



Hanley St Luke's C of E Aided Primary School

Learning, Laughing, Loving at Family St Luke's

Risk Assessment and Control Measures for COVID-19 September 2021

Risk:

Spread of Corona- virus infection through close contact with others or surfaces touched

Risk level: Measures will bring risk of catching COVID as low as possible within the current stage of the pandemic and associated government advice

Control measure to reduce risk: the following risk assessment contains the measures the school will take in line with the government guidance detailed below to reduce the risk level to as low as possible:

[Guidance for Schools](#)

[Guidance for Early Years Settings](#)

Control Measure Hygiene related	Notes/ Action	Who
All staff and pupils to wash/sanitise hands on arrival to school and after being outside, before and after lunch, and before going home at other times as deemed necessary.	Staff at gate with hand sanitiser. Staff to remind children how to wash and to supervise process wherever possible and practical to do so. Hand sanitiser and soap in each classroom and in dining room Excessive hand washing can cause sore hands especially if not dried properly so this should be encouraged as drying hands thoroughly also helps to prevent infection. Aqueous cream will be available in class for use (Children who suffer from severe eczema etc may bring in own labelled cream to keep in school to apply if necessary).	All SP/GC to check daily supplies
Keep awareness of need for hygiene high	Staff to issue regular reminders to pupils. Additional signage around school to remind	All
Additional cleaning of touch points and toilets	<ul style="list-style-type: none"> • 5 times per day toilet cleaning (3 times touchpoints only) Frequency per day may change inline with PHE guidance at the time • Additional touch point cleaning midday around school. • Outdoor apparatus only used after playtime handsanitising and disinfected weekly. 	Cleaners Site staff Staff
Additional hand hygiene when using shared PE equipment	Pupils to sanitise before and after PE lessons	ALL
Use of facemasks/ covering	Facemasks are not required inside main school building for pupils or staff but staff who feel vulnerable may continue to use	ALL

	<p>them in communal areas outside of the classroom. They must be stored safely before and after use and hands sanitised when putting on and off.</p> <p>If any child arrives to school wearing one then they need to remove it before entering school and give to carer or dispose of or place in safe storage until end of the day as per the government guidance here: how to put on, remove, store and dispose of face coverings</p> <p>Visitors to school or parents will be encouraged to wear one in foyer if they are able to but this will not be a requirement.</p>	
<p>Tissues in class and advised to place in bin after use not in pocket or sleeve. Wash hands or use hand sanitiser after use Bins to be emptied midday as necessary and end of day</p>	<p>Staff to monitor pupils and staff for compliance Lidded swing bins to be used in each class</p>	<p>All</p> <p>SP/GC to check supplies & empty bins</p>
<p>Advise to sneeze into tissue or crook of arm</p>	<p>Be alert to anyone not doing this and ask them to wash hands and clean with disinfectant any area around them.</p>	<p>All</p>
<p>All visitors to be asked if they are symptom free (VIA posters) before entering building and asked to use hand sanitisers available.</p>	<p>Any non -compliance will mean visitor asked to leave and not allowed entry. Parents routine access to site limited to need to speak to staff member or where Year group requires entrance to site for drop off / collection (currently Nursery and Y3). Enquiries by telephone / electronic systems encouraged</p>	<p>Office staff Parents</p>
<p>Be alert to any pupil or staff member displaying any symptoms e.g. continuous</p>	<ul style="list-style-type: none"> Refer to this relevant guidance linked at start of RA 	<p>All</p>

cough and / or high temp. Remove from class area and sit in reception area.

Reception area is the largest open area where child can be kept separate and monitored effectively and safely. It is not behind a secure area but access to the front door is behind the secured gates to the external premises.

There is more than 2m between the chair and the door and reception desk but to further protect visitors from being in close contact of a symptomatic child, staff can go out to deal with visitors at the gate if appropriate

- Ensure 2m distance between person displaying symptoms and anyone else where possible.
- Ventilate room
- PPE to be worn by adult attending to child if 2m distance cannot be maintained
- Any tissues used to be put in bag and sealed.
- Digital forehead thermometer for use only if child seems to be displaying fever to confirm temperature before leaving premises
- Clean area where person been sitting
- If they need to go to the toilet while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

Pupil with symptoms on collection: parents advised how to access test.

Staff will only offer one of the limited stock of hometesting kits provided to school to a parent of a pupil sent home from school if school believes there is no other way the parent could access a test.

Staff member with symptoms to be sent home immediately and advised how to access test.

	<p>School may refuse to admit a child displaying symptoms to protect school community inline with this paragraph in the guidance: Admitting children into school</p> <p><i>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.</i></p> <p><i>If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</i></p>	
Other measures		
No changing for PE	<p>On PE days pupils will be asked to come to school wearing outdoor PE kit but this is now a new school routine outside of COVID as it saves time. Reception children do need to change as they need to learn how to dress and undress themselves.</p>	<p>Parents</p> <p>All</p>
Increased ventilation	<ul style="list-style-type: none"> • Classroom door to be propped open periodically to allow change of air • Office doors to be propped open • Windows open for ventilation where possible • External doors opened frequently throughout day for children to access playgrounds which increases ventilation • When hall in use for more than one class ensure roof lights open and external Stan Hubb door open if safe to do so. 	ALL

Use of water fountains and access to drinking water	<ul style="list-style-type: none"> Water fountains to remain out of action until further notice. Children access water from their own bottles or via cups in class and drinking water taps. 	Pupils
Requirement for first aid or intimate care	<p>Staff should wear usual first aid PPE for minor cuts and grazes but will have access to additional facemasks, gloves. Aprons and eye protection if required. These will be kept in usual First aid boxes but basic supply of first aid equipment and PPE to be in each classroom.</p> <p>If dealing with any form of first aid or intimate care where there is a risk of spillage of bodily fluid then in addition to gloves, apron and facemask, eye protection should be worn (face visor ordered)</p> <p>Small first aid pack to be taken to yard to for ease of access rather than taking child with minor cuts and grazes into school</p>	ALL
<p>Control measures</p> <p>MOVEMENT AROUND SCHOOL & OUTDOOR SITE</p>	<p>Notes/ Action</p> <ul style="list-style-type: none"> Maintain use of multiple exits and entrances i.e Top, middle and lower Wellington Rd gates and rear gate by nursery. Designate Rec, Y1 & Y2 gates where parents do not have to enter site – see map at end. Encourage KS2 parents not to enter site unless need to speak to staff member. Staff positioned at all gates to welcome children. Arrival from 8:40 to 8:55 and straight to classes. 	

	<p>Dismissal usual stagger from pre pandemic times with Reception starting and 3:05 and Y1 & Y2 following in order. Y4 afterwards at 3:15. Y3 3:15 via dining room Y5/6 separated by few minutes for dismissal at nursery gate or pupils walk to Lower Wellington rd gate.</p>	
Limit crowding on stairs where possible	<p>Continue with earlier system of going up the stairs only with large groups where possible and practical and round the outside of building to go down to lower floor. This will not always be possible or practical and will be left to decision of staff member in charge of the relevant group.</p>	ALL
Events where parents invited to attend	<p>Review guidance before each event re maximum numbers and any other restrictions. Follow guidance. Communicate requirements of entry to all stakeholders prior to event via usual school communication channels Ensure hall well ventilated and routes in and out avoid crowding where possible. Initially even if guidance allows restrict large events with whole school and parents until AUTUMN B e.g. class assemblies/ nativities. Possible smaller events where parents of one year group invited to attend as audience without other children present.</p>	ALL
IT lessons/ use of IT suite Ventilation in IT Suite	<p>Pupils must sanitise hands before use of computer at start of lesson. After lesson keyboard, mouse sanitised before next group. Door kept open and skylights open where possible.</p>	RW & All staff
Music	<p>Ensure sanitising of any instruments used before and after use.</p>	SC & all teachers

Lunchtime Sport Clubs in hall Afters school sports activities	Ensure ventilation as above and regular cleaning of equipment where required.	Staff and sports coaches
FIRE SAFETY	Evacuation to revert to pre pandemic system where all year groups evacuate to KS1 playground apart from Reception who use upper carpark area and Nursery who use space by rear gate.	ALL LW
Safeguarding	Systems as now with staff on alert for any cause for concern. Cause for concerns recorded on CPOMS system for action by deputy designated safeguarding leads or LW Non attendance of identified children with social workers to be reported to as currently. Non attendance for other children to be addressed in first instance by office staff. Safeguarding officer and then through support of EWO as necessary.	VC/ LW/ office staff All staff re reporting and recording
Protecting Clinically Vulnerable and Extremely Clinically vulnerable groups	School will follow advice from government regarding these groups as it has done up to this point. Individual conversations to be had with staff falling into clinically vulnerable but not extremely vulnerable to establish whether any additional precautions need to be taken. Risk assessments reviewed with Staff previously shielding or in clinically vulnerable group.	ALL JMc/ VC
Further risks Emotional Trauma and anxiety levels increased		
Risk: Pupils returning to school with emotional trauma and increased anxieties:	<ul style="list-style-type: none"> School ethos and values supports child centred inclusive approach and school already offer nurture approach- 	All

<p>Staff returning to school with emotional trauma and increased anxieties</p>	<ul style="list-style-type: none"> • Staff will not presume trauma and will create an atmosphere of normality and routine and then assess who is not coping and offer usual support • Trained counsellor on site to speak to children as needed and support staff in their approaches where necessary • Access any further training as required/ share existing staff knowledge via staff meetings etc as required. • Continue existing leadership ethos which prioritises staff wellbeing highly and respond to any issues and difficulties that arise seeking to find mutually acceptable solutions. • Signpost to LA services for counselling and school's own staff insurance services and any diocesan support available online via LDBE website. http://www.ldbe.co.uk/ 	<p>LW /SLT</p>
<p>Procedures for continuity of learning in the event of pupil or multiple pupils needing to self isolate or a local lockdown</p>		
<p>See full Remote learning Policy : https://hanleystlukes.com/wp-content/uploads/2021/02/Remote-Learning-Policy.pdf</p>		
<p>This plan will be reviewed and amended in accordance with need to ensure the safest arrangements possible for all. Where the national or local situation changes, there may be a need to step up or step down these measures. If it is to step up then the school will be quickly able to revert to previous version of this risk assessment and adapt as necessary and communicate as quickly as possible with all stakeholders.</p>		

