



Chellaston Junior School COVID 19 Risk Assessment

Health and Safety Executive

HSE Risk assessment template

Company name: **Chellaston Junior School**

Date of next review: **Monday 4th April 2022**

Mitigating against the risks associated with COVID 19

Assessment carried out by: **Alex Smythe (Head teacher)**

Date assessment was carried out: **13th January 2022**

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--|------------------------------|---|---|--|-------------------------------|------|
| Spread of COVID infection in the building | Pupils and adults | Staff have been keeping doors open Classroom surfaces have been regularly cleaned | Remind children about 'Catch it, Bin it, Kill it' Remind children about good handwashing Continue the use of hand sanitiser at regular intervals during the day (be aware that Cleaners to maintain the cleaning of all surfaces; i.e. regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. We should balance the need for increased ventilation while maintaining a comfortable temperature Use CO ₂ monitors provided by the Government Further government advice received 13.1.22: Good ventilation is important in reducing transmission of COVID-19, but it doesn't mean that children or pupils need to be cold. When CO2 monitors indicate good ventilation, there is no need to keep windows fully open at all times. Opening windows regularly for 10 minutes, or keeping them open just by a small amount, can still reduce the airborne risk from COVID-19 substantially compared to spaces with no fresh air. (all staff have been updated by Mr Smythe 13.1.22) Still only open only the top windows in classrooms Staff to be encouraged to continue to use twice-weekly asymptomatic testing (e.g. LFT) We strongly recommend all CJS staff take up the offer of a vaccine (including the booster vaccines). Government advice says... "in primary schools, we recommend that face coverings should be worn by staff, adults, and those aged over 11 (including visitors) when moving around in corridors and communal areas" | Teachers and Teaching Assistants Cleaners All staff | 13 th January 2022 | ✓ |
| Spread of COVID infection in the outdoors during the school day | Pupils and adults | Timetabling for breaktimes and lunchtimes to ensure minimum mixing of classes and year groups Cleaning of equipment for PE | Teachers stick to timetabling as it limits the crossing of year groups and pairs of classes Staff to ensure that pupils regularly clean hands on entry and exit Change of lunchtimes 11.30am to 12.30pm and 12.30pm to 1.30pm | Teachers and Teaching Assistants Midday Supervisors | 10 th January 2022 | ✓ |



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| Spread of COVID infection at lunchtimes | Pupils and adults | Timetabling for classes and year groups to ensure minimal crossing Cleaning and wiping of tables between classes coming into the hall | Continue regular wiping of tables Children washing hands before coming in for lunch Kitchen staff to use face masks if they wish | Midday Staff Kitchen Staff | 10 th January 2022 | ✓ |
| Risks to Clinically Extremely Vulnerable staff and pupils | CEV school users | Previously, CEV staff were isolating and/or staff were able to work from home or children to learn from home. The advice has changed. | The shielding programme ended in England on 15 September 2021. This means that people who were previously considered clinically extremely vulnerable (CEV) will not be advised to shield in the future or follow specific guidance. Previous CEV staff and pupils should continue to follow the same guidance as the general public on staying safe and preventing the spread of COVID-19. However, as someone with a health condition, the following additional precautions could be followed by the individual: <ul style="list-style-type: none"> • considering continuing to practice social distancing • asking friends and family to take a rapid lateral flow antigen test before visiting them • asking home visitors to wear face coverings – school visitors are asked to wear face coverings (as are parents on the playground) • avoiding enclosed crowded spaces – staff to follow room limits | CEV staff and pupils | Ongoing | ✓ |
| The spread of infection of COVID on Educational visits (including residential) | Staff and children on educational visits | We have planning paperwork which staff complete to cover all aspects of planning a visit safely | Staff to ensure that they have included COVID 19 as an aspect of the planning paperwork, including requesting permission from parents to do LFTs on children who display symptoms. If a child has symptoms on a visit, staff should do all they can to isolate this child from the group. Upon return to Chellaston, it may be necessary to contact specific close contacts if these are clearly identifiable. Parents could be required to collect child Staff to ensure that at least one member has taken a car on the visit. If a positive case is identified, staff should follow the steps in this risk assessment. | Group leader of the visit | As and when the visit takes place | As and when |
| Spread of COVID infection from visitors | Pupils and adults | Visitors cannot go beyond the inner doors without consent Hand gel available Surfaces regularly wiped | Reminders about: <ul style="list-style-type: none"> • Hand gel available • Surfaces regularly wiped • Visitors wearing face coverings around school • Ensuring that posters reminding staff about symptoms are available When organising parents' visits to school, consider having only a specific number of classes and number of parents in each group. | Office Staff Karen Price (parents) | On going | ✓ |

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| Spread of COVID infection following symptoms | Children and adults | Have been following step 4 advice Need to now follow Plan B advice | <p>If you have any of the main symptoms of COVID-19, even if they're mild:</p> <p>Get a PCR test (test that is sent to a lab) to check if you have COVID-19 as soon as possible. Stay at home and do not have visitors (self-isolate) until you get your test result – only leave your home to have a test. Check if people you live with need to self-isolate.</p> <p>In school and to parents, reiterate the following crucial control measures:</p> <ul style="list-style-type: none"> Ensure good hygiene for everyone. Maintain appropriate cleaning regimes. Keep occupied spaces well ventilated (see CO₂ note above). Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in our school develops COVID-19 symptoms, however mild, we should send them home and they should follow public health advice.</p> | Outbreak team (AS, KP, KD and NB), teachers and support staff | 10 th January 2022 and ongoing | ✓ |
| Spread of COVID infection following a positive Lateral Flow (without symptoms) | Children and adults | Currently, people are expected to get a confirmatory PCR test after a positive lateral flow (and to await results) | <p>From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test.</p> <p>This is a temporary measure while COVID-19 rates remain high across the UK. Whilst levels of COVID-19 are high, the vast majority of people with positive LFD results can be confident that they have COVID-19.</p> <p>Lateral flow tests are taken by people who do not have COVID-19 symptoms. Anyone who develops 1 of the 3 main COVID-19 symptoms should stay at home and self-isolate and take a PCR test. They must self-isolate if they get a positive test result, even if they have had a recent negative lateral flow test – these rules have not changed.</p> <p>Under this new approach, anyone who receives a positive LFD test result should report their result on GOV.UK and must self-isolate immediately but will not need to take a follow-up PCR test.</p> | Anyone testing positive on a LFD | From 11 th January 2022 | ✓ |



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| <p>Spread of COVID infection following a positive case</p> | <p>Children and adults</p> | <p>Have been following step 4 advice</p> <p>Need to now follow Plan B advice</p> | <p>Head teacher to ensure regular updates to parents about the school's approach to positive cases</p> <p>Schools not expected to contact trace</p> <p>See above</p> <p>Refer to Outbreak management plan in the following circumstances: Whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>Record keeping (KD) Attendance registers (KC, JD) In the case of staff members (NB)</p> <p>Close contacts From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> fully vaccinated adults – people who have had 2 doses of an approved vaccine all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status people who are not able to get vaccinated for medical reasons people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine | <p>Alex Smythe Karen Price Kathy Daintith</p> | <p>6th Sept 2021 and ongoing</p> | <p>✓</p> |



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| Spread of COVID infection at the Zone | Children and adults (including pupils from other schools) | Following the previous risk assessment and the government advice at https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings | <p>Maintain the following: If anyone in the Zone develops COVID-19 symptoms, however mild, we should send them home and they should follow public health advice. Sarah Woolley to ensure that the relevant school is informed as appropriate.</p> <p>Reiterate, to all staff, the following crucial control measures:</p> <ul style="list-style-type: none"> • Ensure good hygiene for everyone. • Maintain appropriate cleaning regimes. • Keep occupied spaces well ventilated (use top windows if possible so that a breeze isn't blowing directly on children/adults); see also government advice on the first page of the risk assessment. • Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>Follow the school outbreak management plan in consultation with the Head / Deputy Head in the event of an outbreak in the following circumstances:</p> <ul style="list-style-type: none"> • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>Staff to be encouraged to continue to use twice-weekly asymptomatic testing (e.g. LFT)</p> <p><u>Parental attendance</u> It is no longer advised that providers limit the attendance of parents and carers at sessions</p> <p><u>Visits</u> All visits must be planned using the agreed planning paperwork (including trip specific risk assessments)</p> | Sarah Woolley and all Zone Staff | From 10 th January 2022 | ✓ |
| Refusal from a parent for a pupil to self-isolate despite public health advice suggesting they should | Children and adults | Positive and clear communication with parents | <p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.</p> <ul style="list-style-type: none"> • If a parent or carer insists on a pupil attending our school, AS and/or KP to speak directly with the parent. • We 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. Our decision would be carefully considered in light of all the circumstances and current public health advice. | Alex Smythe and Karen Price | From 10 th January 2022 | ✓ |



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| Risk to loss of learning for pupils whose parents are self-isolating and cannot get the child to school | Children | Case by case basis; usually communicated by office staff directly with the parent | <p>Attendance is mandatory for all pupils of compulsory school age. This means it's the parent's legal duty to send their child to school regularly if they are in roll at CJS. However, we must remember that the isolation requirement is that the infected person must stay at home so it would be impossible for a single parent to bring their child to school.</p> <p>In our conversations with them, we should try the following options with parents if they insist that they cannot get their child to school because the parent is isolating: Can a partner/spouse bring the child? Can a well-known neighbour bring the child? Can a parent of a friend of the child bring the child to school?</p> <p>If the answer is 'no' to all of the above:</p> <ul style="list-style-type: none"> • Explain that we will organise remote learning tasks • Communicate immediately with the class teacher, JDR and CH to ensure that the tasks are organised and delivered <p>Remind parents that the child needs to do regular lateral flow tests (every day for 7 days) during the parent's isolation period.</p> | Office staff JDR | On-going | ✓ |

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/