about cleaning and hygiene. Guidance on cleaning non-healthcare premises available <a href="#">here</a> .</p> <p>Large sign displayed in the main entrance instructing all present in the school building wash their hands as they enter the site</p> <p>Posters reminding staff / pupils to regularly wash hands displayed around the school</p> <p>Soap dispensers available at all sinks and regularly checked and refilled</p> <p>Posters offering guidance on how to wash hands to be placed at all sinks (age appropriate)</p>	<p>Site supervisors, daily</p> <p>All persons on site</p> <p>All persons</p> <p>Site manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>All sinks have soap dispensers March 2020</p> <p>Sign displayed from April 2020 14.07.20</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<i>The “catch it, bin it, kill it” approach continues to be very important</i>					
<p><b><u>Respiratory Hygiene</u></b> Catch it, bin it, kill it approach</p>	<p>Improved hygiene habits from pupils, use tissues to cough or sneeze into rather than using hands (“catch it, bin it, kill it”) Persons encouraged not to touch their mouth, eyes and nose.</p> <p>Regularly touched surfaces cleaned regularly using detergent / disinfectants this may include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc.</p>	<p>Catch it, bin it, kill it posters. Children will be taught additional hygiene procedures Additional tissues available.</p> <p>School cleaner to be employed during the school day to clean toilets, sink areas, frequent contact point and high traffic communal areas at additional times within the working day. (11am-2pm)</p> <p>E-bug website contains materials for use in school <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></p>	<p>All staff and pupils</p> <p>HT to ensure employment of cleaner</p>	<p>Before September</p> <p>By the end of the summer term</p>	<p>March 2020 and ongoing</p>
<p><b><u>Face masks for adults</u></b></p>		<p>From 15.11.21 staff will be expected to wear facemasks in communal areas. This decision was made at a Trust Executive Head Teacher meeting on 11.11.21. This decision was made due to new information released by Public Health England.</p>	<p>All staff (adults)</p>	<p>15.11.21</p>	<p>15.11.21</p>
<i>Frequent Most schools will not require PPE beyond what they would normally need for their work</i>					
<p><b><u>Use of personal protective equipment (PPE) Prevention</u></b> Personal Protective Equipment (PPE)</p>	<p>Face coverings are not classified PPE Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</p> <p>PPE is only required in a limited number of scenarios</p> <ul style="list-style-type: none"> <li>- PPE should be used in</li> </ul>	<p>Staff to use gloves when cleaning sinks and handwashing area</p>	<p>All</p>	<p>Ongoing</p>	<p>March 2020 – PPE equipment for cleaning and intimate care available in locked cupboard</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	circumstances of Pupils receiving intimate personal care that already involves PPE,				

## 2. Maintain appropriate cleaning regimes, using standard products such as detergent

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		Any further control measures that the School will adopt?	Assign this control measure to a nominated person.	Give a deadline for this, before the School re-opens.	Record when this was completed.

*You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.*

<b>Prevention</b> Enhanced cleaning	The premises are subject to an elevated cleansing regime focusing on contactable surfaces, door handles, handrails, tables. High usage areas are regularly cleaned eg sink areas  Hand hygiene stations are provided throughout the school, with alcohol gel available in the circumstances where soap and water are unavailable.	Further guidance on cleaning in non-healthcare settings available <a href="#">HERE</a>  Each group room to have a cleaning station with antibacterial surface cleaner, cloths/wipes and disposable gloves.  On duty cleaner to regularly clean frequently touched surfaces. Prevention, toilet areas and sink areas (cyclic continuous cleaning)  On duty cleaner to regularly clean frequently touched	DHT. Followed by all staff and site supervisor ensuring regular supplies  On duty cleaner  Cleaning team	Before the end of the summer term then – Ongoing  Ongoing  Ongoing	March 2020 and ongoing
--	---	---	--	--	------------------------

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<p>areas such as door handles window openers</p> <p>All areas to be thoroughly cleaned at the end of the day by cleaning team</p>			

### 3. Keep occupied spaces well ventilated

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		<b>Any further control measures that the School will adopt?</b>	<b>Assign this control measure to a nominated person.</b>	<b>Give a deadline for this, before the School re-opens.</b>	<b>Record when this was completed.</b>

*When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.*

<b>Prevention – keeping occupied spaces well ventilated</b>	<p>All occupied rooms to be ventilated by the opening of windows and internal doors to maintain a flow of fresh air and a comfortable teaching/working environment</p> <p>If mechanical ventilation is available this should be used.</p>	<p>All occupied rooms within the school to ensure a flow of ventilation (in cooler weather the windows should be open just enough to provide constant background ventilation and opened more fully during break times to purge the air)</p> <p>Internal doors should remain open (as long as they are not fire doors and it is safe to do so)</p> <p>Windows open</p> <p>Mechanical ventilation operating if this is available</p>	All staff	Immediately	Ongoing from March 2020
---	---	--	-----------	-------------	-------------------------

#### 4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid 19

		Any further control measures that the School will adopt?	Assign this control measure to a nominated person.	Give a deadline for this, before the School re-opens.	Record when this was completed.
<p><i>Pupils, staff and other adults should follow 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).</i></p>					
<p><b>Prevention</b> Ensure those who have coronavirus symptoms do not attend school.</p>	<p>September 2021 - This is a change to the previous guidance. Individuals are not required to self-isolate if they live in the same household as someone with Covid 19 if they are below the age of 18 years and 6 months</p>	<p>All written communication to parents to include the phrasing “If your child has coronavirus symptoms they should not attend school and take a PCR test”.</p> <p>Sign placed in main entrance to advise school community. This message is repeated in a prominent position on the school website.</p>	<p>HT</p> <p>DHT / ICT</p>	<p>Ongoing</p>	<p>10.07.20</p> <p>14.07.20</p>
<p><b>Prevention</b> Ensure those who have coronavirus symptoms, or have someone in their household (including someone in a</p>	<p>If staff or pupils become unwell and display symptoms in an education setting, they must be sent home and follow the current public health guidance at that time</p>	<p>More information on self-isolation can be found <a href="#">here</a>.</p> <p>Unwell adults will be asked to go home and book a test <a href="https://www.nhs.uk/ask-for-a-coronavirus-test">https://www.nhs.uk/ask-for-a-coronavirus-test</a> or be provided with a home testing kit if these have been</p>	<p>Individual</p>		<p>Secure area created March 2020 Relocated in July 20</p>

<p>support bubble or childcare bubble) who does, does not attend school</p> <p>Students / Staff display symptoms</p>	<p>If a child is awaiting collection they should be moved, if possible, to a well ventilated room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p> <p>If it not possible to isolate them, move the student to an area which is at least 2 metres away from other people.</p> <p>The person should be told to book a PCR coronavirus test and inform school of the outcome as soon as possible</p> <p>If they require the use of toilet facilities whilst waiting to be collected, they should use a separate toilet, if possible, to all other students.</p> <p>The facilities should be cleaned and disinfected using standard cleaning products before being used by other persons.</p> <p>If a staff member has assisted someone who was displaying symptoms, they do not need to go home and self -isolate, unless</p> <ul style="list-style-type: none"> <li>- they become unwell themselves.</li> </ul> <p>The symptomatic student’s class should be monitored by staff to ensure no other possible cases arise.</p> <p>Should the symptomatic person be a</p>	<p>made available to school.</p> <p>Unwell children will be moved to a secure, well ventilated area (group room next to DHT office) A member of staff will contact parents A member of staff will remain with the unwell pupil Parents will be advised not to use public transport to take their child home</p> <p>Parents will be asked to take their child for a PCR test and inform school of the outcome as soon as this is known</p> <p>Should any pupil or staff require a test for Coronavirus they will inform the HT of the outcome.</p> <p>Child will be escorted to the nearest toilet, this will be cleaned by the cleaner on duty. <a href="#">COVID-19: Cleaning in health non-healthcare settings</a></p> <p>Children to be removed from the classroom and the on duty cleaner clean the station of the member of staff/work area of the pupil/facilities used</p> <p>Staff member(s) and cleaners to wash hands with soap and water</p>	<p>A member of staff will be available to support any pupils displaying symptoms.</p> <p>Parent of pupil displaying symptoms / staff member</p> <p>Staff supervising the pupil and cleaner on duty</p> <p>On duty cleaner</p> <p>Staff member supporting the pupil</p>	<p>Immediately</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
--	--	---	--	---	--

	staff member, they must self-isolate and their class/classes, workstation, desk, chair and other frequently used items within the school should be cleaned.				
<b><u>Prevention Testing for school staff</u></b>	Staff to be strongly encouraged to participate in rapid asymptomatic testing until this is reviewed (the review decision will be made by the Government)	<p>All staff to be encouraged to participate in the testing programme and report results twice weekly. This will be ongoing through the summer 21 holiday and beyond. Any positive LFD tests should be immediately lead to the individual booking a PCR test.</p> <p>Adults should self isolate until the result of the PCR test is known.</p> <p>If the PCR test is taken within 2 days of a positive lateral flow test, and is negative, it overrides the lateral flow test and the adult can return to school</p>	All staff	January 21 / ongoing	January 21 ongoing
<b><u>Testing for pupils</u></b>		<p>There is no need for primary aged pupils to test over the summer period.</p> <p>If parents chose for their child to undertake LFD tests at any point. Any positive LFD tests should be immediately lead to the individual booking a PCR test.</p> <p>Pupils should self isolate until the result of the PCR test is known.</p> <p>If the PCR test is taken within 2 days of a positive lateral flow test, and is negative, it overrides the lateral flow test and the pupil can return to school</p> <p>Staff who test positive using an LFD test should self isolate and book a PCR test Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>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</p>			

		long as the individual doesn't have COVID-19 symptoms.			
<b><u>Tracing up until Step 4</u></b>	Until Step 4, schools are expected to continue to fulfil their contact tracing responsibilities. Where a case is identified, the designated staff member should initiate contact tracing procedures. There is no requirement that a staff member should be on call for the whole day. You may receive support through the dedicated advice service introduced by PHE, which can be reached via the DfE helpline on 0800 046 8687, or PHE local health protection team if escalated.				
<b><u>Tracing from step 4</u></b>	From Step 4, close contacts will be identified via NHS Test and Trace. You may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. You will continue to have a role in working with health protection teams in the case of a local outbreak.				
<b><u>Tracing from September 2021</u></b>	Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.				

	<b>Name</b>	<b>Date</b>	<b>Comments</b>
1 <sup>st</sup> review	R Craig	07.07.21	
2 <sup>nd</sup> review	R Craig	29.08.21	
3 <sup>rd</sup> review	R Craig	15.11.21	
Quality assurance check by manager / line manager	P Bridge and M Poppitt		

Local Authority Health Protection Team – 01642 528474. [covidoutbreak@stockton.gov.uk](mailto:covidoutbreak@stockton.gov.uk)



Risk Assessment template prepared by:

Stockton on Tees Borough Council's  
Health and Safety Unit,  
Finance Business Services,  
1<sup>st</sup> Floor, Municipal Buildings,  
Church Road,  
Stockton on Tees,  
TS18 1LD

Tel:- 01642 528197  
18.5.20