

<b>Risk Assessment – COVID-19 (v3.4)</b>		<b>14.1.22</b>	<b>The Victory Primary School</b>
<b>Responsible Person</b>	Jim Hartley – Headteacher		
<b>Other Persons Involved</b>	Deputy Headteacher, Assistant Headteacher, Business Operations Manager, Chair of Governors, Regional Director – Whole school invited to give feedback		
<b>Guidance Material Considered</b>	<ul style="list-style-type: none"> <li>DfE – Schools coronavirus (COVID-19) operational guidance (updated 27<sup>th</sup> September) (29<sup>th</sup> November) (10<sup>th</sup> December) (5<sup>th</sup> January)</li> <li>DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a> (17 August) (updated 27<sup>th</sup> September) (29<sup>th</sup> November) (10<sup>th</sup> December)</li> <li>DfE - <a href="#">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</a> (17 August) (updated 27<sup>th</sup> September) (10<sup>th</sup> December) (2<sup>nd</sup> January)</li> <li>DfE - <a href="#">Safe working in education, childcare and children’s social care</a> (20 July)</li> <li>PHE - <a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a> (19 July)</li> <li>DfE Asymptomatic Testing Procedures and Guidance – available through the <a href="#">DfE portal (secondary)</a> and <a href="#">DfE portal (primary)</a></li> <li>DFE - <a href="#">Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</a> (16 Nov) (15<sup>th</sup> December)</li> </ul>		

<b>Details</b>	<b>DFE Coronavirus Helpline 0800 046 8687</b>
A risk assessment covering school/setting operation <b>from September 2021</b>	
<b>A revised system of control measures is in effect</b>	
<ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol>	
The symptoms of COVID-19 are a new and continuous cough, or a high temperature, or a loss of or change in a person’s normal sense of taste or smell	

<b>Hazard</b>	<b>Who is at Risk</b>	<b>How Can the Hazards Cause Harm</b>	<b>Control Measures Currently in Place</b>
<b>Infection Control (people)</b>	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> <li>Staff who are required to quarantine having recently visited a county outside the <u>common travel area</u> will not come into school. Staff must allow time during School Holidays for quarantining. Staff are expected to return to work on the first day of each Term and are not permitted to take time off work for quarantining purposes. Staff must refer to guidance on international travel before booking and before travelling to ensure that they are able to attend school during term time periods. Staff are not permitted to take time off work e.g. for quarantining purposes.</li> <li>Staff are encouraged to take part in asymptomatic testing. <b>Positive Lateral flow test results must be reported to school and the Government website. All Lateral Flow test results must be reported to the Government website.</b> Staff not participating in asymptomatic testing must conduct a weekly health screening check.</li> </ul>

- From Monday 17<sup>th</sup> January, staff or pupils who test positively on a Lateral Flow test and who are asymptomatic will no longer need to conduct a PCR test. They should self-isolate for a period of 5 days. They will be required to conduct a Lateral flow test on day 5 and day 6. If both Lateral flow tests are negative they can return to school. If either test is positive, they should continue to self isolate until they receive two negative Lateral Flow tests or until they have completed 10 full days of isolation.
- If a member of staff has covid symptoms, they should book a PCR test rather than conduct a Lateral Flow test.
- If a member of staff has conducted a Lateral Flow test and has Covid symptoms and tests positively, they do not need to book a PCR test to confirm this. They should self-isolate for a period of 5 days. They will be required to conduct a Lateral flow test on day 5 and day 6. If both Lateral flow tests are negative they can return to school. If either test is positive, they should continue to self isolate until they receive two negative Lateral Flow tests or until they have completed 10 full days of isolation.
- Any staff member with symptoms of COVID-19 is sent home to self-isolate and instructed to undertake a PCR test. If staff receive a negative test result, they should return to work when they feel well enough to do so.
- Anyone having to go home will be encouraged to not use public transport where this is applicable
- Where a Lateral Flow or PCR test returns a positive result:
  - The staff member must notify the school of the test result immediately
  - The staff member self-isolates in line with self-isolation guidance
  - Where we have 5 positive confirmed cases within a class or 10% of our school cohort of Positive Covid cases within a 10 day period, the school will contact Public Health England / DfE for advice on any further action required
  - All positive cases will be reported to Portsmouth City Council via the following email [coronavirus.schools@portsmouthcc.gov.uk](mailto:coronavirus.schools@portsmouthcc.gov.uk) and our regional director will be informed through the completion of the UL Positive Case form.
  - The school will review the case against the Group guidance on *COVID-19 and ARMS*.
- Staff are encouraged to continue twice weekly home testing in line with PHE/DfE guidance whenever they are due to come into school. Staff must complete a LFT test prior to returning to work following a school holiday such as Christmas, Easter, Half term breaks.
- Staff who have been informed by Track and Trace that they have been in close contact with a person who has contracted the Omicron variant of Covid 19 (regardless of their vaccination status), are strongly advised to take a lateral flow test every day for 7 days and continue to attend work, unless they have a positive test result.
- Face coverings must be worn in the main office area by staff and when accepting and dismissing children at the end of the school day. Face masks must be worn by staff on the playground at the start and end of the school day. Masks to be worn in all communal areas and when staff meet with staff members not in their current year group e.g. PDMs, briefings etc.
- Pregnant members of staff to have an individual Risk Assessment in place which is regularly reviewed
- Shielding has now ended. No staff are classified as CEV unless they have been written to by their GP
- All staff offered a Flu jab (12<sup>th</sup> Nov) to further protect staff against viruses
- From 30.11.21, staff are encouraged to book a Covid Booster jab
- Any visitor coming into our school site must take an LFT test prior to entering our school building ahead of their meeting / visit

		<p>Pupils contracting COVID-19</p>	<ul style="list-style-type: none"> <li>• From Monday 17<sup>th</sup> January, pupils who test positively on a Lateral Flow test and who are asymptomatic will no longer need to conduct a PCR test. They should self-isolate for a period of 5 days. They will be required to conduct a Lateral flow test on day 5 and day 6. If both Lateral flow tests are negative they can return to school. If either test is positive, they should continue to self isolate until they receive two negative Lateral Flow tests or until they have completed 10 full days of isolation.</li> <li>• If a child has covid symptoms, they should book a PCR test rather than conduct a Lateral Flow test.</li> <li>• If a child has conducted a Lateral Flow test and has Covid symptoms and tests positively, they do not need to book a PCR test to confirm this. They should self-isolate for a period of 5 days. They will be required to conduct a Lateral flow test on day 5 and day 6. If both Lateral flow tests are negative they can return to school. If either test is positive, they should continue to self isolate until they receive two negative Lateral Flow tests or until they have completed 10 full days of isolation.</li> <li>• Parents must notify school of any positive tests results</li> <li>• Anyone having to go home will be encouraged to not use public transport where this is applicable</li> <li>• Where we have 5 positive confirmed cases within a class or 10% of our school cohort of Positive Covid cases within a 10 day period, the school will contact Public Health England / DFE for advice on any further action required</li> <li>• All positive cases will be reported to Portsmouth City Council via the following email <a href="mailto:coronavirus.schools@portsmouthcc.gov.uk">coronavirus.schools@portsmouthcc.gov.uk</a> and our regional director will be informed through the completion of the UL Positive Case form.</li> <li>• Clinically extremely vulnerable pupils can attend unless under specific medical advice not to do so. Shielding has now ended. No under 18's considered CEV unless parents have been written to by their GP.</li> <li>• Pupils/children who are required to quarantine having recently visited a county outside the <u>common travel area</u> must not come into school</li> <li>• Pupils who have been informed by Track and Trace that they have been in close contact with a person who has contracted the Omicron variant of Covid 19, are strongly advised to take a Lateral flow Test every day for 7 days and continue to attend school, unless they have a positive test result.</li> <li>• Lunch and break times will remain staggered from September. KS2 and Year 2 pupils will continue to eat their lunches within their classroom setting</li> <li>• In the event of a parent or sibling testing Positively for Covid 19, family members who test negatively can still attend school.</li> <li>• Breakfast club is available for all pupils who require this service. Pupils will collect their lunch from the hatch and can sit with children from different year groups. In the event of a Covid breakout, this will be reviewed.</li> <li>• School assemblies will be conducted via Teams or in the hall in pod groups.</li> <li>• Face coverings must be worn by staff in the main reception area by staff and when accepting and dismissing children at the end of the school day. Face masks must be worn by staff on the playground at the start and end of the school day. Masks to be worn in all communal areas and when staff meet with staff members not in their current year group e.g. PDMs, briefings etc.</li> <li>• Parents advised to conduct Lateral Flow tests with their children following an outbreak</li> <li>• All pupils offered a flu vaccination (11<sup>th</sup> Nov) to further protect pupils from viruses</li> <li>• Parents advised to conduct a Lateral Flow test prior to returning to school following a school holiday e.g. Christmas, Easter. Half term breaks</li> <li>• Any visitor coming into our school site must take an LFT test prior to entering our school building ahead of their meeting / visit</li> </ul>
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<p><b>Suspected / confirmed case in school</b></p>	<p>Staff/ pupils</p>	<p>Potential contamination of surfaces and for person to person spread</p>	<ul style="list-style-type: none"> <li>• Pupil/staff member with Covid Symptoms is sent home and instructed to arrange a COVID-19 PCR test.</li> <li>• Pupils with symptoms are sent to the medical room. Any rooms used will be cleaned once they have left.</li> <li>• Cleaning and disinfection of the area is carried out in accordance with DfE guidance <u><a href="#">COVID-19: cleaning of non-healthcare settings</a></u></li> <li>• When we have received a confirmed positive case, staff and pupils may be encouraged to participate in more regular LFT testing</li> </ul>
<p><b>Infection Control (practices)</b></p>	<p>Staff, Pupils, Visitors</p>	<p>Operational practices in place to minimise the risk of the spread of infection</p>	<p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> <li>• Hands are cleaned regularly by all pupils, staff members and visitors (on arrival, after break, when changing rooms, before and after eating and after using the bathroom) and soap and running water or hand sanitiser is readily available for this purpose.</li> <li>• ‘Catch-it, bin-it, kill-it’, promoted throughout school.</li> <li>• Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary</li> <li>• The school provides tissues and sufficient bins to support disposal of waste.</li> <li>• The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant.</li> <li>• If a child is unwell e.g. if a parent has had to administer Calpol for Covid related symptoms, pupils should not attend the school setting until they have received a negative PCR test result</li> </ul> <p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>• A cleaning schedule is in place with an emphasis on frequently touched surfaces</li> <li>• Cleaning following confirmed Covid cases carried out in accordance with PHE guidance <u><a href="#">COVID-19: cleaning of non-healthcare settings</a></u>. Classrooms will remain closed until staff and pupils return from the isolation period. These rooms should not be used during the isolation period (if confirmed positive).</li> <li>• Laptops and shared resources e.g. musical instruments should be wiped down / cleaned in between uses</li> </ul> <p><u>Outbreak Management Plans</u></p> <ul style="list-style-type: none"> <li>• Mechanisms are in place for the rapid deployment of enhanced control measures, e.g. face coverings, bubbles, should the school be advised to do so by a relevant body (central government, Local Director of Public Health)</li> <li>• See contingency plan for further actions.</li> </ul>

<p><b>Infection Control (premises)</b></p>	<p>Staff, Pupils, Visitors</p>	<p>Changes to or introduction of physical control measure to minimise the risk of the spread of infection</p>	<ul style="list-style-type: none"> <li>• The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Windows and external doors should remain open where possible. In the event of very cold weather, windows and doors can be closed but must be open during break and lunchtimes to circulate and refresh the air. Increased ventilation of the school hall space. All external doors and main entrance to the hall door to remain open in all weather conditions to enable this area to be well ventilated.</li> <li>• Single room ventilation systems continue to operate as normal</li> <li>• Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks.</li> <li>• Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room</li> <li>• Non-fire doors are propped open to support ventilation and to remove need for hand contact including entrance doors to pods</li> <li>• Morning classroom waste e.g. bins need to be disposed of at the end of lunchtime prior to handwashing for afternoon sessions</li> <li>• Covid Classroom Checklists in place to ensure key actions are being adhered to. This is monitored by Phase Leaders on a daily basis.</li> <li>• Face coverings must be worn by staff in the main office area by staff and when accepting and dismissing children at the end of the school day. Face masks must be worn by staff on the playground at the start and end of the school day. Masks to be worn in all communal areas and when staff meet with staff members not in their current year group e.g. PDMs, briefings etc.</li> <li>• Parents advised to conduct Lateral Flow tests with their children following an outbreak</li> <li>• Staff and pupils offered Flu jab / vaccination WC 8<sup>th</sup> Nov to further protect them from viruses</li> <li>• CO2 monitors in high traffic areas / enclosed spaces throughout the school from 15.11.21. These are checked weekly by our site assistant. A reading of 1500 PPM is considered to be too high. When O2 levels are too high, monitors have been set to beep. When this occurs, classrooms are vacated and ventilated for a period of 10 minutes.</li> <li>• Visitors to our school will be limited and will be determined on a 1:1 basis depending upon the reason for their visit. Teams will be the preferred method for meetings between visitors and our school. Any visitor coming into our school site must take an LFT test prior to entering our school building ahead of their meeting / visit</li> <li>• Staff and pupils who have been informed by Track and Trace that they have been in close contact with a person who has contracted the Omicron variant of Covid 19, are strongly advised to take a Lateral Flow Test every day for 7 days and continue to attend work, unless they have a positive test result.</li> <li>• Staff and parents advised to take a Lateral Flow Test prior to returning to school following a school holiday e.g. Christmas, Easter, half term breaks.</li> </ul>
<p><b>Anxiety, stress and worry</b></p>	<p>Staff, pupils (parents indirectly)</p>	<p>Those coming to work or school may be anxious, worried our stressed</p>	<ul style="list-style-type: none"> <li>• The workforce and any Union reps have been consulted in the development of this risk assessment and associated control measures</li> <li>• This risk assessment and its findings have been shared with staff and published on the school website.</li> <li>• Staff have access to Group's <u>occupational health and counselling service</u></li> <li>• Staff are sent a well-being email each week to check in on how they are doing and followed up when staff identify that they are struggling. Line managers support staff where appropriate.</li> <li>• Learning Mentor support in place for anxious children and parents</li> <li>• All pupils reminded of expectations and how to keep safe at school</li> </ul>

			<ul style="list-style-type: none"> <li>• 1:1 sessions with line managers have been offered to all staff</li> <li>• Regular catch-up meetings are in place with staff who are struggling at present.</li> <li>• SLT liaising with United Learning to increase well-being within the workplace</li> <li>• Well-being committee being set up to boost morale and well-being</li> </ul>
<b>Failure to follow local rules</b>	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> <li>• All staff have a duty to follow these control measures and must remind staff or pupils who may fail to follow these in a constructive manner</li> <li>• Posters displayed in classrooms identifying key rules and procedures.</li> <li>• Transgressions will be escalated through existing behaviour/disciplinary arrangements</li> <li>• Facebook messages, texts and website updates sent out to parents reminding them of the Governments Guidance and current rules. Staff emailed updated versions of Risk Assessment each week and a paper copy displayed in the staff room when updated</li> <li>• Letters sent home to parents to inform them of any Government changes and rules that have been relaxed / stepped up within school</li> </ul>
<b>The school lapses in following national/ group guidelines and advice</b>	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> <li>• Important updates/changes included in CEO's Heads Bulletins</li> <li>• Regular key guidance updates issued by Group H&amp;S Manager</li> <li>• Headteacher to ensure that all relevant guidance is followed and communicated to staff</li> <li>• Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly</li> <li>• The LGB is kept informed on changes in guidance and school approach</li> </ul>

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

<b>Assessment completed by:</b>	<b>Kath Jones</b>	<b>Date:</b>	6.1.22 / 14.1.22	<b>Date of next review:</b>	14.1.22/ 21.1.22
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