

RISK ASSESSMENT

Educational Setting	DOGSTHORPE INFANT SCHOOL
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Becky Waters, Headteacher, in liaison with: DIS Senior Leadership Team Niel Leggett, Site Manager HAT Primary Team Helen Price (Executive Headteacher - Hampton Academies Trust) Original written on 30th August 2021
Review Date	FORTNIGHTLY REVIEW (or more regularly if required)

Context / Background	<p>The following document outlines the context, planning and risk assessment for Dogsthorpe Infant School (DIS) from 6th Sept 2021. Using available guidance from the UK Government, the Department for Education (August 2021), Public Health agencies and Peterborough Local Authority, we are setting out our plan for a return to a more normal way of working.</p> <p>Government guidance sets out a ‘system of controls’, endorsed by Public Health England (PHE), which built upon the protective measures used throughout the Covid-19 outbreak. The most recent DfE guidance states the following as ‘Control Measures’:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p> <p>You should:</p> <ul style="list-style-type: none"> • Ensure good hygiene for everyone. • Maintain appropriate cleaning regimes. • Keep occupied spaces well ventilated. • Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>The way in which this ‘system of controls’ and series of protective measures will be implemented at HCSP is set out throughout this document.</p>
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	Please read in conjunction with The HAT Outbreak Management Plan and the HAT Roadmap to Recovery.
<p>Our plan for reopening: the HAT way</p>	<p><u>Practical steps to reduce risk</u> Whilst we are aiming to return to a more normal position, we have learnt a great deal over the last 18 months and will carry forward some of the measures we put in place as the new routines for the school and comply with latest guidance. These include:</p> <p><u>Good hygiene for everyone</u></p> <ul style="list-style-type: none"> • Ensuring regular handwashing, and/or use of hand sanitiser regularly throughout the day (on arrival at school, before and after playtimes, before and after lunchtimes, when handling or consuming food, before and after using the toilet etc.). • Encouraging good respiratory hygiene in children and staff, and ensuring bins are emptied regularly. • Ensuring toilet facilities are cleaned regularly throughout the day, bins are emptied and communal facilities (e.g. the staff room) are cleaned regularly too. • Ensuring the seating and tables in the hall are cleaned after each sitting. • An isolation room will be set up for suspected cases of Covid-19. <p><u>Maintaining appropriate cleaning regimes</u></p> <ul style="list-style-type: none"> • Each classroom and shared area will continue to have their own designated cleaning station and first aid kit. • A cleaning team will continue to come onsite for 1.5 hours a day over the lunchtime period. • Ensuring push plates and handles on closed doors are cleaned throughout the day. • Hand gel kept near shared equipment, such as MFD printers/copiers <p><u>Keeping spaces well ventilated</u></p> <ul style="list-style-type: none"> • Ensuring classroom doors and windows are kept open. <p><u>Following public health advice on testing, self isolation and managing confirmed cases of Covid-19</u></p> <ul style="list-style-type: none"> • Staff who have ‘opted in’ to the LTDs will continue to test twice a week in line with Government expectations until the end of September 2021 (when arrangements will be reviewed) • Children and staff with symptoms of Covid-19 must remain at home until they have been tested; they must then follow the Public Health advice regarding self-isolation for 10 days. • Encouraging staff, children and families to fully engage with the NHS Test, Track and Trace processes to limit the spread of Covid-19.

School practicalities

- Year 2 continuing to enter and exit school via the classroom doors at the front. This reduces the number of families accessing the middle playground.
- A one-way system for EYFS and Year 1 parents - using the walkway to enter the site and the main driveway to exit the site.
- Children will come in PE kits on their PE days.
- Continue to use Teams/Zoom for whole school Shine Times and some meetings.
- We recommend that the Admin Team wear a face covering when talking to parents/visitors at the office hatch. If necessary, keep the hatch closed.

Managing pupil and staff wellbeing and mental health

We will ensure that staff are supported with their own wellbeing and are given resources and strategies to support children's wellbeing.

Staff members will be advised to share their anxieties or concerns. We will continue our 'Staff Well-being network' for staff who are required to isolate. We will draw upon the HAT HR team and our Employee Assistance Programme as and when necessary. Regular wellbeing treats will be provided and virtual and face to face social events for staff who wish to participate.

Staff workload will continue to be a consideration to ensure that staff are able to maintain a good work:life balance. This will include timetabled PPA sessions; realistic and workable expectations around planning, teaching and marking etc.

Teachers will be actively encouraged to plan activities to support the development of positive mental health and wellbeing in children, and any significant concerns will be shared with Rainbow Team and/or SLT. We have a range of resources we can draw upon to support children with their own feelings, worries or anxieties.

Remote learning

Remote learning will be provided on a daily basis via Dojos for any children who are required to isolate. Paper packs could be made available on request. Further detail is available in our remote learning plan, which is published in full on the school website.

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What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention and infection control	All staff and children Any visitors to site <i>Risk of infection</i>	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school. If a child or adult shows symptoms, use the 'Isolation Station' until they can go home. Trained PPE Team to wear PPE when with child/adult. Ensure all adults and children clean hands thoroughly more often than usual - provide 'cleaning stations' in each classroom to enable this. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Maintain increased cleaning regimes - lunchtime and after school cleans using appropriate cleaning products. 'Cleaning stations' in each classroom to enable basic clean throughout day. 	<ul style="list-style-type: none"> Ensure sufficient stocks of soap, hand gel, tissues, gloves and anti-viral spray for cleaning stations. Deep clean of rooms used after a confirmed positive case on Covid 19. Agree new daytime cleaning rota for September 2021. Ensure sufficient bins around school. 	Site Manager HT	By 6/9/21	
Ventilation	All staff and children	<ul style="list-style-type: none"> Ensure rooms are well-ventilated (i.e. windows and doors open). When the heating is switched on, each classroom must regular periods of ventilation. Classroom windows should be opened for the last five minutes of each teaching session and the first five minutes of the subsequent sessions (after breaks etc). 	<ul style="list-style-type: none"> Staff to be reminded about cleaning regimes and opening doors/windows. SLT to ensure that ventilation guidance is followed by all staff 	HT SLT All staff	Ongoing	
Response to any infection	All staff and children Any visitors to site <i>Risk of infection</i>	<ul style="list-style-type: none"> Contain any outbreak by following LA/PHE advice. Refer to 'HAT Outbreak Management Plan' 		HT Trust	Ongoing	

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Testing for Covid-19	<p>Pupils and staff may be harmed by not identifying those in our school community who are infected, but are asymptomatic</p> <p><i>Risk of infection</i></p>	<ul style="list-style-type: none"> In line with DfE guidance, we have introduced Covid testing for staff from 25 January 2021. Engage with NHS Test and Trace in the case of a positive result 	<ul style="list-style-type: none"> Ensure staff have sufficient testing kits for start of term. Log any identifies positive cases with the trust and LA 	HT	Ongoing	
Cleaning	<p>All staff and children</p> <p><i>Risk of infection if areas are not cleaned thoroughly each day.</i></p>	<ul style="list-style-type: none"> Lunchtime cleaning - 3 cleaners (one per year group) onsite daily 11:45-1:15 to ensure all classrooms can be cleaned during staggered lunchtimes. After school cleaning - 2 hours of cleaning per night. Each classroom continues to have a cleaning station to enable Teacher/TA to clean throughout the day. Cleaning stations (soap, anti-viral spray and gel) in staff toilets and shared areas. 		HT Site Manager	Review in line with guidance	
Waste	<p>All staff and children</p> <p>Refuse collectors</p> <p><i>Risk of infection if waste is not disposed of in appropriate way</i></p>	<ul style="list-style-type: none"> Continue daily emptying of all bins. All classrooms to have lidded bins and no other bins. Waste linked to first aid to be disposed of in separate bin in disabled toilet area, in accordance with normal procedures 		Site Manager Cleaning team First aiders/staff dealing with intimate care	Daily	

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Equality Impact Assessment	Staff & Pupils <i>Greater risk of infection</i>	<ul style="list-style-type: none"> An equality impact assessment has been completed and can be found on Staff Shared Drive. BAME risk assessment has been completed with staff as appropriate. Risk assessments have been carried out with staff who were previously designated as clinically vulnerable or extremely clinically vulnerable. 	<ul style="list-style-type: none"> Review BAME RA with member of staff. On-going monitoring and review of risk assessments and arrangements for staff and pupils deemed to be vulnerable. 	HT HR Team	Review by HAT HR September 2021	
First Aid and Pupils with medical needs (two pupil with diabetes)	First aiders Staff trained to support key children <i>Risk of infection due to involvement with bodily fluids</i>	<ul style="list-style-type: none"> Staff to be provided with appropriate PPE (gloves, aprons, visors). Ensure sufficient trained staff onsite to support pupil. Care plan in which is created with parent and Diabetic Nursing Team. Relevant staff have a copy of the care plan to follow. Medical support carried out in appropriate environment which is cleaned afterwards. 		HT Medical Lead Trained team of staff	Weekly review of care with Medical Lead/ trained staff	
Children with EHCP - behaviour, intimate care needs etc.	TAs supporting chn Child themselves Other children <i>Risk of infection if social distancing cannot be adhered to & involvement with bodily fluids</i>	<ul style="list-style-type: none"> Individual care plans in place for children requiring intimate care; identifying needs and our management of those needs. 1:1 TAs provided with appropriate PPE (i.e. visor, gloves) if child mouths resources/dribbles etc. Intimate care provided by SEND TA team, usual PPE provided. Appropriate cleaning materials provided for sensory resources child uses (e.g. Milton sterilisers). Sensory rooms cleaned on a daily basis. Individualised timetables in place to meet needs. 	<ul style="list-style-type: none"> Regular review of care plans/RAs if guidance changes. If behaviour is deemed inappropriate and puts child, other children or staff at a higher risk of infection, review RA and consider whether placement can continue. If child with EHCP is not in school due to shielding or parent choice, appropriate home learning to be provided with SENDCO and FWBC carrying out regular well-being calls. SENDCO to ensure TA team are clear about procedures and expectations. 	SENDCO HT	All docs are in place for new EYFS children with EHCPs by 13 th Sept. Review as needed during lockdown period.	

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Hygiene	All staff and pupils <i>Risk of infection if strict hygiene not adhered to.</i>	<ul style="list-style-type: none"> Weekly monitoring of stock and ordering as needed. Each classroom will be given a cleaning station including soap, hand gel and anti-bac spray. Hand washing/cleaning routines in place - enter/exit school, before/after playtimes and lunchtimes, in between learning activities as deemed necessary, after use of some resources, after using the toilet. Water fountains will be turned back on in cloakrooms, ensure these are cleaned at least twice a day. 	<ul style="list-style-type: none"> Monitor supplies 	Site Manager	Review weekly	
Accident reporting Covid-19 incidents	All staff <i>Risk of infection</i>	<ul style="list-style-type: none"> Follow the Health & Safety Executive recently updated 'Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)' document to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. 	<ul style="list-style-type: none"> Seek advice from the Trust and its H&S consultants as appropriate. 	HT SBM	As needed	
Staff Zones	All staff and pupils <i>Risk of infection if social distancing not adhered to</i>	<ul style="list-style-type: none"> Continue to set a maximum number of staff in shared areas: <ul style="list-style-type: none"> Conservatory = 4 Staffroom = 10 PPA room = 5 	<ul style="list-style-type: none"> Ensure staff are aware as maximum numbers have been increased. 	All staff	Staff update on 3/9/21. RA to be shared by 6/9/21.	
Personal Protective Equipment	Staff attending to child who is unwell/ injured. Staff providing intimate care Staff meeting and greeting parents/	<ul style="list-style-type: none"> Standard PPE for intimate care continues to be in place. All PPE is disposable and will be disposed of appropriately. PPE pack from Local Authority is secure in Cupboard 3 (near office). Team of SLT and First Aiders has been created for use of PPE for children/staff displaying Covid-19 symptoms. All have confirmed they have read guidance and watched film. 	<ul style="list-style-type: none"> Reminder to all staff about those who are able to use PPE for children/staff with Covid-19 symptoms. Share Trust FAQ re: PPE with all staff. 	HT Medical Lead First Aiders Covid-19 PPE Team	Review in line with guidance. RA to be shared by 6/9/21.	

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	visitors to site <i>Risk of infection due to social distancing not always being possible</i>					
Face-coverings	Staff and adult visitors <i>Risk of infection</i>	DfE guidance (27.8.21) states: <i>'Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.'</i> However, the Trust takes the view that we will strongly encourage adult visitors to site to continue to wear a face-covering, on the basis that this is a recommendation in wider society, when mixing with adults beyond your normal family or work circle. Staff may continue to wear face-coverings, should they wish. Some staff may be recommended to wear a face-covering as part of their individual risk assessment.	<ul style="list-style-type: none"> This will be reviewed regularly and requirements may change at short notice depending upon local and national public health advice or when acting in accordance with the HAT Outbreak Management Plan 	HT Trust SLT	Review in line with guidance. Staff update via email on 1/9/21 and during training day on 3/9/21. RA to be shared by 6/9/21.	
Large gatherings/events with parents	Staff, children and visitors <i>Risk of infection</i>	<ul style="list-style-type: none"> Shine times will initially be held on Teams or within year group in the large hall. Children already sit in socially distanced way within year groups. Where possible, utilise outside spaces. The first KS1 Shine Time is timetabled for 24th Sept and the first whole school Shine Time is timetabled for 8th Oct. We will alter this in light of any changes in guidance. EYFS Stay and Play sessions in wk beginning 6th Sept. Half a class of children with one parent will be in school for 1.5 hrs. Measures in place: <ul style="list-style-type: none"> Request parents wear face covering. Only one adult per child. 	<ul style="list-style-type: none"> Ensure hall windows are open at all times. 	HT SLT	Review in line with guidance	

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		<ul style="list-style-type: none"> ○ Use of outdoor space at all times. 				
Signage	Staff and pupils <i>Risk of infection if rules are not adhered to</i>	<ul style="list-style-type: none"> • All digi-screens in school show reminder information about hygiene, hand washing etc. • Poster on main door reminding parents/carers about use of hand gel if they enter the school reception area and also encourage wearing a face covering. • Constant verbal reminders by all staff. 	<ul style="list-style-type: none"> • Refresh signage where necessary. 	HT Admin team	Ongoing	

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Part 3: Revisions, updates, additions and amendments - to be completed following fortnightly reviews

Date	Page no.	Updates	Further action required	Action by whom?	Action by when?	Done
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Useful Guidance

Schools coronavirus (COVID-19) operational guidance: August 2021

The Government Guidance for safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) [here](#)

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

COVID-19: PE teaching in schools and settings can be found [here](#)

COVID-19: guidance on supporting children and young people’s mental health and wellbeing can be found [here](#)