

St. Werburgh's C.E. Primary School

Significant Hazards	Persons Affected	Controls	Risk Rating	Action Required	Action By & Date
Awareness of policies and procedures	Staff Pupils Others	<ul style="list-style-type: none"> All staff, parents, Trustees, Associate Teachers, visitors and volunteers are aware of/have access to all relevant policies and procedures. All staff to be aware that they can access all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> -The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 -The Health Protection (Notification) Regulations 2010 -Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' -DfE and PHE (2020) 'COVID-19: guidance for educational settings' The relevant staff receive any necessary training/advice that helps minimise the spread of infection, e.g. infection control updates. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; Local Authority; NHS; Department for Health and Social Care; PHE Staff are made aware of the school's infection control procedures in relation to Covid-19 via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to Covid-19. Parents/carers are made aware of the school's infection control procedures in relation to coronavirus via letter/website – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to Covid-19. 	MED		

		<ul style="list-style-type: none"> Pupils are made aware of the need to tell a member of staff if they feel unwell. 			
Disruption to the running of the school in cases of local outbreak	Staff Pupils Others	<ul style="list-style-type: none"> The school has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary. The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. Follow Government and Local Authority advice and follow any instructions. 	MED		
Use of Transport	Staff Others	<ul style="list-style-type: none"> Staff advised to wear masks on dedicated transport or public transport, or in areas where staff may encounter people they do not normally meet. Children should not board dedicated transport if they have symptoms of Covid-19. 	MED		
Cleaning of school	Staff Pupils Others	<ul style="list-style-type: none"> Class teachers/staff to ensure daily cleaning of touchpoints in classrooms during the day and record this. Commonly touched points to receive additional cleaning. All hard surfaces to be cleaned on a regular basis, this will include: <ul style="list-style-type: none"> - Classroom door handles; -All tables used by staff and pupils -Toilet flushes, taps, toilet seats, cubicle locks. All classrooms to have spray disinfectant and where possible disposable cloths/towels. Regular cleaning of surfaces will reduce the risk of spreading the virus. Used cloths disposed of/ put to wash in secure bag. Staff to address any issues of cleanliness/ poor hygiene practices and make these safe. With positive/suspected cases: used PPE, cloths/ 	MED		

		mops should be double bagged and thrown away.			
Ventilation class/office	Pupils Staff	<ul style="list-style-type: none"> Identify any poorly ventilated spaces and take steps to improve fresh air flow. Where appropriate, open external windows and internal doors to improve natural ventilation (staff to be mindful of excessive cold in winter months). If external doors are opened, ensure that school remains secure and they are not fire doors and are safe to be open. 	MED		
Poor hygiene practice	Staff Pupils Others	<ul style="list-style-type: none"> Staff and pupils to wash/sanitise hands upon entering/leaving school; before and after using the toilet/ before and after eating and at other times deemed appropriate. Children encouraged to 'catch it, bin it, kill it'. Continue to ensure that children clean their hands regularly, this can be done with soap and water, or hand sanitiser. Staff and visitors are strongly encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and hand dryer/paper towels are supplied in all toilets and kitchen areas. Younger pupils are initially supervised by staff when washing their hands to ensure it is done correctly, where necessary. Pupils and staff are discouraged from sharing cutlery, cups or food. All cutlery and cups are thoroughly cleaned before and after use. Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. 	MED		

		<ul style="list-style-type: none"> • A senior member of staff requests enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE. 			
Spread of infection	Staff Pupils Others	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents/carers informed not to bring their children to school or on the school premises if they show signs of being unwell with symptoms of Covid-19. • Parents/carers encouraged to take children for a PCR test if they believe they have been a 'close contact' of someone with Covid-19. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by class teachers/leaders, in liaison with the pupil's parents where necessary. 	MED		
Classroom management	Pupils Staff	<ul style="list-style-type: none"> • It is no longer required for forward facing tables etc however care should still be taken on table management in a classroom setting. • Outbreak management plans should cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak. 	MED		

		<ul style="list-style-type: none"> • It would be sensible to revert back to previous control measures in the event of a local outbreak. • Continue to use a cautious approach with arrangements. • Each classroom to have sanitiser available at all times. • Classroom anti-bacterial spray to be out of reach of children when not in use. • Staff to ensure that their desks are cleared and cleaned every day. • Staff bags to be out of children's reach throughout the day. • Staff laptops to be wiped before leaving school/ upon arriving to reduce the risk of infection crossing from home and school. 			
Assemblies	Pupils Staff	<ul style="list-style-type: none"> • There are no restrictions in place for holding assemblies and singing in the school hall. • Initially 'physical' assemblies may be planned to be held in Key Stages once these recommence. • Visitors not to attend assemblies as audience members at this time. • Visiting adults delivering assemblies to confirm Covid-19 status prior to delivering and to wear face covering in communal areas (if possible). 	MED		
Lunchtimes	Pupils Staff	<ul style="list-style-type: none"> • Classes may be in the same room during lunchtimes. • Classes to sit on separate tables from other classes (or noticeable gap). • Tables must be cleaned between users at dinner time. 	MED		
Playtime and using equipment	Pupils Staff	<ul style="list-style-type: none"> • Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment. • Currently, where possible, Key Stages (FS/KS1 and KS2) will avoid mixing. • One class to use fixed play equipment (Rec outdoor area) at a time. 	MED		

<p>Personal Protective Equipment: Face Coverings</p>	<p>Pupils Staff</p>	<ul style="list-style-type: none"> • Face coverings are no longer absolutely necessary for staff/ Associate Teachers/ Trustees in communal areas – staff (and others) have the option to continue to do so. Visitors encouraged to wear these when on site. • Staff recommended to wear face covering on transport if in contact with people not normally in contact with. • Staff to wear face coverings when meeting with parents/carers and visitors not usually met with. • Staff to wear face coverings on school gates at start and end of school day. • School will follow public health advice in cases of local outbreak. • Schools put into place any actions or precautions advised by their local HPT. • Face coverings to be worn when delivering first aid (unless emergency situation). • Staff face coverings to be stowed safely when not in use. • Staff to read instructions on how to safely don and doff face coverings and gloves. • Staff use of face coverings in public areas may be reinstated in the event of positive case/s. 	<p>MED</p>		
<p>Ill Health</p>	<p>Staff Pupils Others</p>	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste (anosmia) and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with 	<p>MED</p>		

		<p>others and are supervised at all times.</p> <ul style="list-style-type: none"> • For pupils, the relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • If unwell, pupils and staff instructed to use different toilets to the rest of the school to minimise the spread of infection. These then need to be cleaned. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms is administered in accordance with the Administering Medications Policy, or following advice. 			
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Autumn Term Asymptomatic testing	Pupils Staff	<ul style="list-style-type: none"> • No regular testing is required of Primary-age children. • To keep the school family safe, all staff are strongly encouraged to test twice weekly – especially during term time. • Staff not wishing to wear face coverings, strongly encouraged to look after others and test twice weekly. • In the event of positive cases, testing recommendations are subject to change. 	MED		
Positive Covid-19 Cases	Pupils Staff	<ul style="list-style-type: none"> • School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace. • School will support NHS Test and Trace when required to help identify close contacts • From 16 August 2021, 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. • Instead, children 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. • All individuals strongly encouraged to take a PCR test if advised to do so. • School to continue to have a role in working with health protection teams in the case of a local outbreak. 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. • Staff/ pupils with a positive lateral flow test result must self-isolate in line with the stay at home guidance and get a PCR test to check if they have COVID-19 and continue to self-isolate as per government guidelines. 	MED		

		<ul style="list-style-type: none"> • If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test and the pupils/staff can return to school as long as the individual doesn't have COVID-19 symptoms. 			
Management of infectious diseases	Staff Pupils Others	<ul style="list-style-type: none"> • Staff are instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected Covid-19. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the SLT as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of Covid-19. • The school is informed by pupils' parents when pupils return to school after having Covid-19 – the school informs the relevant staff. • Staff inform the School Leader/ Principal/ Executive Principal when they plan to return to work after having tested positive for Covid-19. • Cleaning team members check standards with regards to managing the spread of Covid-19. • Cleaning team to ensure that all surfaces, chairs and touchpoints are cleaned daily. • Cleaning team to ensure they are wearing PPE correctly and dispose of this/ clean each day. • Cleaning team to ensure that all rooms used by staff or pupils during the day are cleaned (floors/surfaces/touchpoints/windowsills) each night and walls, doors, window handles, door frames etc at least twice per week (Additional cleaning listed on cleaning schedule and as advised, or by professional awareness). • All chemicals to be safely stored and cupboards to be locked and keys not in locks when children on site. 	MED		

		<ul style="list-style-type: none"> • Cleaning team to avoid any contact within 2metres with pupils and maintain social distance from all staff (including each other). • Cleaning team to maintain cleaning records. • Thresholds below can be used as an indication for seeking advice from public health: -5 children, pupils, students, staff who are likely to have mixed closely test positive within a 10day period; OR 10% of a class/ the school. • In the event of a Covid-19-related hospitalisation, school should seek public health advice by calling the DfE helpline (0800 0468687 opt1), or in line with local arrangements (Staffordshire local outbreak team). School may be offered public health support in managing risk assessments and communicating with parents/carers. • Schools may wish to seek additional public health advice if they are concerned about transmission levels. • After using a telephone (if usually used by others too), please remember to clean the handset and keypad with anti-bac wipes. • Staff should clean the kettle handle after use, clean their own mugs, ensure that they clean any spillages which they have made and play an important part in keeping all classroom and communal areas tidy and hygienic. 			
Lack of communication	Staff Pupils Others	<ul style="list-style-type: none"> • The school staff report immediately to the Senior Leaders about any cases of suspected Covid-19, even if they are unsure. • The School Leader contacts the local HPT or follows the advice given and discusses if any further action needs to be taken. • Schools put into place any actions or precautions advised by their local HPT. • Schools keep staff and parents adequately 	MED		

		updated about any changes to infection control procedures as necessary.			
Admitting children into school	Pupils Staff	<ul style="list-style-type: none"> In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Decisions will be carefully considered in light of all the circumstances and current public health advice. 	MED		
CEV (Clinically Extremely Vulnerable) children	Pupils Staff	<ul style="list-style-type: none"> All CEV children should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend. 	MED		
Admitting people into school	Pupils Staff	<ul style="list-style-type: none"> Pupils, staff, and other adults should not come into school if they have symptoms, have had a positive test result or have been instructed to quarantine. Staff admitting anyone to the building to ask this question. Staff or pupils within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow public health advice. In the case of a pupil awaiting collection, they should be taken to a room away from other pupils and supervised. If the member of staff is in close contact with the child then they should wear appropriate PPE. A window should be opened for fresh air ventilation if possible. 	MED		

		<ul style="list-style-type: none"> • Where possible, meetings with parents/carers to take place outside and staff to wear PPE and request that parents/carers also do so. • Any rooms that have been used for this purpose should be cleaned after they have left. • From 16 August 2021, people are not required to self-isolate if they live in the same household as someone with COVID-19 and any of the following apply: they are fully vaccinated; they are below the age of 18 years 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. As long as the pupil/sibling is not displaying any COVID-19 symptoms, then the above guidance applies (subject to change from the local authority/ local outbreak team/ PHE). 			
Staff CEV	Staff	<ul style="list-style-type: none"> • CEV people 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. • Staff should attend their place of work if they cannot work from home. • The school will follow DHSC updated guidance. 	MED		
Educational visits	Pupils Staff	<ul style="list-style-type: none"> • If booking new visits, lead staff member for the visit to ensure that the school have adequate financial protection in place. • The school should have a contingency plan in place to account for any changes in the government travel list. • Full risk assessments must be undertaken by visit leader and submitted to TMPF Educational Visits Leader. 	MED		
Wraparound care	Pupils	<ul style="list-style-type: none"> • Consideration should be given to the latest government advice regarding the specific activity being undertaken and venue visited. 	MED		

		<ul style="list-style-type: none"> • Children should be encouraged to attend settings close to where they live or go to school, ideally within walking or cycling distance. • Where they attend venues further afield they should follow latest guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • Wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend. • Wraparound to be offered and managed by the Kingsley Kingfishers. 			
Staff communal areas		<ul style="list-style-type: none"> • Staff to remain distanced from one another in communal areas. • Staff to respect the rights of other adults who wish to retain social distancing and maintain face coverings. • Staffroom, study and parlour to have capacity of no more than 4 adults. 			
Places of worship	Pupils Parents Staff Others	<ul style="list-style-type: none"> • All places of worship should follow and keep up to date with the latest guidance. 			
School office/offices		<ul style="list-style-type: none"> • Staff to wear face coverings and remain distanced in offices if requested. • Offices with a maximum capacity number shared on the door to be adhered to by staff. • Children to avoid entering offices unless essential. 			
Remote Education		<ul style="list-style-type: none"> • Staff to be mindful of the possibility of returning to remote education for whole classes/ individual pupils needing to self-isolate. 			
First Aid		<ul style="list-style-type: none"> • Staff to wear face covering when administering first aid if needing to be in close proximity. • Staff to wear appropriate PPE and ensure thorough hand washing afterwards. • Any dressings etc soiled with bodily fluids must be 			

		<ul style="list-style-type: none"> double bagged and safely disposed of. Staff to wear disposable face covering, apron and gloves when administering first aid which involved heightened risk of contact with bodily fluids. Staff to continue to reassure children when wearing PPE in close proximity. 			
Individual Risk Assessments		<ul style="list-style-type: none"> Staff in receipt of personalised risk assessments are responsible for ensuring that others are aware of what they should and should not do around them. 			
Start and end of school day		<ul style="list-style-type: none"> Staff on gates likely to be in close proximity of adults to wear face covering and be mindful of social distancing/ respect wishes of others. Parents/carers advised that it is school's preference that face coverings and social distancing is maintained on approaches to school/ school grounds. Parents/carers to not enter the school building/ playground unless deemed necessary by staff. If entering the school building, face covering to be worn unless exempt. Parents/carers to meet children at school gates (as in 2020/21 year) unless consented for children to walk home alone. Arrangements for school gates to be communicated with parents/carers via email. 			