


|  |   |  |   |
|--|---|--|---|
| <b>School</b><br> | Thoresby Primary School<br><b>Re opening from 6<sup>th</sup> September 2021</b> | <b>Date of Assessment</b>                        | 1 <sup>st</sup> September 2021            |
| <b>The number of children on the premises</b>  |   | <b>Shared Setting</b>                            | 6 <sup>th</sup> September to discuss      |
| <b>Assessor</b>  | Melissa Milner<br>Catherine Corner  | <b>Review Date</b>                               | 10 <sup>th</sup> Sept 2021-interim review |
| <b>Task/Activity</b>   | COVID 19 Educational Setting  | <b>Persons at Risk</b> (Delete as appropriate)   |   |
|  |   | All School Staff , pupils , parents and visitors |   |

**DFE Guidance for operating schools August 2021**

**4 key control measures:**

- 1) Good hygiene for all
- 2) Cleaning regimes
- 3) Highly occupied spaces well ventilated
- 4) Implementation of public health advice on testing, isolation and managing confirmed cases of COVID -19

| Hazard Identified<br>P=Probability<br>I =Impact<br><br>Area of Risk | Before Control Measure |                      |                      | Academy Trust Control Measures            | School Specific Measures   | After Control Measure |                      |                      |
|---|------------------------|----------------------|----------------------|---|--|-----------------------|----------------------|----------------------|
|   | P                      | I                    | Risk Rating<br>P x I |   |  | P                     | I                    | Risk Rating<br>P x I |
| 1. Infection risk of contracting COvid 19 by                        | TBC using grid below   | TBC using grid below | TBC using grid below | <u>System of controls - Point 3 and 4</u> | Twice weekly timetable of LFD Tests for staff to continue until end of September in first instance – Sunday and Weds by 9pm (call CC if positive)-system in place for recording and reporting and timetable for distribution of tests , Staff have all completed briefing session on return 6 <sup>th</sup> Sept | TBC using grid below  | TBC using grid below | TBC using grid below |

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|---|------------------------|---|----------------------|---|--|-----------------------|---|----------------------|
|   | P                      | I | Risk Rating<br>P x I |   |  | P                     | I | Risk Rating<br>P x I |
| coming into contact with a positive case                            | 4                      | 5 | 20                   | <p>Lateral flow testing in place for all staff and regular volunteers</p> <p>Circulation of Public Health documentation and procedures to community</p> | <p>CC Lead and CH Covid Admin Lead</p> <p>Updates will be shared on weekly newsletter which gives guidance to parents on latest advice re isolation (include specific info for EAL families)- LA Update /public health document for parents</p> <p>Tracking of pupils attendance – see flow chart (C. Gillard Lead) and isolation if families travelled out of country.<br/>Out of hours contact distributed to all staff and parents to report any Covid related issues or cases. NHS now responsible for track and trace</p> <p>Suspected cases in school – see Covid 19 guidance (August 21)<br/>Isolation room to remain (in the bistro) NO Longer need to isolate siblings<br/>1 person to remain and accompany child (staff member debriefed and action determined)</p> <p>Staff member, child or volunteer tests positive – isolate 10 days . Close contacts do not need to isolate but advised to seek PCR test<br/>If staff member tests positive on LFD – advice to isolate and seek PCR test. If PCR negative within 2 days of LFD this overrides and can return to work.</p> <p><b>Visitors to site</b><br/>Visitors will only be admitted with prior arrangement and will be expected to complete a LFD before working onsite. For track and trace purposes their details will be kept for 21 days (on inventory system)<br/>Temperature will be sought on entry to school and all other precautions re entering and leaving the site will apply. Visitors may choose to wear a mask inside the building in communal areas.</p> | 2                     | 4 | 8                    |

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|  | P                      | I | Risk Rating<br>P x I |  |   | P                     | I | Risk Rating<br>P x I |
|  |                        |   |                      |  |   |                       |   |                      |
| Infection<br>Risk of contracting Covid 19 from travelling to and from school | 1                      | 4 | 12                   | <p>Signage and social distance measures in place for drop off and pick up of pupils.</p> <p>No parents to enter the school building without an appointment</p> | <p>Increased staffing at start and end of day EWB and SLT from 8:40 am</p> <p><b>Children to have hands sanitised on entry to their classroom and during the day.</b></p> <ul style="list-style-type: none"> <li>• <b>FS1</b> (morning 8:30am until 11:30am and afternoon session 12:30pm until 3:30pm)</li> <li>• <b>FS2 – Yr6 children will start at 8.45am and finish 3.15pm</b></li> <li>• <b>FS2</b> – will enter and leave via the FS2 classrooms</li> <li>• <b>Yr1</b> – will enter through the Yr1 door at the far end of the main playground and will be handed over from the same Yr1 area</li> <li>• <b>Yr2</b> – will enter by the Yr2 door and will be handed over on the main playground</li> <li>• <b>Yr3/4</b> – will enter through the main school office entrance and will be handed over on the 3G pitch</li> <li>• <b>Yr5</b> – will enter through the yr 5/6 door and will be handed over near the main school office</li> <li>• <b>Yr 6</b> will enter through the yr 5/6 door and will be handed over from the community area, near the dip</li> </ul> | 1                     | 4 | 4                    |

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|--|------------------------|---|----------------------|--------------------------------|---|-----------------------|-----------------------|----------------------|--------------|------|-------------|------|------------|------|-------------|--|--|--|
|  | P                      | I | Risk Rating<br>P x I |                                |   | P                     | I                     | Risk Rating<br>P x I |              |      |             |      |            |      |             |  |  |  |
|  |                        |   |                      |                                | <ul style="list-style-type: none"> <li>- Year group rota for playtimes throughout the day overseen by year group staff.</li> </ul> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th>Staggered lunch times</th> </tr> </thead> <tbody> <tr> <td>F1/2</td> <td>11.30- 12.15</td> </tr> <tr> <td>Y1/2</td> <td>12.00-12.45</td> </tr> <tr> <td>Y3/4</td> <td>12.15-1.00</td> </tr> <tr> <td>Y5/6</td> <td>12.45 -1.30</td> </tr> </tbody> </table> <p>Weekly rota for when year groups will eat in the hall and in classrooms.</p> <p>The following principles are applied;</p> <ul style="list-style-type: none"> <li>- Children not to move around the school unnecessarily taking messages etc.</li> <li>- Outdoor play in designated areas of the grounds, at designated staggered times.</li> <li>- Classes remain in class base as much as possible.</li> <li>- Staff carefully ensure social distancing in areas outside of class bases and observe limits in adult numbers in other rooms and corridors</li> </ul> |                       | Staggered lunch times | F1/2                 | 11.30- 12.15 | Y1/2 | 12.00-12.45 | Y3/4 | 12.15-1.00 | Y5/6 | 12.45 -1.30 |  |  |  |
|  | Staggered lunch times  |   |                      |                                |   |                       |                       |                      |              |      |             |      |            |      |             |  |  |  |
| F1/2   | 11.30- 12.15           |   |                      |                                |   |                       |                       |                      |              |      |             |      |            |      |             |  |  |  |
| Y1/2   | 12.00-12.45            |   |                      |                                |   |                       |                       |                      |              |      |             |      |            |      |             |  |  |  |
| Y3/4   | 12.15-1.00             |   |                      |                                |   |                       |                       |                      |              |      |             |      |            |      |             |  |  |  |
| Y5/6   | 12.45 -1.30            |   |                      |                                |   |                       |                       |                      |              |      |             |      |            |      |             |  |  |  |

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|   | P                      | I | Risk Rating<br>P x I |  |  | P                     | I | Risk Rating<br>P x I |
|   |                        |   |                      |  | <p>Communication via telephone to parents and online platforms in first instance</p> <p>Appointments pre-arranged and risk assessed as to necessity<br/>Visitors can enter via prior arrangement ONLY and must adhere to procedures</p>  |                       |   |                      |
| Infection Risk of contracting Covid 19 from moving around the school building | 3                      | 5 | 15                   | <p><b>System of controls - Point 3</b><br/>Staggered lunch and playtimes for each Phase</p> <p>Limit the numbers of staff using shared areas such as staffrooms and offices.</p> | <p>Face Coverings are optional for adults in <b>internal communal</b> areas (corridors, hall) and outdoors for staff and visitors</p> <p>Use of CO2 monitors (Autumn) to monitor air flow and identify places with potential poor air quality- top landing, upstairs corridor, bottom stair well, staff room, main office )</p> <p><b>Ventilation and good respiratory hygiene</b> – all windows opened am by SFO and closed by class teacher , doors open where possible to reduce touch surfaces and increase air flow .</p> <p>Weekly assemblies with CC/MM –</p> <ul style="list-style-type: none"> <li>• FS – zoom to start will</li> <li>• Yr1/2 – one year group zoom / one year group in the hall</li> <li>• Yr3/4 - one year group zoom / one year group in the hall</li> <li>• Yr5/6 - one year group zoom / one year group in the hall</li> </ul> <p>PE – timetabled – See RS rota for hall</p> | 1                     | 5 | 5                    |

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|   | P                      | I | Risk Rating<br>P x I |   |   | P                     | I | Risk Rating<br>P x I |
|   |                        |   | 15                   | Schools may <b>consider</b> operating one way systems, where possible, for shared areas such as corridors and stairs.                   | <p><b>Music Service</b> – will conduct tuition in classrooms / spaces around school (open where possible with ventilation) and adults will aim to keep a 2m distance. Children to wash / sanitiser hands prior and after lesson</p> <p>Interventions- Staff to move to child where possible</p> <p>Lunchtimes – children will eat either in the hall or in classrooms. Staff will use staffroom, upper kitchen, resources area.</p> |                       |   | 10                   |
| Infection Risk of contracting Covid 19 from direct contact with others. | 3                      | 5 | 15                   | <p><u>System of controls - Point 1 and 2 and 4</u></p> <p>Where possible, pupils to remain within their allocated classes or phases</p> | <p>Catch it, Bin it, Kill it posters and signage in all areas<br/>Tissues and pedal bins in all classrooms and main communal areas<br/>Children re inducted with RA in action and Wheeler Way on 8<sup>th</sup> Sept 2021</p> <p>Breakfast Club – 8.00am – 8.45am – usual booking system in the office</p> <p>Dedicated staff who clean dinner hall prior to each sitting</p>   | 2                     | 5 | 10                   |

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|  | P                      | I | Risk Rating<br>P x I |  |  | P                     | I | Risk Rating<br>P x I |
|  |                        |   |                      | <p><b>System of controls - Point 1 and 2</b><br/>Access to hand cleaning facilities, and ensure frequent hand cleaning across the school day for pupils and staff.</p> | <p><b>All teaching rooms have:</b><br/>Hand sanitiser<br/>Wipes<br/>Sink<br/>Paper towels<br/>Pedal bins<br/>Milton<br/>Signage<br/>Teachers responsible for checking areas daily and report any issues to LH /CH/IS</p> <p><b>Hygiene and handwashing</b><br/>Clear arrival and signing procedures for staff in place<br/>Children wash /sanitise hands regularly</p> <p>Sanitise/wash on arrival before entering the classroom, after lunch and before leaving and when they change rooms (ie after intervention)</p> <p><b>Face coverings</b> - all adults (including visitors) have the option to wear a face covering around any communal areas inside school. Face coverings will be available but staff are permitted to use their own if they prefer. Communal areas = corridors, hall – Review in accordance with local infection rates</p> <p><b>Updated /Covid 19 isolation rules and procedures communicated</b> (direct contact only isolate if over <b>18 yrs and 6 months and not vaccinated</b> – others seek PCR test of direct contact but can remain in school)<br/>Parents/staff aware of symptoms and need to isolate if person unwell until negative test result sought if symptomatic</p> |                       |   |                      |

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|  | P                      | I | Risk Rating<br>P x I |   |  | P                     | I | Risk Rating<br>P x I |
|  |                        |   |                      |   | Outbreak management updated – 5 cases or more in 10 days (contacts) or 10% of school population – seek further advice from Public Health Dept and <b>contingency plan</b> (may revert back to bubbles, zones for effected cases , deep clean, masks etc)- <b>see previous RA for March to July 21</b>  |                       |   |                      |
| Infection Risk of contracting Covid 19 from surfaces.              | 3                      | 5 | 15                   | <p>Increased level of cleaning, including a cleaner onsite whilst buildings are occupied.</p> <p>All surfaces to be thoroughly cleaned at the end and beginning of each day, including door handles etc..</p> <p>Full deep clean of areas where confirmed Covid 19 has been identified.</p> | <p><b>Additional cleaning staff</b> – there will be additional cleaning staff onsite during the school day.</p> <p>Main clean takes place at 6am prior to school opening<br/>School building open until 6pm</p> <p>Children’s Mobile phones must be handed to class teacher and kept in a sealed labelled Bag in classroom – at child and parents own risk</p> <p>Risk assessments completed for high risk children (ES to lead)<br/>Positive handling plans reviewed and communicated (ES)<br/>Behaviour policy updated to ensure risky behaviours are sanctioned (SLT review)</p> <p>Shared resources thoroughly cleaned after each use and recorded to indicate clean has taken place</p> | 2                     | 5 | 10                   |



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|--|------------------------|---|----------------------|--|---|-----------------------|---|----------------------|
|  | P                      | I | Risk Rating<br>P x I |  |   | P                     | I | Risk Rating<br>P x I |
| Risk of contracting Covid 19 from a pupil or adult displaying symptoms | 4                      | 5 | 20                   | <p><b><u>System of controls - Point 1 measure</u></b><br/>Allocation of a room/space within the building for isolation of individual displaying symptoms.</p> <p>All trust schools to follow flow charts in response to suspected cases.<br/>Supervision, until pupil/adult, leaves the building to be done at distance where possible and with appropriate PPE.</p> <p>Individuals to report any family</p> | <p>1x isolation room (in the bistro)<br/>Equipment replenished and checked daily- LH/IS to oversee</p> <p>PPE is in disabled toilet cupboard for staff and children<br/>PPE available and staff trained as part of induction and guidance<br/>Intimate care plans updated (ES)</p> <p>Ensure all staff are clear with procedures and flow charts<br/>CC informed immediately if any suspected symptomatic people<br/>Update Staff handbook – CC/MM<br/>Circulate procedures to parents – via letter and class dojo / tapestry<br/>Risk assessment available to parents – on website</p> <p>Staff vigilance and awareness of circumstance and symptoms- staff responsibility to inform CC to take action</p> <p>Staff vigilance as children arrive in the morning-and throughout the day any child with symptoms must be accompanied by a staff member immediately to isolation room with same member of staff (Digital Thermometers available)</p> <p>CG / LH informed so can adjust register and track isolation days . testing evidence etc</p> <p>For staff who were previously clinically vulnerable or working in closer proximity or in communal area – visors are available if requested – IS to provide</p> | 2                     | 5 | 10                   |

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|--|------------------------|---|----------------------|--|---|-----------------------|---|----------------------|
|  | P                      | I | Risk Rating<br>P x I |  |   | P                     | I | Risk Rating<br>P x I |
|  |                        |   | 15                   | <p>members who are displaying signs of Covid 19.</p> <p>Pupils and staff members to not enter the building if they display signs of Covid 19.</p> <p>Deep clean of areas used by individuals who display symptoms.</p> <p>Individuals bubble to not return to work if symptoms of individuals are confirmed as Covid 19.</p> |   |                       | 5 |                      |
| Risk of contracting Covid 19                                       | 3                      | 5 | 15                   | Staff to use appropriate PPE when attending  | Visors for high risk activity if staff request (nappy changing, child vomiting etc made available | 1                     | 5 | 5                    |

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|---|------------------------|---|----------------------|--|--|-----------------------|---|----------------------|
|   | P                      | I | Risk Rating<br>P x I |  |  | P                     | I | Risk Rating<br>P x I |
| from a pupil /adult who requires medical attention and or personal care.          |                        |   |                      | to individuals who require care.   | Aprons, gloves for PPE and disposed of appropriately after use.<br>Double bin bagged and disposed as per DFE Guidance<br><br>LH/IS to ensure all PPE is in stock and replenish   |                       |   |                      |
| Risk of delayed evacuation of the building due to Covid 19 changes within school. | 2                      | 5 | 10                   | Within the first week of pupils returning schools, practice fire drills to take place.           | Fire evacuation procedures revert to pre covid plan – no one way system in event of emergency exit via nearest exit<br><br>Update individual evacuation plans for High Need Pupils – ES<br><br>Critical incident plan updated and accessible with cascade of staff - MM/CC | 1                     | 5 | 5                    |
| Risk of staff, children and any visitors not adhering to procedures               | 3                      | 5 | 15                   | Ensure all staff have seen and understood COVID risk assessment<br><br>Place adequate signage is | <ul style="list-style-type: none"> <li>• Newsletter to parents for each class with procedures</li> <li>• Posters displayed around the site</li> <li>• Messages via class dojo and Tapestry , twitter and website</li> </ul>  | 2                     | 5 | 10                   |

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|---|------------------------|---|----------------------|--|--------------------------|-----------------------|---|----------------------|
|   | P                      | I | Risk Rating<br>P x I |  |                          | P                     | I | Risk Rating<br>P x I |
|   |                        |   | 15                   | displayed around school for staff, parents and children to adhere to.  |                          |                       |   | 10                   |
| Risk of vulnerable staff pupils or those living with vulnerable peopled contracting COVID | 3                      | 5 | 15                   | <ul style="list-style-type: none"> <li>Individual RA in place for vulnerable staff including pregnant staff</li> </ul> |                          | 1                     | 5 | 10                   |

### **Identification of risks**

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

### **Evaluation of risks**

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks. The Trust uses a 5 x 5 Matrix to assess impact and probability as high to low, as illustrated in the diagram below: With 5 x 5 having High Impact and High Probability (see appendix section 2 and 3)

|              |                    |               |
|--------------|--------------------|---------------|
| <b>Score</b> | <b>Probability</b> | <b>Impact</b> |
|--------------|--------------------|---------------|

|          |                  |                      |
|----------|------------------|----------------------|
| <b>1</b> | <b>Remote</b>    | <b>Insignificant</b> |
| <b>2</b> | <b>Unlikely</b>  | <b>Minor</b>         |
| <b>3</b> | <b>Possible</b>  | <b>Moderate</b>      |
| <b>4</b> | <b>Likely</b>    | <b>Serious</b>       |
| <b>5</b> | <b>Certainty</b> | <b>Catastrophic</b>  |

For example - A hazard such as an insecure school entrance would be judged as Likely (4) this would result in undesirable visitors entering the site with potentially Catastrophic consequence (5) thus resulting in a score before measures have been introduced of  $4 \times 5 = 20$ . Following measures being implemented this is reduced to Remote (1) probability. The impact however still remains Catastrophic (5) and so the overall score reduces to  $1 \times 5 = 5$ .

### **Risk appetite**

The term risk appetite describes the Trust's readiness to accept risks and those risks it would seek to reduce. The Trust's risk threshold is the boundary delineated by the red shaded area (represented by scores of 5 and above with scores 15 and above requiring immediate attention) in the risk matrix in paragraph 3.3. Above this threshold, the Trust will actively seek to manage risks and will prioritise time and resources to reducing, avoiding or mitigating these risks.

### **Addressing risks**

When responding to risks, the Trust will seek to ensure that it is managed and does not develop into an issue where the potential threat materialises.

The Trust will adopt one of the 3 risk responses outlined below:

- Assume Treated (or Mitigate)      Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business Or the response actions either reduce the likelihood of a risk developing, or limit the impact on the Trust to acceptable levels.
- Treat (Transfer)      The risk is transferred to a third party, for example through an insurance policy.
- Tolerate      We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible

downside, or we believe there is only a remote probability of the event occurring.

|               |        |          |          |        |           |
|---------------|--------|----------|----------|--------|-----------|
| Catastrophic  | 5      | 10       | 15       | 20     | 25        |
| Serious       | 4      | 8        | 12       | 16     | 20        |
| Moderate      | 3      | 6        | 9        | 12     | 15        |
| Minor         | 2      | 4        | 6        | 8      | 10        |
| Insignificant | 1      | 2        | 3        | 4      | 5         |
|               | Remote | Unlikely | Possible | Likely | Certainty |