



Snape Primary School

UPDATED Coronavirus Risk Assessment APRIL 2021

for continual review and assessment as more information and guidance is published and lock down restrictions change.

This Risk Assessment is based as far as possible During the period of national lockdown, schools, alternative provision (AP), special schools, colleges and wrap-around childcare and other out-of-school activities for children should allow only vulnerable children and young people and the children of critical workers to attend (recognising that the characteristics of the cohorts in special schools and alternative provision will mean these settings continue to offer face to face provision for all pupils, where appropriate). All other pupils and students should not attend and should learn remotely until February half term. Early years provision should continue to remain open and should continue to allow all children to attend full time or their usual timetable hours. This includes early years registered nurseries and child-minders, maintained nursery schools, as well as nursery classes in schools and other pre-reception provision on school sites. Only vulnerable children and children of critical workers should attend on-site reception classes. This is the default position for all areas irrespective of national lockdown restrictions.

Limiting attendance does not suggest that schools and colleges have become significantly less safe for young people. Instead limiting attendance is about supporting the reduction of the overall number of social contacts in our communities. We have resisted restrictions on attendance at schools since the first lockdown but, in the face of the rapidly rising numbers of cases across the country and intense pressure on the NHS, we now need to use every lever at our disposal to reduce all our social contacts wherever possible. For vulnerable children and young people and the children of critical workers, who should still attend school or college, as they did in March to July, and their teachers, the system of protective measures means that any risks are well managed and controlled. We are responding to the intense pressure on the NHS, but that pressure is not driven by children. We are not seeing significant pressure from coronavirus (COVID-19) in paediatrics across the UK. The new variant appears to affect all ages but we have not seen any changes in the severity of the disease among any age groups, including children and young people. The majority of children and young people have no symptoms or very mild illness only. As cases in the community rise there will be an increase in the number of children we see with coronavirus (COVID-19) but only very rarely will they require admission to

Our Risk Assessment for Snape is based on the following principles:

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.**
- 2) Where recommended, the use of face coverings in schools.**
- 3) Clean hands thoroughly more often than usual.**
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.**
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.**
- 6) Minimise contact between individuals and maintain social distancing wherever possible.**
- 7) Where necessary, wear appropriate personal protective equipment (PPE).**
- 8) Always keeping occupied spaces well ventilated. Numbers 1 to 5, and number 8, must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances. Response to any infection**
- 9) Engage with the NHS Test and Trace process.**
- 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.**
- 11) Contain any outbreak by following local health protection team advice. Numbers 9 to 11 must be followed in every case where they are relevant.**

Page 1	Hazard	Risk	Initial Rating – L,M,H	Control Measures to Reduce Risk	WHO?	Further Actions	Final Rating – L,M,H
	1. Unwell children and staff.	Coronavirus may enter the school and spread to other children and staff.	High	<ul style="list-style-type: none"> • Either front or back of the school, children and staff asked whether they feel fit and well and whether they have a cough. • Handwashing for 20 seconds+ for all on entry. • Children will be reminded about tissues, hand washing 2 m regularly-in language to suit THEM • Any symptoms of Covid-19 reported or observed on arrival see section 7 below. <ul style="list-style-type: none"> • Now highly transmissible new strain means all schools only open to critical worker families vulnerable children (including those who are unable to access home learning tech or have a quiet space to study-therefore not engaging with school) • To minimise spread of virus govt have introduced LFTests in school, • Staff will be able to take the test to give more reassurance to minimising risk of virus spreading and to ensure isolation if needed. • LFTests to be distributed week by Monday 25th 21 and taken Wednesday evening and Sunday evening. • • Results reported to SG as LFT results are more immediate. • • If positive isolate and book for a PCR Test thereby minimising risk of spread within school • • If a member of staff tests positive bubble will be closed until results are back from 	WHOLE STAFF	Track and Trace: if showing symptoms got and get a PCR test at Leiston leisure centre, or use one of our PCR postal tests (posted in special post boxes : one in Snape in layby) or wherever directed by PH	HIGH due to new strain+it being highly transmissible

2. Spread of the virus – transmission between children

Coronavirus spreads quickly when people are in large groups.

High

- Due to the national lockdown we are now limiting our numbers in school to children of KW+ vulnerable children ONLY
- Children are in 2 bubbles (their classes).. As far as possible the same staff members will work with a particular group.....see actions column.
- Where possible **Social distancing of over 2 m as much as possible** to communicate maintaining the 2 metre social distancing to pupils and regularly reinforce this through possible use of ‘bubbles’ if they get too close
- Rooms will be kept well-ventilated with open windows and doors will remain open.
- Starlings ‘bubble’ will have their own tables spread apart in the class with ‘kit’ on the back of their chair
- Kes/Eagles bubble with all be facing the front on their own tables with their own ‘kit.’
- ‘Catch it, Bin it, Kill it’ re use of tissues+putting straight into pedal bin.
- Children are to ‘socialise’, as much as possible, at a 2m distance (age dependent) and eat in their classroom at their desks which are well apart and, in K/Eagles all facing the front.
- Vertas have requested Leona to use boxes where possible to minimize contact (ie handing plates to children)Where that does happen Leona will dish up on a flat surface and the child will then take the plate themselves.
- Unnecessary items/furniture or any soft furnishings or items that have surfaces that are hard to clean will be placed in cupboards if they really are not going to be used.

Staff

Re iterate personal space ‘bubbles’ around each of us.

Latest guidance for Sept:

“Ideally, adults should maintain 2 metre distance from each other, and from children.”

“For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.

This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.”

That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.

Latest guidance:

“cleaning is generally enhanced and includes: more frequent cleaning of rooms and shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal”

HIGH
Since Jan lockdown and announcements we have amended our RA to high risk of virus transmitting with the new strain.

Therefore we are limiting contacts by limiting numbers in school

Page 3	3. Transmission between staff	Staff using communal spaces may increase the risk of spreading infection	High	<ul style="list-style-type: none"> All staff will immediately report any shortcomings in safety or breach of instructions Lucy Ann or Sarah Staff must keep a 2m distance from each other at all times and must not congregate together. Access to staffroom limited. Cleaning equipment available for staff to use to regularly clean surfaces in this area. Cleaning equipment available to wipe down surfaces after use. If a member of staff opts to wear a face covering they will not be prevented from doing so as long as worn correctly ie if taken off , wearing gloves and then stored in zip lock bag to keep it clean. 	All Staff	<p>Ensure distribution of cleaning materials to staff toilets, staff room and each class room that is in use and any other communally used spaces.</p> <p>Need to just talk to each other about where we are if in staffroom.....(taking out cooker provides a bit more space)</p>	Medium
	4. Transmission between parents/ carers	Parents communicating in groups at the start and end of the school day may increase the risk of spreading infection.	High	<ul style="list-style-type: none"> If children need to be accompanied to school, only one adult should accompany them and collect them at the end of the day. Staggered start and finish times for different classes to reduce numbers of people queuing outside the school gate. Parents told that children should not arrive until immediately before the start time for their class and that they must not gather in groups. Supermarket like queues to 'hand over' children. Parents will not be permitted to enter the site unless they have a pre-arranged appointment that can be arranged safely or are collecting their children using the queuing system outside the designated classroom at the end of the day. Any parents wishing to speak to the office must contact by phone first and will not be allowed ad-hoc access through main door into the lobby area. 	HT, CTS and JH	<p>Regular and clear communication with parents.</p> <p>Regular and clear communication with parents. Starlings: 9 am start 3 pm finish at own back door, via playarea gate. Kestrels/ Eagles: 9.15am start 3.15 pm finish at front door</p> <p>Already in original possibility opening newsletter</p> <p>Explained verbally to families at Larder and by phone.....all parents contacted on Monday 4th Jan 21</p>	

Page 4	5. Transmission between children and adults	For personal care and first aid purposes, closer contact may be required between staff and children.	High	<ul style="list-style-type: none"> • Staff to maintain 2m distance from pupils wherever possible. Children's desks placed 2m from where teacher teaches class and in rows • Much of teaching is group work delivered from the front of the class. Children work through with teacher as necessary but no adults sit alongside children to support them with work. Support, answers, given by teacher from front of the class to whole group as necessary. Children mark their own work as appropriate as shouldn't be swapping work to mark • Need to administer First Aid or personal care – staff member will wear mask , visor, gloves and apron when delivering First Aid. • Visors stored flat with mask. To be disinfected and pegged to dry. • Masks, gloves+aprons are disposable so will need to be thrown away in medical bin when used 	All Staff	<p>Ensure sufficient PPE supplies for each class group.</p> <p>If it's intimate care eg accident 2 members of staff will attend (safeguarding)+ wear mask , visor, gloves and apron.</p>	Medium
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Page 6	7. Child or adult develops symptoms in school.	Staff member or child appeared well on arrival but develops cough or sore throat.	High	<ul style="list-style-type: none"> • Child will be immediately isolated in the library/ reception (child seated near the open door, supervised by HT or LW at higher than 2 m distance or in lobby area of Pre School • PPE should be worn if a distance of 2m cannot be maintained (e.g. if medical assistance needed). • If the child needs the toilet whilst waiting to be collected, the toilet area they have used should be cleaned and disinfected after use. • The staff member helping the child must wash their hands for 20 seconds immediately after the incident. • Child is sent home and parents are advised to obtain a Covid-19 test for child who should self-isolate for a minimum of 7 days or until negative test result received (their household members should be told to self-isolate for 10 days). • There will be immediate cleaning of surfaces that have been in child's vicinity and their equipment is removed and stored safely. • Member of staff who develops symptoms goes home and arranges to be tested for Covid-19. They self-isolate for 7 days minimum or until a negative test result is received (family members for 10 days). Cover by another teacher or HLTA is arranged • There is immediate cleaning of surfaces that have been in their vicinity and cover is provided. 	All staff	<p>Room to be set aside specifically for isolation, that is not used for any other purpose? lack of space restricts ability to do this</p> <p>Extra thermometers available for use in school for use as necessary.</p> <p>Flow chart of process and contact details to obtain Covid-19 testing and inform Public Health in office and Sarah's office.</p>	Medium
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Page 7	8. Confirmed case in school		High	<ul style="list-style-type: none"> • Where a child or staff member tests positive for Covid-19, the rest of the bubble will be sent home and advised to self-isolate for 14 days. • Parents of all children and all staff are advised that there has been a positive test in school and what action has been taken as a result. • The relevant class space and any other areas occupied by the infected person will be closed off until they have been thoroughly cleaned and all surfaces disinfected. Full PPE to be worn by whoever is doing the cleaning • If other cases are confirmed in other parts of the school, PHE's local health protection teams will conduct a rapid investigation and advise school on what action to take. • HT considers school closure as necessary. 	All Staff	<p>Test and Trace in operation ?</p> <p>Possible to close both bubbles and go over to remote learning if teachers well enough to proceed</p>	Medium
	9. Protection of Vulnerable Groups'	<p>People in identified 'Vulnerable' groups are at higher risk from serious infection or death from Covid-19.</p> <p><i>'The exposure of vulnerable groups must continue to be reduced from normal levels' (Our Plan to Rebuild – p20)</i></p>	High	<ul style="list-style-type: none"> • Staff and children in the 'extremely vulnerable' groups who have received a shielding letter will work from home until further notice. • Due to the conflicting scientific opinion – pregnant staff will work from home. • Staff and children in other 'vulnerable' groups should work from home and be part of the home learning team to help in marking and setting of work and communicating with parents. 	All Staff HT and GB		Medium

Page 8	10. Lunch-times	Children will have to leave their designated class space to eat lunch, whilst maintaining social distancing.		<ul style="list-style-type: none"> • Lunchtime Children will be able to 'socialise' in their BUBBLE in 'zones' outside in playground but can't cross bubbles-one MDA with each bubble: Dee with Starlings, Lisa with K/Eagles • Starlings will eat lunch in their classroom, Kestrels and Eagle in the middle classroom 		Cleaning resources and access to possible PPE if accidents.	
	11. Outdoor activities/ PE	Some scientific evidence suggests that the virus spreads less easily in the open air. As children will not be having free play at break and lunchtimes, some structured, supervised access to the outdoor area will be available.	Medium	<ul style="list-style-type: none"> • Use of outdoor areas will be staggered with only one BUBBLE in one area at a time. • Children will only have access to the outdoors in their zone with their BUBBLE. • They will thoroughly wash their hands before and after these activities. 		<p>Premier Sport staff to be briefed about safety requirements/social distancing etc.</p> <p>PPE/First Aid resources to be taken outside in case needed.</p>	
	12. Poor hygiene/handwashing	Handwashing procedures may not be followed and will cause the virus to spread.	High	<ul style="list-style-type: none"> • Strict handwashing regime in place, children wash hands on arrival and every time they enter the school building. • Outdoor sinks in situ at back and front of school + in Starlings EYFS area • Handgel station outside entrance door of Pre School. • Signs up in working areas and toilets. • Children practise daily how to wash their hands with their designated staff member. • On return from the toilet (having washed hands with soap and water) and if moving from one room to another children and staff use hand gel outside classrooms. 	All staff	<p>Any child refusing to follow procedures will be sent home immediately.</p> <p>Ensure of enough stock of hand gel (LAW) and dispensers checked for refill (AN)</p>	Low

Page 9	13. Cleaning	The virus contaminating surfaces.	High	<ul style="list-style-type: none"> • Children and staff wash or sanitise their hands frequently, and at the change of any activity. Directed by staff. • Common surfaces that are touched during the day (e.g door handles, surfaces in toilets) will be wiped with long lasting (10 day wipes) • There will be pedal bins in every work space being used • Clean of all occupied spaces in school by Andy and staff at the end of each day. 	Teachers, TAs and pupils		Medium
	14. Sharing resources	Children may pick up the virus by sharing resources.	High	<ul style="list-style-type: none"> • Play 'bag' purchased for each 'bubble' at lunchtime • Play 'areas' arranged so that distance can be maintained. • For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared as per guidance recommendation.....<i>relevant KS2 pupils more?</i> • Classroom based resources, such as books and games, can be used and shared within the bubble/class these will be cleaned regularly. • No sharing of resources between each bubble. • Forest Schools - own gloves if needed • PE kit all day on Wednesdays • Forest Schools kit all day Thursdays 	Teachers and TAs	<p>Any child repeatedly refusing to follow procedures will be sent home immediately.</p> <p>Parents informed of routines on Monday 4th Jan21 by phone.</p>	Low

Page 10	15. Clothing	There is a possibility that Coronavirus may linger on clothing.	Medium	<ul style="list-style-type: none"> • Share with parents, children and staff that clothing worn in school should be changed on arrival at home as the virus may be carried on clothing for a period of time. • Where possible diff. uniform daily? • Dr advice (NAHT meeting 27.5.20) said if staff left clothes in 'holding zone' ie laundry basket for more than a day that would be fine. Minimal risk and you don't have to wash immediately so just have different clothes next day! 	Staff and parents.	Re - iterated in future letters.	Low
	16. Maintaining supplies	The school runs out of hygiene and cleaning supplies.	Medium	<ul style="list-style-type: none"> • Carry out regular stock takes of cleaning equipment. • Office staff to monitor supplies and re-order as necessary. • All staff to be responsible for reporting shortages to Office manager ASAP. 	JH and AN	In the event of a supply shortage SG, SP, LM will obtain hand wash from local shops.	Low

<p>Page 11</p> <p>Behav- oural Issues</p>	<p>17. Aggression and contam- ination.</p>	<p>Specific chil- dren may con- taminate staff, or other chil- dren, through close contact physical ag- gression, biting and/or spitting.</p>	<p>High</p>	<ul style="list-style-type: none"> • Children who pose a high-risk of the identi- fied behaviour will not be permitted into school unless the child has a social worker. • An individual risk assessment will be writ- ten for any child known to exhibit these behaviours, before they can be admitted into school. • The risk assessment school identify the child's potential triggers, strategies and early signs which indicate the child is not managing. 	<p>Teacher and TA</p>	<p>Upon identification of early warning signs, the child is sent home to one of the emergency contacts provided to the school.</p> <p>In the unlikely event a child or staff member has been contam- inated, they will remain at home in isolation for 14 days.</p>	<p>Medium</p>
<p>Staffing</p>	<p>19. Staff Shortages</p>	<p>Too many staff are unwell at one time or are self-isolating to maintain staff- ing levels in the school.</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Staff will work in the school in BUBBLES to reduce contact and the risk of multiple staff being infected at one time. • SG teaching only in K/Eagles. 	<p>HT and GB</p>	<p>In the event of staffing shortage we may have to close or offer a part week.</p>	<p>Low</p>

<p>20. Excessive mental pressure</p>	<p>Threat of the new strain being highly transmissible and lack of clarity and mixed messages from GOVT may cause staff and pupils increased levels of anxiety on their full return to school.</p>	<p>High</p>	<ul style="list-style-type: none">• There will be considerable time devoted to talking to families and responding to concerns.• Zooms to keep in touch and see faces to see how everybody is-also to enable us to maintain much needed social contact and link up the children with each other so they feel part of our school community whether in or out of school at present.• Keep talking to each other and check whether people still feeling comfortable to be in-if not THINK AGAIN.• NO ONE is to be forced to work in school if they feel unable.• Constant talk and 'nothing is set in stone; ethos.• Staff have access to the Suffolk Wellbeing Service and the WVAT counselling service.	<p>Staff BH HT/GB BH SG/TC</p>	<p>HT/GB to review plans if necessary.</p> <p>Access ELSA, CAMHS, School Nurse, Cafcass depending on what service might be needed.</p>	<p>High</p> <p>High</p>
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Page 13	21. Safeguarding	Robust safe-guarding measures slip if children are at home and we are unable to see how they are	High	<ul style="list-style-type: none"> • Use zoom to see children+ make contact if don't appear. Keep log updated so nobody slips through the net. • Work with EWO as soon as issues arise. • Speak to families about concerns if they are still worried. • Continue to liaise with other agencies MASH etc. 	DSL Staff SG	If DSLs sick highly likely have to close part or whole school?	Medium
	22. Hard pressed families flounder	Due to furlough finishing and lockdown loss of earnings	Medium	<ul style="list-style-type: none"> • Continue to monitor family welfare. • Remind parents about eligibility for FSM via website, chats and newsletters. • Larder every Wednesday 10-11am • FS Edenred vouchers 	Staff		Low
	23. Visitors to the school	Cross contamination	High	<ul style="list-style-type: none"> • Discussion with key contractors about our control measures and ways of working as part of planning for the autumn term. • Guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Where visits can happen outside of school hours, they should. • A record of all visitors will be kept for potential track and trace (as well as as normal re our standard procedures). 			Low
	24. Fire safety	remembered therefore safety compromised	High	<ul style="list-style-type: none"> • Continue termly fire drill • Talk to everybody during 1st week of Jan - remind them about exits and that it will be same as usual BUT keeping social distance when lining up outside. (potentially when going outside in a line too IF there is time but they do have their backs to each other as they walk out. 	Whole Staff		Low

Page 14	25. ICT poverty	Children can't access home learning effectively as don't have proper tech at home	Medium	<ul style="list-style-type: none">• Text sent regularly to ask if families need a laptop to support home learning• Regular monitoring of situation so can deal with families issues 1 to 1 and have personal conversations about what is required• I Pad loan - take one from school and sign loan agreement.	Whole staff		HIGH
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