

Caedmon Primary School

Location / Site	CAEDMON PRIMARY SCHOOL
Activity / Procedure	WHOLE SCHOOL FULL RE-OPENING with limited restrictions
Assessment date	(updated 14.1.21)
Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Updated guidance for schools states that:

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.

Our 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.

The following control measures have been updated to align with the latest guidance. This will be monitored and reviewed regularly in accordance with further guidance and the impact of the reduction of restrictions on the spread of the virus

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Further disruptions to children’s Learning due to self-isolation of staff and pupils, along with bubble closures resulting from a positive case.			
Existing level of risk		Consider current level of risk	
<u>HIGH</u>	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

Voluntary Lateral Flow Testing

Staff are able to continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged by the Public Health Team.

Temporary suspension of confirmatory PCR tests in education and childcare settings

Confirmatory PCR testing following a positive result on a lateral flow device (LFD) will be temporarily suspended from today, Tuesday 11 January. This means that for all education and childcare settings, staff and students who have tested (either at home or through ATS) and reported a positive LFD result will no longer be advised to get a confirmatory PCR test.

This change is informed by public health advice. With high COVID-19 rates, the risk of a positive LFD result being false is very small. We therefore don't need to ask people to do a confirmatory PCR unless they:

- have symptoms (in which case they need to follow the stay at home guidance, self-isolate and order a PCR test)
- wish to claim the Test and Trace Support Payment
- have been advised to take a PCR test because they are in a clinically vulnerable group
- have been advised to do so as part of a research or surveillance programme

Education and childcare settings are not expected to trace contacts of a positive case as this will remain the responsibility of NHS Test and Trace. From today, Tuesday 11 January, contact tracing is triggered once a

positive LFD test is reported.

Students should be strongly encouraged to test twice weekly at home and to [report all results to NHS Test and Trace](#) and to their setting. Anyone with a positive LFD test result should self-isolate and follow self-isolation guidance.

Information on the new arrangements can be found in the [stay at home: guidance for households with possible or confirmed COVID-19 infection](#).

Changes to the self-isolation period for those who test positive for COVID-19

The most recent changes for Covid isolation come into effect on Monday 17th where isolations can end on day 5 and people can return to work on day 6 if they have 2 negative lateral flows in a row. This guidance is below. **After following the guidance below, our procedure in school for people who test positive on a lateral flow test will be:**

1. Take a photo of your positive test ensuring the QR code and number code are visible.
2. Upload this onto the NHS site (you have to register it using the QR code). This will then generate a form where you have to fill in all of your details.
3. You will then receive an email (possibly a text also) from NHS confirming your details, dates etc along with your confirmation of the positive result.
4. Our School Business manager will need will need: a photo of your positive test AND the email/text message from NHS which confirms your name, dates of test and that it was positive. This email will set out your isolation dates and will follow the timeframe (see below).

From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.

The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be [reported to NHS Test and Trace](#).

If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is

earliest.

Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.

Further [information on self-isolation for those with COVID-19](#) is available.

Reporting to Public Health England

(0300 303 8596 option 0) – **when to report:**

The Headteacher, Deputy Headteacher, or nominated person, should seek advice from the Public Health team if the following thresholds are met:

- 5 children or staff, **who are likely to have mixed closely***, test positive for Covid-19 within a 10-day period.

Or,

- 10% of children or staff **who are likely to have mixed closely*** test positive for Covid-19 within a 10-day period.

Or,

- If any case of Covid-19 in school has resulted in that person being hospitalised.

**mixed closely means: in the same cohort, for example class/year group/activity group/friendship group/home to school transport group. For staff, follow the 'close contact' definitions.*

When reporting to Public Health, the following information is required: name of school and LA, name of positive case, year group of pupil or staff member, role of staff member. Has the positive person experienced any covid symptoms? What date were covid symptoms first displayed? Date the test was taken. When was the positive person last in the setting? Is this case within 10 days of another reported case where a link is possible? If the case is vaccinated (1 or 2 doses). Do you require additional support?

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	<u>LOW</u>	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Poor hygiene resulting in direct and indirect transmission of the virus	

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. Continue with the frequent and thorough handwashing routines that are currently in place and identified on all previous risk assessments. Please complete at the following times each the day:</p> <p>On arrival/entering school- hands need to be washed with soap and water.</p> <ul style="list-style-type: none">- Before breaktime- hand gel applied.- Before lunch- hands need to be washed with soap and water (EYFS and KS1). Children going out to play first (KS2) will use hand gel at the entrance to the dining hall.- After lunch- hand gel applied. <p>2. Ensure that the ‘Catch it, bin it, kill it’ approach continues in all areas of school</p> <p>3. Ensure appropriate PPE equipment is used by staff when dealing with particular incidents. For example, accidents involving bodily fluids(blood, vomit urine, mucus and faeces), attending to a child who has developed COVID symptoms</p> <p>4. Extra Signs in toilets re washing hands</p> <p>5. Extra soap, toilet paper and hand gel ordered to ensure we do not run out</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of adequate Ventilation in the building, resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
<u>HIGH</u>	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Ensure all areas around school are adequately ventilated by opening windows and doors where possible – including propping doors to courtyards open.</div> <div>2. Staff quickly identify where ventilation needs to be improved by using CO2 monitors provided by DfE – now in classes and being monitored. Follow the cold classroom guidance (below) if you have a CO2 monitor in your classroom:</div>			
<div><h2>Information for all education and childcare settings on good ventilation</h2><p>Good ventilation is important in reducing transmission of COVID-19, but it</p></div>			

doesn't mean that children or pupils need to be cold. When CO2 monitors indicate good ventilation, there is no need to keep windows fully open at all times. Opening windows regularly for 10 minutes, or keeping them open just by a small amount, can still reduce the airborne risk from COVID-19 substantially compared to spaces with no fresh air.

- Internal doors should be kept open if you do not have a CO2 monitor and ventilation is poor. However, where these are fire doors, staff must ensure they are closed when the classroom/area is vacated (e.g. break times, assemblies, working in different area of the building)

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	<u>LOW</u>	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Overcrowding in communal areas resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Staff are encouraged to do so but this is not enforced. Health advice continues to be that children in primary schools should not be asked to wear face coverings. A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles.</div> <div>2. Although year group bubbles will no longer be in place, phases will be kept separate wherever possible while in teaching areas and will only mix outside and in the dinner hall. Within the dinner hall, year groups will sit together in the same area of the hall.</div> <div>3. Whole school assemblies will be postponed until the end of March and will continue on Microsoft Teams – this will be reviewed from March</div> <div>4. Parents will be advised of the following: Face masks are no longer required for drop off and pick up, but will be requested when entering the school building – where possible, staff can talk to parents on the playground unless a private space is needed. Leave the premises as quickly as possible after drop off and avoid large gatherings in the school playground. Drop off and collection arrangements have returned to pre-pandemic times. Family and community events will be reviewed at the end of September and as necessary thereafter.</div> <div>5. Visitors, including parents and carers, are not allowed in the office area unless it is an emergency situation. Parents and carers dropping things off, will be asked (from the doorway) to remain 2m away and put the items on the path. The items will then be handled by office staff – wearing gloves. Visitors will be allowed in for an emergency e.g pupil medical situation. They will be expected to wear a mask and remain in the reception area/visitor area.</div> <div>6. Visitors such as Governors, School Improvement Advisors etc will be able to work within</div>			

- school and will maintain a social distance. Visitors will wear a mask.
7. Staff room limit of 10 people at one time.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	<u>LOW</u>	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional Wellbeing of the children and staff			
Existing level of risk		Consider current level of risk	
<u>HIGH</u>	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

Children

1. Face-to-face sessions with school counsellor will continue and capacity for this has been increased by 1 further day.
2. Nurture practitioner to support individuals and groups of children who require it.
3. Continue work with 'Head start' mental health organisation.
4. High level of PSHE curriculum to be delivered to support children's well-being and autumn term PSHE to focus on wellbeing.
5. Yoga sessions to resume – summer term.
6. Mindfulness activities to continue to be used in class if and when needed – either 1:1, small group or whole class at the discretion of the teacher.

Staff

1. Online support – staff insurance providers online wellbeing options
2. Staff wellbeing survey (overseen by DHT) – regularly sent out during the year and optional to return. This can be completed as often as staff wish.
3. Risk assessments reviewed when the need arises after that – this is flexible and will take note of government guidance
4. All staff allocated a 30-minute lunch break and 15 minute preparation time for class teachers.
5. If staff are struggling emotionally or have any welfare concerns, please speak to either their Team Leader, line manager, HT or DHT for support.
6. Lateral flow tests are available for staff at all times.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	<u>LOW</u>	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of infection due to lack of cleaning resulting in indirect transmission of the	

virus			
Existing level of risk		Consider current level of risk	
<u>HIGH</u>	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. All surfaces, handles, toilets and shared equipment will be cleaned twice daily cleaned by cleaners: this includes a mid-day clean of ‘touch points’ and cleaning at the start or the end of the day.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	<u>LOW</u>	NEGLIGIBLE

<u>Additional Measures</u>
<ul style="list-style-type: none"> • Contactors and external agency workers will be asked to wear face coverings when entering the school building. • Face-to-face meetings with parents will resume, but this will be via appointment only to avoid numerous people entering the building at the same time. (Ad hoc conversations with parents are not classed as meetings and these will be held on the playground if a private space is not needed.) Masks will be worn and windows will be open.

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	<u>LOW</u>	NEGLIGIBLE
Assessor's comments		Insert comments relevant to findings as appropriate	

Name of assessors	Signature of assessor	Date
Sarah Hill Pete Wiley	S Hill P Wiley	14.1.22

Risk assessment reviews	Set future review dates & sign/comment upon completion
1 February 2022	
1 March 2022	