

RISK ASSESSMENT (Coronavirus-19) Update 3rd January 2022

Risk Assessment of: Perryfields Infant School – January 2022		Date: 18 th January 2022	Assessor(s): Headteacher/SLT (following advice from Essex, CLP Trust, PHE & DfE)		ce from	
Task/ Activity/ Situation	What are the hazards?	Who might be harmed and how?		place to prevent or manage the sk?	Level of Risk	Further action needed/ Comments
Entering the	Setting from Home					
Site Arrangemen ts	Office space (small) risk of staff infection	Office Staff	 Barrier between the two desks 2 metre line at top of office to Windows to remain open for in Only 1 extra person in the offi Only 1 person/family in the remain 	prevent people moving forward ncreased ventilation ce (max of 3 still)	Medium	Update as more guidance
	Entry and exit routes to the school – bottlenecks likely at entrance to school may hinder social distancing.	Parents/childre n/staff	 New entry and exit routes esta school between 8:55-9:10am way system. One-way system in place to e in place 	ablished – all children to come into for register using the drop off one enter and exit the school. Signage to socially distance in 3 sections of ossible.	Low	
	Deliveries – risk of staff/visitor infection	Staff	 All deliveries to be deposited be left for 72 hours before open of 15 for 72 hours before open of 15 for 72 hours is not possible, start and transporting deliveries Tesco deliveries to be deposited and delivery persons to be asked entering the premises and wellow procedures (DBS, ID etc.) to design and maintain 1M distance where the second of 15 for 15	in the front reception area and to ening aff to wear gloves when opening ted in the hall ed to disinfect hands prior to ear a face mask. If the normal safeguarding disinfect hands prior to entering	Low	

Children entering the setting at the beginning of the day	Transfer of infection between home and school onto equipment/surfaces Transfer of infection between home and school through close physical contact with people other than household members	All children/Staff	 where possible. To clean equipment after use and to wear a face mask. To continue the new one way system in place to allow for social distancing where possible Children to come to school between 8:55 -9:05am and drop the children off into class moving around the one way system. All children to enter school via their normal class door and either wash or sanitise hands with hand gel and sit in their seats. All children are expected to attend school. The office team 'First Call' will contact children who are not present and maintain an attendance/Covid register. Parents/carers asked to wear a face mask outside in playground 	Medium	Update as more guidance is shared from health professionals
Staff entering the setting at the beginning of the day	Transfer of infection between home and school onto equipment/surfaces	All children/Staff	 All staff should enter through the back door only. All staff to wash or disinfect their hands when coming into school. FACE MASKS – to wear face masks in communal areas and outside at end and start of day. Optional to wear in class. If staff feel ill, they are not to come to work but contact the Headteacher. 	Medium	Update as more guidance is shared from health professionals
Working in	the Designated Classroom	ns/Within the o	classroom		
Ventilatio n Seating	Risk of cross contamination with children sharing resources Risk of transfer of infection between children & between staff and children	All children/Staff	 VENTILATION - Keep windows/doors open as much as possible to improve ventilation. Wear several layers at work and children to wear jumpers/fleeces. If it is cold in the classrooms, close the doors but try to open them during break/lunchtimes to keep the air circulating. Children's seating arrangements can be returned to normal and should be mixed abilities on the tables or lines. Re-introduce the 2 metre line near the teaching area. 	Medium	Update as more guidance is shared from health professionals
PE Arrangem ent	Children take a long time to change and miss PE time. To reduce cross contamination from home.		 Children to come to school in their PE kits on their PE days Teacher's to inform the office of PE days and let their classes know when these days will be. 	Low	

Staff sickness Tables/ surfaces/ Light switches	Inadequate staffing levels due to sickness and COVID Risk of cross contamination with children sharing spaces	All children/Staff	 Teachers, LSAs and all support staff to follow the normal sickness reporting procedures Staff to do twice weekly lateral flow tests. If positive to start isolating at home and book for a PCR test. Staff to do lateral flows on days 5 and 6 (24hrs apart). If negative then can return on day 6. Ashley will wipe the high travel areas at least twice a day e.g. door handles, light switches etc). It is good practise to maintain the current cleaning regime levels. Class staff – to continue to disinfect desks when possible. 	Medium Medium	Update as more guidance Update as more guidance
	ween Rooms – this should	be as limited	as possible		
Assemblie s	Risk of transfer of infection between children and classes.	All children & staff	No more joint assemblies – these are to be remote.	High	Update as more guidance is shared from health professionals
Outdoor Pla	ay/PE/Lunch Provision				
Spacing of Children/ Use of Equipmen t/Use of toilets	Risk of transfer of infection between children & between staff and children Over crowding of the playground	All children/Staff	 Children need to familiarise themselves with sharing the outside space Breaktimes will be in year groups Year 2 – 10:15-10:30 Year 1 10:30-10:45 EYFS 10:45-11:00 Lunchtimes, children will revert back to the 'YEAR GROUP' lunchtimes 	Medium	Update as more guidance is shared from health professionals
			 EYFS 11:30-12:35 Year 1 & Year 2 12:00-1:05 Year group outside equipment boxes to be used Children to either wash their hands or disinfect their hands when coming in from lunch. If support is needed staff to use the 'need help' cards. 		

		1	. Where possible tables will possed to be alcohold between the two	1	
			Where possible tables will need to be cleaned between the two sittings.		
Leaving the	Setting at the End of the I	Day			
Children leaving the setting	Transfer of infection between home and school onto equipment/surfaces	All children/Staff/ Parents	 Children to wash hands or gel before leaving their class base and then collect their things and exit the building from the classroom door one at a time as normal. All children will be collected from the playground at 3:05pm Staff to wear masks when seeing out the children 	Medium	Update as more guidance
Staff Leaving the setting	Transfer of infection between home and school	Staff	 Staff to wash their hands thoroughly/gel before leaving the setting and sign out using their own pen. When getting home, staff to wash their hands. 	Medium	Update as more guidance
	d waste disposal			1	
Througho ut the day	Risk of cross contamination with children/staff using the setting and sharing resources Risk of transfer of infection between children & between staff and children	All children/Staff	 Enhanced cleaning regime is in place in line with DFE guidance. Site staff/cleaning staff on duty to regularly clean all door handles, door plates, worktops, surfaces, key pads, keyboards, taps, light switches etc. throughout the day using gloves, disposables cloths and disinfectant spray – cloths and gloves to be disposed of after EACH use. (THIS IS TO CONTINUE FOR THE SPRING TERM) Site staff/cleaning staff to clean all toilets at least once during the day (after lunch). End of day morning class adults to disinfect tables and tops of chair before lunch where possible. Teachers/LSAs to spend time reminding children of Covid-19 and how to properly wash hands and the catch it, bin it, kill it actions. 	Medium	Update as more guidance is shared from health professionals
Cleaning staff & caretaker	Staff illness – lack of staff capacity to enable enhanced cleaning regime No hand sanitiser or tissues in classrooms or low supply of soap – lack of supplies	Staff/children Staff/children/v isitors	 Contact Town & Country cleaning company to provide supply cleaners if and when needed <u>Lewis.martin@townandcountrycleaners.co.uk</u> Flavia Costa: 07702888581 Adequate cleaning supplies and facilities around the school are in place Caretaker to monitor and order additional supplies when needed via the office (hand sanitiser, tissues, soap etc). 	Medium	Update as more guidance is shared from Trust/ECC/G ov

At the end of each day	Risk of transfer of infection between children & between staff and children	All children/Staff	 Caretaker to do weekly checks on all cleaning bottles in rooms (cleaning stations no longer needed) to ensure they are fully stocked Lidded bins in all classrooms are in place Hand sanitiser available at all school classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Clinical waste lidded bins to be double bagged and binned after 72 hours The cleaning team to thoroughly clean all surfaces, floors, toilets and clean surfaces on central routes to and from those rooms (see cleaning schedule) All cleaners to wear gloves at all times and to follow the staff 	Medium	Update as more guidance is shared from health
		•••	rules on entering and leaving the building. (see above).		professionals
	Risk to Staff - in addition				
Staff to practice social distancing throughou t the day	Risk of transfer of infection between children & between staff and children and between members of staff	All children/Staff	 Where possible staff to keep 2+ metre distance from each other. Staff to wear masks in communal areas and can choose to wear a face mask in class or not. STAFF ROOM – this is an area of concern. All windows to be open and doors (good ventilation). Staff to distance where possible and continue to use the ICT room & library areas (Maximum of 4). 	Medium	Update as more guidance is shared from health professionals
Staff Meetings	Risk of transfer of infection between staff	All staff	All staff and SLT meetings to be held remotely – groups of staff should not be in the same room together		
Clinically Extremely Vulnerable Staff	Adults with specific conditions are automatically deemed vulnerable	Staff	Clinically Extremely Vulnerable Staff are able to return to work, , if they are unable to carry out their role at home. CEV staff will need an individual Risk Assessment to ensure all safety measures are in place as much as possible and discussed. Any CEV staff must arrange a meeting with headteacher asap.	Medium	Update as more guidance is shared.
Pregnant Staff	Unknown possible effects on the foetus – government advice	Female staff	All pregnant staff from the 28 th week of pregnancy should continue to work from home.	Low	Update as more guidance is shared.
Staff showing	Risk of transfer of infection between children & between	Staff/children/f amilies	 Any member of staff showing symptoms of a continuous cough, change in taste or smell or high temperature or a positive lateral flow should immediately contact the HT and self-isolate and book 	Medium	Update as more guidance

possible symptoms	staff and children and between members of staff		 & take a PCR test. Anyone with a positive PCR test must take a lateral flow day 5 and 6 (24hrs apart) and if negative can return to work on day 6. Any confirmed close contacts will need to take daily lateral flows for 7 days and continue to go to work unless they get a positive lateral flow or they start to have Covid symptoms. If a member of staff who has two vaccinations and is a close contact of someone with Covid-19 they are still able to come to work but need to do daily lateral flows as above (unless they are showing symptoms of Covid or have a positive lateral flow test). Test and Trace will contact any close contacts 		
Children showing possible symptoms	Risk of transfer of infection between children & between staff and children and between members of staff	Staff/children/f amilies	If a child shows any COVID-19 symptoms they will be isolated in the reception area with a member of staff in full PPE equipment. Please read the COVID-19 one page procedure sheet for all staff to follow in this situation when administering first aid. Laura or Ashely to open the window in reception first thing in the morning. The office staff will call the parent to collect their child as soon as possible. Testing is now available to anyone with symptoms of coronavirus and parents will be told that they MUST self-isolate and book a COVID TEST and MUST inform us of the results before returning to school. (THE NHS TEST & TRACE WILL NOW CONTACT THE FAMILIES AND ESTABLISH WHO THE CLOSE CONTACTS HAVE BEEN – INSTEAD OF THE HEADTEACHER). A coronavirus test can be booked here: https://www.nhs.uk/conditions/coronavirus-covid-19/ For children under 5's the telephone 111 NHS service should be called. Parents MUST get their child tested and MUST engage fully with the Test & Trace process.	Medium	Update as more guidance is shared from health professionals and government.

			A Positive Test result will mean that the child will have to isolate for 7 days and take a lateral flow on day 5 & 6 (24hrs apart). If negative they can return to school on day 6. If not they must continue to isolate until 2 negative LFT 24 hours apart and no temperature. Remote learning will continue at home for children who are having to isolate. A negative test result will mean that they are able to return to school. The school WILL ask to see the YES/NO test result that is received via text message and it will be recorded on the register. A COVID-19 register is kept in the office indicating which children are isolating and from when and why and the results of any tests. It will also state whether remote learning has been given or a home pack.		
Staff Wellbeing	Staff managing concerns from their partners/spouses/ dependents throughout this time as well as work pressures	Staff/Families	 Ensure that all members of staff can access their emails easily from home/in school to ensure that they can stay in daily contact and receive regular updates. Ensure that all staff know the EAP Health Assured Helpline number (0800 0305182) and can log on to the app (User name: Chelmsford; P/word: Learning) and understand that they can access this for themselves and their spouses and dependents. Staff to stay in contact via secure Social Media (WhatsApp) if they so wish (professional/friendly dialogue not mentioning parents or children as part of Data Protection procedures). Ensure that all members of staff understand that they can contact SLT at any time either via email or by phone. New staff provided new laptops to enable them to access remote learning. All staff have access to the CLP Perkbox offers. Staff to be aware of advice and support for staff and pupils from ECC, including the Educational Psychology serve https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx 	Medium	Update as more guidance is shared from health professionals / Staff Unions

Separatio n anxieties	This may affect all children due to the amount of time they have spent with their families and those with siblings who may not be coming In at the same time anymore. Children may not be able to come in without support.	All children and staff	 Children to be brought into school once they are calm New children to school EYFS to be supported by staff and encouraged to come into class with the member of staff (as normal) Zones of regulation PSHE and circle time focus Story times Art resources use for calming where possible Karen to deliver the Trauma Perceptive Practice training (TPP) 	High	
Safeguardir					
Accounting for the correct children each day Registers	Children could be absent and have come to harm, risk of abduction etc.	Staff/Children	 Staff in class to complete registers (SIMS electronic where possible). Registers to be completed within 10 minutes (by 9:15am latest) Office staff will make the first day call for children who have not arrived to locate where they are as normal. Parents will be informed of the need to contact the school office if their child will be late or not coming in for whatever reason, as normal. Staff to check what the children are having for lunch and take account of allergies. To check with the LA on how the SIMS registers should be recorded/coded. Staff in classes to record the number in the room on the whiteboard and ensure that the correct number of children are accounted for after break, lunchtimes, PE etc as normal. Report to the office immediately if any children are not present. 	Medium	Update as more guidance is shared from Trust, ECC and government.
Medical Needs	Children will have moved into a new year group with new staff. Staff will not be familiar with these children which could pose a risk that a child's medical condition is not treated correctly	Children	 Office staff to ensure the medical forms are up to date and new class records are in the teacher's draws. Staff in each class to locate the medical form grids & allergies and familiarise themselves with the children's medical needs on their class register and to look for any epipens/inhalers/health care plans in the office to ensure they are in there and in date. Kitchen staff and MDAs to familiarise themselves with their class group medical needs, allergies & dietary needs of the children on their list each day requiring a lunch. Adopt all usual procedures to ensure that these are catered for (allergy bands will be used/see above). 	Medium	Update as more guidance is shared from health professionals

First Aid	Children could sustain an injury in the classroom or playground Children becoming ill could be at risk of having the Coronavirus – specific guidelines must then be followed (See Essex guidelines already circulated)	Staff/Children	 Each class has at least one qualified first aider adult as normal. All class MDAs have a first aid qualification. All Paediatric first aiders will have up to date qualifications and will be based in the EYFS classes and Peardrops. ALL staff to still carry a school trip medical pack on them at all times for small scrapes. ONE INDOOR FIRST AID KIT IN THE MAIN FIRST AID ROOM – ALL ACCIDENTS TO BE RECORDED IN THE MAIN FIRST AID BOOK WHICH IS KEPT IN THE FIRST AID ROOM ONE OUTDOOR FIRST AID KIT FOR BREAK TIMES Two EYFS Paediatric first aiders to monitor the contents of the first aid kits each week (Fridays) (Claire & Mel) If first aid support is needed due to staff shortage staff to use Jo Farmer and Louise Roberts in the office who are both first aid trained. At lunch times, whilst Year group lunchtimes happen the class MDAs and office staff to provide First Aid All serious accidents/injuries to be brought into the medical room. If the adults cannot leave the play ground to send a sensible child in with a 'Help Needed' card to the office. To use the library area to keep year group as distanced as possible. 2 STAFF (min) TO BE OUTSIDE AT BREAK TIMES As usual all accidents and incidents should be recorded in the record book (there will be one book in the medical room) As normal - high level accident/incidents – a Riddor report should be completed and the HT/Office informed. RECEPTION AREA – FOR SUSPECTED COVID SYMPTOMS – this will still be in the reception area. If a child is suspected of having the Coronavirus – sit them in the front reception area. Any child suspected of having the Coronavirus should NOT be taken to the office – child should sit in the reception area and where possible be left alone – not touching anything (depending on the age/anxiety level of the child) This room should be well ventilated and big enough for first aider to social distance. The adult should encourag	High	Update as more guidance is shared from health professionals
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			 First aider to wear full PPE equipment, gloves, aprons, fluid resistant masks, eye goggles. Ask the office staff to call home and ask the parent to come and collect their child and to be given the what next flyer insisting that their child has a test. Ensure that all surfaces that the child came into contact with are cleaned with disinfectant – refer to Site Staff to carry this out. Follow the 'Children showing possible symptoms' procedures. 		
PPE Equipmen t	A lack of appropriate PPE equipment in place and staff being more vulnerable to the virus.	Staff/Children	 A long term approach to obtaining adequate PPE supplies in place. Staff to be informed of how and when to use PPE equipment. Site and finance staff are regularly monitoring PPE orders and supplies for delivery With 180 children back in school the use of gloves, soap, sanitiser etc will increase. The cost of the PPE has also increased in price – to budget for this increase. Office, cleaning and site staff to monitor the stock levels. 	Medium	Update as more guidance is shared
Site Security	All usual risks associated with intruders entering the premises etc. still apply Visitors to site pose additional risk of transferring infection to those in the school provision	Children/Staff	 All usual site security and visitors to school measures should remain in place throughout this time. Ensure that external doors are closed and that each member of staff has access to the door talk system Visitors into school will be limited – MUST wear a face mask, disinfect hands and socially distance and normal safeguarding procedures to be carried out. Post should be handled carefully and hands disinfected afterwards. Deliveries can still be left to quarantine. If visitors come into school they should undertake all hygiene measures e.g. gel hands and use their own pens etc. Staff to lock back doors at the end of each day and close windows. Peardrops to lock the demountable and EYFS door. 	Medium	Update as more guidance is shared from health professionals
Safeguard ing Concerns	Children attending the setting, at home, or children/parents contacting the teacher may highlight a new safeguarding risk for a child	Children	All staff to follow usual safeguarding procedures and enter concerns on CPOMS immediately. It is essential that the DSL or if unavailable the deputy DSLs are notified in person or phone if there is a significant risk of harm. It is sensible to have a conversation with the DSL in all circumstances in case they are not able to check their emails immediately and receive the CPOMS notification. Remember that ANY member of staff can	Medium	Update as more guidance is shared from Trust, ECC and government

Bereavem ent	Continued but decreased risk of a child/parent/staff member dying.	Staff/children/f amilies/local community.	make a referral to social care if you feel that a child is at risk of significant harm using the Children and Families Hub (0345 603 7627) and asking for the Priority Line or calling the police. The DSL or deputy DSLs should always be the first port of call however. Staff to follow the normal safeguarding SET procedures. To inform the HT ASAP in order to follow the Business Continuity Plan. HT to contact Paul Banks and the LA Follow the continuity plan. No staff to speak to the press or anyone in the local community.	Medium	Update as more guidance
Organisati on	after school club - Peardro Risk of transfer of infection between children & between staff and children and between members of staff	Staff/children/f amilies/local community.	 Peardrops staff to keep 2M+ apart from each other where possible and to wear a face mask. Where possible, when inside for children to play and eat in their year groups (tables cleaned beforehand) Children to wash their hands before eating. Children to be brought to Peardrops by their class teacher but wait for the Peardrops staff to be present Peardrops children to wash their hands in their classroom prior to going to Peardrops and staff Children and staff to gel their hands before going into Peardrops and to repeat when going home. Parents to keep in the entrance hall and sign their children out to reduce cross-contamination. Outside play – children to have year group zones Doors and windows to be opened to allow sufficient ventilation 	Low	Update as more guidance is shared from Trust, ECC and government
	DUCATION PLAN	Otatt/abildua			l lu data a a
Remote education plan	Bubbles close or individual children have to self-isolate	Staff/children	 All staff to take their laptops home each day in case a quick decision is made to move to remote learning for a year group or whole school To use TEAMS (Staff/academic year 2021-22 any lockdowns) folder to make twice weekly calls and SLT to make vulnerable calls if put in lockdown. If individual children have to self-isolate but they feel well enough to work, school packs and remote learning will be provided 	Low	Update as more guidance is shared from Trust, ECC and government

OOVERNO			 If whole classes or year groups need to self-isolate, remote learning will be provided on the website for parents/children to access (similar to lockdown provision) and physical packs being available. Zoom sessions and lesson videos to resume. All teachers and LSAs have the technology in place to support this. School ipads to be available to parents/children without access to IT at home. 		
GOVERNOR	RS/GOVERNANCE				
Governors	Lack of communication and strategic leadership from governors	Staff/children	 Meetings and decisions that need to be taken are prioritised Governors have oversite of the re-opening plans, letters, timetables and risk assessments. Communication between Leaders and governors is clear and understood with COVID updates at regular LGB meetings Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Governors can come into school when needed wearing a face mask All governor meetings to be held remotely for the rest of this term and a decision to be made prior to each meeting. 	Low	Update as more guidance is shared from Trust, ECC and government
TESTING					1
Testing	Test kits are securely stored and distributed to staff.	Staff	 -Kits are stored in the original boxes and will now be kept inside the medical room - Kits to only be used by school staff not for other members of the family -All kits will need to be signed for and the lateral flow sheet will be kept on top of the test kits - Amanda & Cathy will monitor how many are left and re-order more when necessary. 	Low	Update as more guidance
	Staff are aware of how to safely take and process the test.	Staff	Staff to do lateral flow tests the day before returning to school in January 2022. -Staff to continue to do twice weekly lateral flow tests until further notice -All staff know to contact the headteacher for any queries Amanda 07737 185566	Low	Update as more guidance is shared from Trust, ECC and government

	Staff are aware of how to report their test results to school and to NHS Test and Trace.	Staff	-All staff to report any incidents and positive test results to Amanda as above • All staff after each LFT taken must CONTINUE to report their results to BOTH the NHS Test and Trace AND to the school via the FORMS link that was emailed out to all staff. LINK TO REPORT TO SCHOOL VIA THE FORMS After each test you need to complete the school's	Low	Update as more guidance is shared from Trust, ECC and
	There are enough lateral flow tests available for all staff	Staff	• Process in place to monitor and replenish test supplies.	Low	government
OUTBREAK CONTROL PLAN	Staff are aware of what constitutes an outbreak and the measures to follow.	Staff	 Contingency plan for remote education – all staff knows how to provide remote education The headteacher will continue to report all positive staff and pupil COVID-19 cases to PHE and follow all advice given. Office staff and headteacher to monitor the attendance rate and number of positive cases in each class/year group. Headteacher to contact Essex Contact Tracing Team: The re-introduction of some additional protective measures may be a necessary response to a potential outbreak in school. Immediate outbreak response remains for local public health to advise on and ECC. Possible re-introduction of face coverings for staff, reduced mixing of pupils (bubbles, separate lunchtimes in the hall etc). 	Medium	Update as more guidance is shared from Trust, ECC and government & Public health England.