

Cherry Lane Primary School ~
COVID-19 Risk Assessment
September 2021



Assessed by:	Nicky Tranter	Date of Assessment:	September 2021
Job title:	Co-Headteacher	Other people involved with this assessment:	SLT / Site Team / Business Manager / Welfare Assistant
Name and address of the school:	Cherry lane Primary School, Sipson Road, West Drayton, UB7 9DL	Reason for assessment:	The governments guidance in relation to entering Step 4 of the roadmap in July 2021, in readiness for pupils returning to school in September 2021
Identification of those at risk:	Students & their family groups / Staff & their family groups / Essential visitors, contractors & their family groups		
Harm that could occur:	<p>Catching or spreading the COVID 19. This is a virus which has serious effects and the UK has suffered huge fatality rates.</p> <p>Infection may happen through contact with someone with a confirmed case of COVID-19, potentially through touching a contaminated surface and those who have been notified by Public Health England that due to previous contact with a diagnosed case they are open to exposure.</p> <p>This risk assessment is written in response to reaching Step 4 of the government's roadmap in July 2021 and referring to the the DfE document "Schools COVID-19 Operational Guidance" https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p>		
Headteacher name, signature and date:	NICKY TRANTER		3/9/21.
Chair of Governors name, signature and date:	P D R. HAIGH		3 rd September 2021

Hazard / Activity	Persons at Risk	Risk	Control Measures in Use	Residual Risk Rating H / M / L	Further Action Required? NO (if yes – see comment)
					YES
Awareness of policies and procedures	Staff Pupils Other	Inadequate information	<ul style="list-style-type: none"> ▪ All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures. ▪ All staff have access to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ✓ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ✓ The Health Protection (Notification) Regulations 2010 ✓ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ✓ DfE and PHE (2020) 'COVID-19: guidance for educational settings' ▪ Relevant staff receive necessary training that helps minimise the spread of infection, e.g. infection control ▪ The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ✓ DfE – NHS - Dept for Health & Social Care - PHE ▪ Staff are made aware of the school's infection control procedures in relation to coronavirus via email / staff meetings and contact school as soon as possible if they believe they have been exposed to coronavirus. ▪ Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. ▪ Pupils are made aware of the need to tell a member of staff if they feel unwell. 	L	<p>Reminders re: plans for Sept '21 issued</p> <p>1/9/21 – training day and by email to all staff</p> <p>Letters / parents newsletter / website</p> <p>Assemblies / classteacher</p>
Disruption to the running of the school in cases of local outbreak	Staff Pupils Other	Infection Control	<ul style="list-style-type: none"> ▪ The school has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary. ▪ The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. ▪ Follow Government advice / instructions 	M	SBM

Cleaning of school	Staff Pupils Other	Infection Control	<ul style="list-style-type: none"> ▪ All hard surfaces to be cleaned on a regular basis, with a particular focus on frequently touched surfaces, this will include <ul style="list-style-type: none"> ✓ All door handles / access buttons ✓ All tables and chairs used by staff and pupils ✓ Toilet flushes and regular cleaning of toilets. ▪ All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. ▪ Regular cleaning of surfaces will reduce the risk of spreading the virus. ▪ All used cloths thrown away to be double bagged and then placed in a secure area. 	M	Site team / cleaning staff
Ventilation of classes / offices	Staff Pupils Other	Infection Control	<ul style="list-style-type: none"> ▪ Identify any poorly ventilated spaces - take steps to improve fresh air flow ▪ Where appropriate open external windows, internal doors, external doors to improve natural ventilation ▪ If external doors are opened, ensure that they are not fire doors and are safe to do so 	L	
Poor hygiene practice	Staff Pupils Other	Ill Health	<ul style="list-style-type: none"> ▪ You should continue to ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser ▪ Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. ▪ Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. ▪ Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. ▪ Pupils are discouraged from sharing cutlery, cups or food. ▪ All cutlery and cups are thoroughly cleaned before and after use. ▪ Cleaners to carry out daily, thorough cleaning that follows national guidance 	M	Maintain handwashing procedures – remind pupils how to adequately wash hands

			<ul style="list-style-type: none"> A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE as necessary 		
Spread of infection	Staff Pupils Other	Lack of infection control	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their children to school or on the school premises if they show signs of coronavirus. Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance, if they are positive for Covid19 or if they have symptoms. Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. Parents must notify school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. The school, in liaison with medical professionals where necessary, reviews the needs of pupils who are vulnerable. Any additional provisions for pupils who are vulnerable will be put in place by the Headteacher, in liaison with the pupil's parents, if necessary. 	M	
Classroom management	Pupils Staff	Infection control	<ul style="list-style-type: none"> Class teachers and TA support to no longer need to operate from a distance – mobility of all staff to be a key element. It is no longer required for forward facing tables - care should still be taken on table management in a classroom setting. Outbreak management plans cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak. We will revert back to previous control measures in the event of a local outbreak ie logistics from March 2021 including staggered start / finishes and class Bubble maintenance Continue to use a cautious approach with arrangements. 	M	Outbreak Management Plan in place Resumption of some features of summer 21 risk assessment

Assemblies and singing	Pupils Staff	Infection control	<ul style="list-style-type: none"> There are no restrictions in place for holding assemblies and singing in the school hall. 	L	Phase assemblies may resume
Playtime and using equipment	Pupils Staff	Infection control	<ul style="list-style-type: none"> Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment. Reception will continue to play in their own outside area for play and lunch breaks 	M	
Lunchtimes	Pupils Staff	Infection control	<ul style="list-style-type: none"> Lunchtime arrangements can revert back to previous arrangements. All year groups will now eat in the hall. Tables must still be cleaned on a regular basis throughout dinnertime activities. 	M	SMSAs – x3 for 30 hours nursery pupils / x4 for reception pupils / rest of SMSAs for KS1 and KS2
Personal Protective Equipment / Face Coverings	Pupils Staff Visitors Parents	Infection control	<ul style="list-style-type: none"> Face coverings are no longer advised for staff and visitors in classrooms / communal areas It is recommended that face masks are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes dedicated transport to school. School will follow director of PH advice in cases of local outbreak. School will put into place any actions / precautions advised by local HPT. 	M	
Ill Health	Staff Pupils Other	Coronavirus symptoms	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil or member of staff who displays signs of being unwell with COVID symptoms, a persistent cough, fever or a loss / change to sense of smell or taste, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times eg. dance studio The parents of unwell pupils are informed as soon as possible of the situation by welfare / admin team only. 	M	

			<ul style="list-style-type: none"> ▪ Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with governmental guidance. ▪ Unwell pupils waiting to go home are kept in an area where they can be socially distanced from all others eg. dance studio ▪ If a pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who comes into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves. ▪ Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. ▪ If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection eg. disabled toilet ▪ Pupils who display signs of infection are taken home as soon as practicable, by parents – parents are advised to book a PCR test or contact NHS 111 immediately or 999 if the child becomes seriously ill / their life is at risk. ▪ Members of staff who display signs of infection are sent home immediately and are advised to book a PCR test or contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. ▪ Any medication given to ease the unwell individual's symptoms, eg. Paracetamol, is administered in accordance with the Administering Medications Policy. 		
Autumn term asymptomatic testing	Pupils Staff	Infection control	<ul style="list-style-type: none"> ▪ No testing is required of Primary age children ▪ Staff should re-start twice weekly home tests from Tues 31st August until the end of September when this will be reviewed by PHE and the government 	L	
Positive cases	Pupils Staff	Infection control	<ul style="list-style-type: none"> ▪ School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace. ▪ School will support NHS Test and Trace if required to help identify close contacts 		Communicate new procedures to all staff and parents – letters / emails / newsletters

			<p>From 16th August 2021</p> <ul style="list-style-type: none"> ▪ From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. ▪ Instead, children will be contacted by NHS Test and Trace, informed they are a close contact and advised to take a PCR test. ▪ All individuals are encouraged to take a PCR test if advised to do so. ▪ Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms). <p>Staff / Pupils</p> <ul style="list-style-type: none"> ▪ with a positive lateral flow test result and get a PCR test to check if they have COVID-19 continue to self-isolate ▪ If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test and the pupils/staff can return to school as long as there are no COVID-19 symptoms ▪ If a PCR test is positive, staff or pupils should self-isolate in line with the stay at home guidance for 10 days 	M	
<p>Poor management of infectious diseases</p>	<p>Staff Pupils Others</p>	<p>Lack of infection control</p>	<ul style="list-style-type: none"> ▪ Staff are instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. ▪ Staff are vigilant and report concerns about their own, a colleague's or pupil's symptoms to the Headteacher / welfare assistant as soon as possible. ▪ The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. ▪ The school is informed by pupils' parents when pupils return to school after having coronavirus –school informs relevant staff. ▪ Staff inform the Headteacher when they plan to return to work after having coronavirus. ▪ Site team monitor the cleaning standards of school cleaning contractors / staff and discusses any additional measures required with regards to managing the spread of coronavirus. 	M	

Lack of Communication	Staff Pupils Others	Unsafe practices	<ul style="list-style-type: none"> ▪ Staff report immediately to the Headteacher about cases of suspected coronavirus, even if they are unsure ▪ The Headteacher contacts the local HPT or follows advice given from and discusses if any further action needs to be taken. ▪ School puts into place any actions or precautions advised by their local HPT. ▪ Schools keep staff and parents updated about changes to infection control procedures if necessary. 	L	
Admitting children into school	Pupils Staff	Infection control	<ul style="list-style-type: none"> ▪ In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending school, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect pupils and staff from possible infection with COVID-19. ▪ Decision needs to be considered in light of all the circumstances and current PH advice. 	M	
CEV children	Pupils Staff	Infection control	<ul style="list-style-type: none"> ▪ All CEV children should attend their education setting unless they are one of the very small number of children under paediatric / specialist care who have been advised not to attend 	M	
Admitting people into school	Pupils Staff	Infection control	<ul style="list-style-type: none"> ▪ Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or have been instructed to quarantine ▪ Staff or pupils within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, collected by a member of their family or household and advised to follow PH advice ▪ In the case of a pupil awaiting collection, they should be taken to a room away from other pupils and supervised ▪ If the member of staff is in close contact with the child then they should wear appropriate PPE ▪ Fresh air ventilation should be made available, if possible ▪ Any rooms that have been used for this purpose should be cleaned when vacated 	M	

CEV staff	Staff	Infection control	<ul style="list-style-type: none"> ▪ CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and follow the practical steps set out in guidance to minimise the risk of exposure to the virus ▪ Staff should attend their place of work if they cannot work from home ▪ The school will follow DHSC updated guidance 	M	
Educational visits	Pupils Staff Families	Financial risk	<ul style="list-style-type: none"> ▪ If booking new visits ensure that the school have adequate financial protection in place ▪ The school should have a contingency plan in place to account for any changes in the government travel list ▪ Full risk assessments must be completed. 	L	
COVID-19 outbreak	Pupils Staff Others	Infection control	<ul style="list-style-type: none"> ▪ If there is an outbreak, school's Covid-19 outbreak management plan is implemented, in response to any request from local Director of Public Health, Test and Trace or Public Health England ▪ Remote/distance learning contingency arrangements for all pupils will be maintained in case of school / year group closure during any local COVID 19 outbreak. 	M	See Outbreak Management Plan