



Risk Assessment for January 2021

Area of risk	Risk - high, medium, low	Measures to be put in place
Responding to Someone with Symptoms	HIGH	<p>No visitors/staff/children/families/contractors can enter the building if they have symptoms. This will be communicated via email, newsletters, phone calls and posters around the school site.</p> <p>Parents to receive a letter explaining the policy and procedures in case someone on site falls ill and the protocols to follow. A reminder to be sent out in a newsletter on Friday 15th January 2021.</p> <p>The procedure for if someone displays any symptoms has been updated in January, shared with all staff and a hard copy has been laminated and placed in each classroom, office etc.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>January 2021 - if a child, or member of staff, is displaying other illnesses such as sickness or a sore throat, they must remain at home. If symptoms persist or worsen after 48 hours, they are advised to get a test.</p> <p>If a child is awaiting collection, they will be moved to the PPA room, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, there is a bathroom within the PPA room. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach</p>

		<p>after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>If the ill person tests negative, they are to remain off school until well enough to return. If they test positive, they must stay at home for at least 10 days or until their symptoms have disappeared (not cough). Anyone who had been in the bubble with their child, or has been in close contact, will have to self-isolate for ten days and these children/staff will move to remote learning. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms. Parents of the relevant bubble will be informed of the possible case and again once a test result has been gained. All cases will remain anonymous.</p> <p>All staff who display symptoms should access a test provided by the appropriate health care professional. Reminders will be sent to staff and families that nobody in their family need to get tested unless they begin to display symptoms.</p>
Hygiene and Hand washing	HIGH	<p>Each class has its own hand washing facilities allowing for regular hand washing.</p> <p>All sinks to have soap and paper towels available. Soap levels to be checked at the end of each day by the school cleaner</p> <p>A hand dryer to be purchased for the girls' toilet.</p> <p>Hand sanitisers to be placed at both entrance doors and in all classrooms. Pupils know to only use these with supervision. Staff will closely monitor the use of hand sanitiser. This will only be used when hand washing in water is not possible.</p> <p>Hand washing to be incorporated into the daily routine: on arriving into school, before and after playtimes and eating and when moving around the school.</p> <p>The requirements for hand washing will be communicated verbally and visually to pupils upon arrival back in school in January and continually through the school week. Parents will be asked to ensure pupils can independently wash their hands before returning to school.</p> <p>Pupils in reception and year one will be supervised when washing hands.</p> <p>Breaks and lunchtimes have been scheduled to allow time for more frequent hand washing.</p> <p>Educating pupils on hand washing has been incorporated into the curriculum. Posters will be in place in all classrooms reminding pupils of the importance of washing their hands.</p> <p>Admin to ensure school have enough supplies of soap, towels, hand sanitiser etc by completing a weekly stock check.</p> <p>Tissue bins are in place in all areas and emptied when they are full or at the end of the day.</p>
Cleaning	HIGH	<p>In classrooms, hard surfaces will be wiped down at the end of the day.</p> <p>Contact points should be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc.</p> <p>In the school office, cleaning equipment will be placed next to the photocopier and paper cutter. Each staff member will wipe these pieces of equipment down after use.</p> <p>Cleaner to enter the building and change into work wear in the staff toilet.</p> <p>Cleaner to wear gloves and a mask.</p> <p>Bleach to be used to clean items which cannot be done with soap which then is removed by water into a sink.</p>

		<p>Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day.</p> <p>Toys and equipment that are only shared within one group to be cleaned twice a week.</p> <p>Bubbles to have their own allocation of the outdoor sports equipment, and a timetable will be created for the trim trail and fort. This will leave a period of time over 20 minutes between bubbles using the wooden fort and trim trail.</p> <p>Unnecessary items in classrooms will be removed and stored elsewhere in the school.</p> <p>Soft furnishings, toys and soft toys will be kept within one class and cleaned once a week.</p> <p>Toilets will be cleaned throughout the school day (3 times) and at the end of the day. Staff will ensure pupils wash their hands correctly.</p> <p>Doors to the toilets to be wedged open to avoid people touching them - please note, pupils will still be able to use the toilet privately.</p> <p>Cleaning staff to wear PPE when cleaning - a cleaning procedure has been set up which documents clothes to be worn, PPE to be worn and how and what requires cleaning.</p> <p>Ensure a standby cleaner is in place in case of illness.</p> <p>Kitchen staff to wear gloves when cleaning the pots.</p> <p>All pupils will have their own resources and will not share. This will be the same for staff.</p> <p>Pupils and parents have been asked to only send in a small bag with the pupils' diary and reading book in. Staff will limit resources that move between home and school. Lunch boxes not applicable as 100% of pupils have school dinners. Coats, hats etc will be placed on the child's peg.</p> <p>As much as possible, staff will be asked to mark books in school. Expectations of staff attending meetings and running clubs will reflect this.</p>
Social Distancing	MEDIUM	<p>During January lockdown, the majority of pupils will remain at home with only vulnerable pupils or children of critical workers in school. Pupils to be taught in classes but will come together at playtimes and lunchtimes to support social development (maximum 21 children).</p> <p>Set up classrooms for years 2-6 in rows removing unnecessary furniture. Pupils to sit all facing the same way. The pupils in reception and year one will not be sat at rows as they will be working in an EYFS style classroom where pupils will be working at 'stations'. As much as possible, stations will allow for pupils to face the same way and ensure groups of pupils are spaced out.</p> <p>In the hall, extra tables will be used to ensure the majority of pupils are all sat in the same direction side by side.</p> <p>Families will be given staggered start and finish times in order to reduce adults mixing. The school gate will remain open during arrival and collection times to reduce the need for contact.</p> <p>Breakfast club will be available. The leader will ensure that a visor is worn at all times when working with the children. After school clubs will run for bubbles only after the national lockdown.</p> <p>Staff to limit their contact with other adults. Staff to remain 2 metres apart at all times.</p> <p>Reduce movement around the school - groups are to stick to 1 room during the day.</p> <p>Exercise and breaks - go outside.</p>

		<p>Teachers to ensure there is a 2 metres space for them to stand in at the front of the class. If staff have to be within 2 metres of a pupil, they will keep the time to an absolute minimum. If staff feel that face-to-face teaching is required for e.g. with pupils requiring speech and language therapy, staff will wear a visor. Each member of staff will have their own visor. Pupils to have their own resources in a tray which stays in school. They will only bring in their diary from home and a water bottle.</p> <p>Only one member of staff will be allowed in to the school office with the admin assistant at any one time. This is because the room size is small. Staff will wear masks when using the school office.</p> <p>Volunteers will not cross bubbles. All volunteers will be asked to read the risk assessment. If any volunteers have a significant risk factor, an individual risk assessment will be drawn up.</p>
Personal Protective Equipment (PPE)	MEDIUM	<p>All classrooms to have a first aid kit and PPE kit for each adult.</p> <p>Leaders will ensure there is a paediatric first aider on site at all times.</p> <p>First aid to be administered by staff in PPE if it means the staff member is closer than 2 metres.</p> <p>Staff working in close proximity to pupils when going to the toilet to wear PPE.</p> <p>If first aid is administered, a first aid form will be completed and then the admin team will contact the parents recording the time and date on the first aid form.</p> <p>Phones will be used to call for support if required. Normal emergency procedures apply in an emergency.</p> <p>The First Aid policy includes the use of PPE.</p> <p>Staff have read the guidance on when and where PPE should be used - this has also been discussed at a staff meeting.</p> <p>Staff have received training on how to put on and take off PPE and there is a visual cue card in all classrooms.</p> <p>PPE will be stored in the first aid room and supplies checked weekly by the admin team. A set of PPE will also be available for staff in their classroom in the event of an emergency.</p>
Managing Symptoms, Testing and Responding to a Local Outbreak	MEDIUM	<p>If someone in school displays symptoms, the school will arrange a test using the documents found on the Chess website:</p> <p>Testing guidance for schools</p> <p>Testing script for schools</p> <p>Testing data form</p> <p>School will ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. School will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.
- School will ask parents and staff to inform them immediately of the results of a test:
- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
 - if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.
- If someone within the school community tests positive for Covid-19, we will contact the local health protection team. This team will also contact school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.
- The current Covid helpline number and email address below can be used and schools can continue to call the DfE helpline (although the LA will need to be informed too in these cases).

Cheshire East COVID19 Helpline	<p>01270 371323</p> <p>Available 8am - 8pm Monday to Friday</p> <p>10am - 5pm at Weekends</p> <p><i>Out of hours calls (5.30-8pm on weekdays and weekend calls will answered by the Council's Emergency Out of Hours Team and referred to a duty officer. We cannot guarantee an immediate response.</i></p>
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Cheshire East COVID19 Email Address	Covid19@cheshireeast.gov.uk As above, plus the email address will be monitored at weekends and calls will be responded to on the day if received by 5pm)
DfE Helpline	0800 046 8687 The line will be open Monday to Friday from 8.00am to 6.00pm, and 10.00am to 4.00pm on Saturdays and Sundays.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with the school in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.

A template letter has been provided to school from the Local Authority, on the advice of the health protection team, to send to parents and staff if needed. School must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period, they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

		<ul style="list-style-type: none"> if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' <p>School should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>If families are struggling to get a test or the school feels that the family will struggle to access a test, a test can be given to the family from the school's set.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>
Staff wellbeing	HIGH	<p>Timetabling to allow for all staff to have at least 30 minute break each day which does not involve cleaning or supervising children.</p> <p>Ensure all staff are clear and understand any changes to their job descriptions in light of school closures and managing risks.</p> <p>Head to conduct formal wellbeing meetings which will be minuted. All support requested will be given.</p> <p>Staff will hold team meetings each week addressing concerns/worries/risks etc following an approved agenda.</p> <p>Staff will be involved with all decision making regarding the running of school and in writing the contingency plan for families and staff self-isolating if the need arises.</p> <p>Daily morning briefing to have an opportunity for an 'informal' check in.</p> <p>All monitoring activities will be conducted in a supportive manner to begin the term to ensure all staff have the support they need.</p>
Pupil wellbeing	HIGH	<p>All children will spend time with their teacher on a daily 'check-in' so teachers can support pupils and how they are feeling.</p> <p>When timetabling, opportunities will be created for the pupils to talk to a staff member if required.</p> <p>Staff to continue pupil welfare meetings - important to still think about those children at home.</p> <p>Provide opportunities for pupils to see others at home via collective worships and other whole school events.</p> <p>Staff to continue communicating with parents/pupils/families through phone calls and emails - of pupils both at home and in school.</p>
Behaviour	MEDIUM	<p>Pupils will be affected by the lock down again.</p> <p>The school's behaviour policy has been reviewed and communicated it to both pupils and parents. A remote-learning code of conduct has been created and shared with pupils and parents.</p> <p>Consistent reminder of rules and routines in order to keep safe - pupils must understand why the rules and routines are there.</p> <p>PSHE lessons to focus on understanding what has happened and that reacting to it in different ways is normal.</p> <p>Ensure pupils can talk openly about anything - Covid 19 is happening and it must be discussed.</p>
Building	MEDIUM	<p>Doors will be wedged open to improve ventilation inside the school building. The governors have agreed that this includes fire doors.</p> <p>Windows will be open where possible. During the winter months, windows will be open during playtimes and lunchtimes to improve ventilation.</p>

		<p>Staff to be vigilant throughout the day of the spaces where they are based.</p> <p>Admin staff to complete a 'fire walk' twice a day checking unoccupied areas such as the cellar, chill-out zone, sports cupboard etc. Checks to be recorded and signed.</p> <p>All doors to be shut at the end of the day.</p> <p>Fire drill to be practised half termly and any concerns acted upon immediately.</p> <p>Fire drill procedures updated and shared with staff and pupils.</p> <p>Cleaner to ensure all doors and windows are shut when exiting the building at night.</p> <p>The school field will be used more - staff to ensure field is checked for safety before use: glass, animal excrement etc, loose branches etc. Staff will complete the field risk assessment before use.</p>
VULNERABLE CHILDREN	MEDIUM	<p>Children with SEND will be supported in understanding the rules and procedures in light of school opening fully.</p> <p>Adapt the school focus plans of all SEN pupils in school to suit their needs and communicate these changes to parents.</p> <p>Continue to access professionals such as EPs, OTs, Play Therapists etc but write a clear risk assessment if they are to enter the building.</p>
SAFEGUARDING	HIGH	<p>Staff received the annual training from SCiES on 1st September focusing on the updated version of 'Keeping Children Safe in Education'. Revised procedures to ensure all staff confident to act in the event of a disclosure.</p> <p>Ensure record forms are available for each bubble.</p> <p>Staff to follow the TED approach in the case of a disclosure.</p> <p>Ensure the designated or deputy safeguarding leads are on site at all times.</p> <p>Staff to continually monitor and observe pupils</p>
KITCHEN USE/SCHOOL LUNCHES	HIGH	<p>Kitchen staff will remain in the kitchen at all times and not enter the hall when the pupils are present.</p> <p>Kitchen staff to wear a visor/face covering when serving the lunches but the majority of plates will be pre-prepared.</p> <p>No other members of staff to be allowed in the kitchen area at any time. No entry sign to be placed on the kitchen door.</p> <p>No general cleaning equipment to be stored or cleaned in the kitchen.</p> <p>Twinkle to serve their own lunches so food remains hot.</p>
VISITORS	LOW	<p>Any visitors who are not critical to the maintenance of the building or the teaching of individuals/class groups should not enter the school building during school time.</p> <p>The visitors' policy has been updated and shared with governors, parents and staff. All visitors are required to sign on arrival to confirm that they have adhered to Government guidelines and that they agree to be contacted in the event of a positive case at the school.</p> <p>Identify who critical visitors are and ensure admin are aware of these.</p> <p>Parents should not enter the school building unless in an emergency. Any communication should be done via email, telephone or conference call.</p> <p>All visitors in school must wear a face covering and staff must wear visors or face coverings in the presence of a visitor.</p> <p>All visitors must 'check in' with the Covid-19 Test, Track and Trace app by scanning the QR code if their devices allow.</p>