



# **St. Lucia's C.E. Primary School and Nursery**



## Risk Assessment/Action Plan May 2022 (regular ongoing reviews)

This risk assessment/action plan has been developed in line with the DfE guidance, scientific guidance and latest Local Authority advice.

### **Contents**

### **Reference has been made to the schools coronavirus (COVID-19) operational guidance from Department for Education**

Issued 24<sup>th</sup> February 2022

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

### **Risk Assessment/Action Plan**

<b>Identified risk, Hazards and Actions linked to the DfE guidance</b>  <b>The following steps have been used within this risk assessment in line with Shropshire Council guidance to identify the following:</b> <ul style="list-style-type: none"> <li>• <b>Who might be harmed and how</b></li> <li>• <b>What you're already doing to control the risks</b></li> <li>• <b>What further action you need to take to control the risks</b></li> </ul>	<b>Key Actions</b>	<b>Who?</b>

<ul style="list-style-type: none"> <li>• Who needs to carry out the action</li> <li>• When the action is needed by</li> </ul>		
<b>The School site</b>		
H&S check of building	<p>No further actions are needed. The school continued to remain open throughout lockdown for children of critical workers and vulnerable children. The necessary and regular health and safety checks have all continued.</p> <p>Continue to follow the latest Government, Health and Safety and LA guidance.</p> <p>The fire risk assessment continues to be reviewed. Recent maintenance has been completed along with weekly fire point checks and termly drills.</p> <p>The water flow and legionella checks continue throughout the building and regular use of sinks and toilets continues to be in place.</p>	SW and Shires Cleaning Team
<p>Cleaning and hygiene</p> <p>Cleaning and hygiene</p>	<p>Daily cleaning - All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly at the end of each day.</p> <p>All chairs and tables are carefully disinfected daily.</p> <p>Antibacterial spray and wipes continue to be made available in each class.</p> <p>Where possible (weather dependent), outer doors and windows continue to remain open/partially open to allow a good flow of ventilation.</p> <p>Hand Sanitiser continue to be made available in the school entrance area, shared areas and in all classes. Regular additional hand washing and sanitation continues within the hygiene routines across the school, particularly around break times/lunchtimes and either end of the school day.</p>	<p>Shires Cleaning Team.</p> <p>SW, Adults within the identified classes. PPE – gloves, aprons and masks are readily available.</p> <p>Lunchtime supervisors will help with cleaning and the supervision of hand washing.</p>

	<p>Children wash their hands at the basins within their identified toilet areas</p> <ul style="list-style-type: none"> <li>- Nursery –Nursery toilet</li> <li>- Reception-Class 1 toilets</li> <li>- Year 1 and Year 2-Class 2 demountable</li> <li>- Year 3 and Year 4 -main toilets (and in the library sink if needed)</li> <li>- Year 5 and 6 –main toilets (and in the library sink if needed)</li> </ul> <p>Each classroom has a lidded bin and supplies of tissues, hand sanitiser, wipes, spray and gloves continue to be made available.</p>	
<p>Movement around the school</p>	<p>The main corridor from the entrance area is too narrow to operate the suggested 'one-way system.' Double doors remain open all day to ensure increased visibility in corridors and ventilation.</p> <p>The use of more than one entrance/exit continues to reduce corridor traffic.</p> <ul style="list-style-type: none"> <li>- Arrival to school</li> <li>- Break time</li> <li>- Lunchtime</li> <li>- Home time</li> </ul> <p>Adults may use the staff room for breaks and lunchtimes now guidance around the bubbles has ceased. Ventilation from windows, open doors and air conditioning is also accessible in and around the staff room area.</p> <p>Where it is felt necessary at particular times, or in circumstances where a child may be showing symptoms, PPE will continue to be made available to staff, although since April 2022, there is no requirement to continue wearing masks in the communal areas of the school.</p> <p>The current provision for each class is as follows:</p>	<p>SW, Teachers and Teaching Assistants</p>

	<ul style="list-style-type: none"> <li>- Nursery (16 children on register May 2022) with Miss J Reacord and Miss L Binnersley, and Mrs M Pugh to support over two lunchtimes.</li> <li>- Class 1 (9 Reception children) with Mrs Smith and 1:1 support with Mrs Cresswell/Mrs Lloyd.</li> <li>- Class 2 (14 Year 1 and 10 Year 2 children) with Mrs Collins/Mrs Woolley, Mrs Price and 1:1 with Miss Dorricott</li> <li>- Class 3 (10 Year 3 and 11 Year 4 children) with Mrs Brennan and Mrs Nelson, and 1:1 support with Mrs Cresswell/Miss Dorricott</li> <li>- Class 4 (10 Year 5 and 16 Year 6 children) Mrs Carroll and Mrs Broome, 1:1 support with Mrs Wood and Mrs Allen p/t Mrs Bishton teaching on a Friday</li> </ul>	
<p>Site examination - Classroom bases</p>	<p>There are 5 classroom bases in the whole school, including the nursery.</p> <p>Extended schools –The Sunrise and Sunset provision is run in the school hall with a separate arrival/collection point.</p> <p>The classrooms are spacious and have further capacity for more pupils (maximum of 140 children in total).</p> <p>Three learning bases have their own outdoor areas too.</p> <p>The school continues to place high priority on supporting mental health, well-being as it did before lockdown. Positive mind set strategies have also continue as before.</p> <p>Appropriate catch up and intervention programmes continue to be delivered to small groups of pupils through our experienced internal support staff.</p>	<p>SW, all teachers and support staff</p>

	Handwashing and hygiene continue as an important regular element within the school day, emphasised through Science and PSHE learning.	
<b>Staffing</b>		
Staff availability - 'Clinically extremely vulnerable' & 'Clinically vulnerable' members of staff.	A previous staff audit and partnership working with HR, the DfE and regional guidance has ensured staff are safe to fulfil their roles in school.	SW
Staff ratios & roles	<p>The Head teacher is full-time and is available/contactable daily. A separate mobile phone is used to report staff Covid illness.</p> <p>There are qualified Paediatric and Emergency First Aiders on site in line with the EYFS requirements (Reception). First Aider have been made aware of any changing protocols regarding Covid-19.</p> <p>The school's green accident slip recording system continues to be used to inform parents of any accidents/injuries.</p> <p>There is at least one Designated Safeguarding Lead/Deputy Lead available within the school at all times and all three DSL have received the latest refresher training. Staff and governors have also had opportunity for child protection training during the autumn term 2021.</p> <p>Where possible, we try to keep staffing arrangements and timetables consistent, however, in the event of staff illness/shortages, temporary alternative arrangements are sometimes required.</p>	<p>HS, AC, LC, SP, SC, SB, JR, LN, TW, NA, SW, SM, JB, SS, BA, TP</p> <p>All staff</p> <p>SW, SB, HS</p> <p>SW, teachers and TAs</p>
<b>Determining safe group size</b>		
<u>Obstacles</u>		SW, Teachers and Teaching

<ul style="list-style-type: none"> <li>- Limited additional spaces</li> <li>- Narrow corridor (125cm wide)</li> <li>- No 'one way' system possible all the time to access main toilets</li> <li>- Limited access to toilets through regular break times/lunch/hand washing opportunities</li> <li>- Unable to prevent cohorts mixing</li> </ul>	<p>The school continues to follow the latest DfE guidance including the previous 'hierarchy of measures' to implement protective measures. The systems of control measures are outlined below:</p> <p><u>Avoiding contact with anyone with symptoms</u></p> <ul style="list-style-type: none"> <li>- Guidance has been provided to parents and regular updates continue to be shared when appropriate.</li> <li>- The school office hatch may now be opened. Visitors sign into the Reception, but there is no requirement to wear a face covering, unless by choice.</li> <li>- Visits and appointments to the school are by prior appointment (exception of emergency work/urgent health and safety repairs) We ask that no-one attends meetings or visits if they fell unwell, or are showing any Covid symptoms.</li> </ul> <p><u>Frequent handwashing and good respiratory practices</u></p> <ul style="list-style-type: none"> <li>- Children are directed to wash/sanitise their hands with clean hot water/sanitiser gel on arrival, before/after play, before lunch and before home-time.</li> <li>- Children continue to be taught about the need for good respiratory practice and awareness of others' sense of space.</li> <li>- Paper towels continue to be used as well as hand dryers in Key stage 2.</li> </ul> <p><u>Regular Cleaning of Setting</u></p> <ul style="list-style-type: none"> <li>- The school and nursery setting continue to be cleaned daily.</li> <li>- Contact/touch points are cleaned daily &amp; when appropriate.</li> <li>- Pupils' chairs and tables are wiped daily.</li> </ul> <p><u>Minimising contact and mixing</u></p> <ul style="list-style-type: none"> <li>- Children and adults are allowed to mix between classes, however, if a rise in cases is seen, this will be reviewed and amended accordingly.</li> </ul> <p>Based on an assessment of risk and available space, classes can currently</p>	<p>Assistants and Lunchtime staff</p> <p>Parents Visitors</p> <p>SW, Teachers and Teaching Assistants and Lunchtime staff</p> <p>Shires cleaning Lunchtime staff</p> <p>SW, Teachers and Teaching Assistants and Lunchtime staff</p>
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	<p>accommodate a maximum of 30 key stage 1 children and 30+ in key stage 2 in each class.</p> <p>Children in each Key Stage are able to mix at break times, lunchtimes and during extended school provision. There is plenty of available outdoor space to play on the school field and on the play equipment. The two lunch sittings continue in the hall.</p>	
<b>Creating and staffing your classes</b>		
Restricted site and access to additional teaching spaces	<p>Attendance has remained high from the overall majority of pupils' and staff. Teaching and learning is delivered in the classrooms with additional space available in the library area, GP room and hall where appropriate.</p> <p>In the event of a person displaying Covid-19 symptoms, the child/member of staff will be sent home and it is expected that a lateral flow and PCR test is completed straight away, following the latest DfE and Public Health advice at the current time (regarding self-isolation etc.)</p> <p>Registers are completed twice daily and the Education Welfare Officer continues to monitor patterns of absence.</p>	<p>SW, Teachers, Teaching Assistants</p> <p>All Teachers/Support staff may assist and JB to report any requested data to the LA or DfE.</p>
<b>Practical steps to reduce risk</b>		
The school will put in place protective measures to reduce risk.	<p>Adjusting the school day</p> <p><u>Drop-off</u></p> <p>All children arrive at the same time now through various entrance points which elevates some congestion.</p> <ul style="list-style-type: none"> <li>The one-way system is still in place around the school pathway by the barriers across the sectioned side of the car park.</li> </ul>	Parents and children

	<p>(See the one-way site plan for a visual summary.)</p> <ul style="list-style-type: none"> <li>• The path was previously marked with red visible painted footprints to enable parents and children to observe social distancing measures wherever possible.</li> <li>• School transport continues to be used, arrival and exit is from the bus layby.</li> <li>• The main playground gate and school site remain closed during the school day, although the outdoor grounds are an open site for the local community from 5.30pm, over the weekends and during the holidays.</li> <li>• Children in upper key stage 2 (Year 5/6) continue to exit school from the hall door. Written agreement is requested for any pupils who are walking home independently.</li> <li>• Parents are encouraged to leave the school site promptly.</li> </ul> <p><u>Transport</u> One child continues to use school transport twice daily.</p> <p><u>Visiting the school office</u></p> <ul style="list-style-type: none"> <li>• The glass school office panel may be opened by the member of staff at distance when visitors arrive and leave the school premises.</li> <li>• Any important/urgent school deliveries are made to the entrance area and via prior arrangement wherever possible.</li> <li>• The school has been able to welcome more visitors this term, but this is usually by prior appointment.</li> <li>• Some meetings are now being held face to face at distance and some continue remotely.</li> <li>• Visitors' badges are issued and signing in arrangements continue as before.</li> </ul> <p><u>Signage</u> Signs guide parents to the drop-off and pick-up points.</p>	<p>Parents and children</p> <p>Parents and children</p> <p>Parents and children</p> <p>Parents</p> <p>Parents Staff, governors, parents and visitors</p> <p>Teachers and Teaching Assistants</p> <p>Parents Visitors</p>
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	<p>advanced booking and payment scheme. Outdoor play also forms part of these clubs, weather permitting.</p> <p><u>Social distancing for adults</u> Lunchtime staff assist with the supervision of hand washing, as well as child supervision, cleaning/tidying up on an indoor/outdoor rota system.</p> <p><u>Control of toys and soft furnishings</u> An increased number of soft furnishings have now been re-introduced into the classrooms.</p> <p><u>School events (assemblies, etc.)</u> Whole school assemblies and collective worship have been re-introduced and these include a monthly visit from the Team Rector, however the Open the Book assembly are not currently running until further notice.</p> <p>Any events held in the church will be arranged in line with Covid safe measures and Diocesan guidance. Trips and events involving groups and gatherings can now take place.</p> <p><u>Uniform</u> Children are now wearing the summer school uniform and parents have been notified of this.</p> <p><u>Taking books home</u> Reading books and homework is handed out on a regular basis again along with the 'Reading Diary' to continued regular communication between school and home. For any other queries which cannot be communicated through the book, the school will work with parents to ensure communication can be made through appropriate means.</p> <p>Children need to continue bring their essential items to school including coats, water bottles, a snack and a school lunch if it is required.</p>	<p>Lunchtime staff BA and PP to prepare lunches</p> <p>Teachers, Teaching Assistants and Nursery staff</p> <p>Wrockwardine Deanery</p> <p>Parents and children SS, TW, TL, AC</p> <p>SS, TW, TL, AC (SB)</p> <p>Teachers and Teaching Assistants</p> <p>All staff</p> <p>Children and Parents</p>
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	<p><u>Reducing risks for staff</u>  1:1 and small group reading continues.  If in the event of the staffing capacity being reduced, it may be necessary to temporarily re-deploy staff within the school, or to put classes/groups together where appropriate for some activities. Supply teachers may be arranged when all other options have been explored and if they are available.</p> <p>Due to the guidance changing and LFT not being supplied to schools any longer, staff now only test if they feel unwell. Staff are encouraged to not attend school if they have tested positive, but re-test after day 5 and show 2 negative tests before returning to school.</p> <p>In the event of positive Covid tests, the school will continue to seek advice especially if several positive cases have been identified.</p> <p>The above measures help to reduce the level of risk from medium to low.</p> <p><u>Meetings</u>  The majority of staff and governors meetings are now held face to face, although some continue remotely.  The school council and Eco committee continue to meet with members of staff and 2 parent governors with the representatives from each class.</p> <p><u>Music Lessons</u>  Whole school SMS outside music tuition has not yet returned to the classrooms, however children are involved in singing opportunities.</p>	<p>Teachers and Teaching Assistants</p> <p>Teachers and Teaching Assistants</p> <p>Parents, children</p> <p>Teachers, Teaching Assistants and support staff</p> <p>Teachers, teaching assistants and support staff</p> <p>Governors</p> <p>Shropshire Music Service</p>
<b>The use of Personal Protective Equipment (PPE) and the management of sickness.</b>		
Staff may have to attend to children who	PPE (visors, goggles, aprons and gloves) and disposable masks continues	Teachers and Teaching

<p>are need first aid and who are exhibiting signs of illness or Covid-19 symptoms.</p>	<p>to available for school use, particularly if a child shows exhibiting symptoms of COVID-19 and other illness.</p> <p>If a child is waiting to be collected due to illness, they will sit in the entrance area, or library area if this is not in use to provide an isolated, yet supervised space with good ventilation. In line with the guidance from Public Health England (see Appendix 1), the parent of the child will be contacted promptly to request immediate collection of a child and a PCR Covid test will be necessary along with the required period of self-isolation.</p>	<p>Assistants, Lunchtime staff, SW, JB</p> <p>Teachers and Teaching Assistants, Lunchtime staff, SW, JB</p>
<p><b>External support for SEND and Behaviour</b></p>		
<p>Lack of support for SEND pupils</p>	<p>The school supports children who are currently in receipt of an ECHP. Children with identified SEND continue to be supported by their Special Support Assistant, as long as these adults remain well to be present in school, otherwise, alternative provision may need to be made with another member of staff.</p>	<p>TW, NA, AC, BL</p>
<p><b>Communicating with staff</b></p>		
<p>Need to ensure that staff understand procedures</p>	<p>Previous consultation took place with staff regarding re-opening arrangements to ensure everyone has had their views considered as part of the risk assessment process. Staff have followed previous guidance and implemented prior risk assessment/preventative models.</p> <p>The most recent national and regional Covid guidance continues to be shared in the staffroom (collated in a blue folder).</p>	<p>SW, Teachers, Teaching Assistants, Lunchtime supervisors, office staff and cleaners.</p>
<p><b>Communicating with parents</b></p>		

<p>Need to ensure that all parents understand procedures</p>	<p>Any relevant changes to guidance/processes will continue to be shared with parents via the school noticeboard, on the school website, or through update letters.</p> <p>Texts messages are also sent out to provide updates to signpost parents to letters/Covid information from the school.</p> <p>The revised risk assessment and FAQs continue to be shared with all parents via the school's website.</p>	<p>SW, HD and governors</p> <p>JB and LR</p> <p>(Staff consultation/views previously sought)</p>
<p><b>Managing pupil and staff wellbeing and mental health</b></p>		
<p>Wellbeing and Mental Health effects from Covid-19</p>	<p>The school has always placed a high priority on mental health and well-being.</p> <p>The revised PSHE scheme provides a wide range of activities for all classes which provide opportunity for children to discuss, listen and share their feelings and concerns with trusted adults and their peers.</p> <p>Expressive arts activities will continue as another area supporting mental health and well-being.</p> <p>Activities linked to Mental Health Week and other useful resources continue to be shared in each class and via the school's website for parents.</p> <p>Where additional support is required for anyone affected by loss/bereavement, the use of the Early Help will be considered to provide additional relevant support.</p> <p>Staff have been signposted to the Shropshire EP team as a way of supporting adults in school individually with their health and well-being. A member of staff is also completing the ELSA training programme which will further support children with their mental health and well-being. A previous managing stress course was arranged and completed</p>	<p>Teachers and Teaching Assistants, Lunchtime staff</p> <p>HD and TJ</p> <p>SW for School staff</p> <p>School staff</p>

	<p>by teaching and office staff.</p> <p>Lateral flow tests only continue if a person feels unwell, due to no further supply of LFT being provided to schools. Throughout the pandemic, staff have shown commitment by regularly LFTing to keep our school community safe by taking this further preventative Covid measure.</p> <p>(The remote learning system can still be accessed if required via workbooks, learning packs and school emails where appropriate to support families).</p>	<p>All school staff</p> <p>Teachers Parents</p>
<b>Review of Risk Assessment</b>		
<p>Need to reflect changing national and local guidance and Covid-19 alert state.</p> <p>Further guidance has been included linked to the over 60s and 70s.</p> <p>Vaccination guidance</p>	<p>This risk assessment will continue to be reviewed regularly to reflect any necessary changes/further national/regional advice.</p> <p>At all times, the health and safety of children, staff and parents will remain paramount.</p> <p>Vaccines have been/will continue to be accessed by members of staff when they are eligible/where the opportunity is made available to them.</p>	<p>SW, Governors, Teachers, Teaching Assistants, all school staff.</p>

**Appendix 1 - Management of Covid-19 symptoms (advice from Public Health England)**

**What happens if there is a confirmed case of coronavirus in a setting?**

- When a child, young person develops symptoms compatible with coronavirus, the parent will be called using the contact details on file. It is strongly advised that a LFT is completed. If the results are positive and no symptoms are shown, then in line with the latest February 2022 guidance, it is advised that children and staff stay away from the setting for a period of 5 full days for self-isolation. Day 0 is classed as the day when the positive result shows.

- If Covid symptoms are displayed, in line with the government guidance, a PCR test should be arranged. We appreciate parents' support to keep their child off school until negative results are received and negative LFT tests are seen on day 4 and 5 before a return to school.
- When the child, young person or staff member tests negative, they can return to their setting if they feel well enough to do so.
- Positive results of LFTs should be reported to NHS test and trace as well as PCR results.
- In the event of any possible outbreak, advice and guidance will be taken and the information distributed to staff and parents. The school continue to seek advice from DfE/Shropshire Public Health in the event of confirmed positive cases. Daily reporting also continues on a national scale for all school absence.

### **FAQs for Parents**

#### **DfE guidance Schools coronavirus (COVID-19) operational guidance 24 February 2022**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

#### **Does my child have to attend school?**

It is strongly advised that all children continue to attend school and for parents to send their child to school, unless of course they are unwell to avoid gaps in learning and development of social skills.

#### **At what time will my child be expected to arrive at school and at what time will they need to be collected?**

All children in school are to arrive at 8.55am. The designated entrance areas will continue to avoid congestion and parents are asked to continue to use the one way system via the barrier area from the staff car park to exit the premises.

Please leave the site after dropping your child off at school and ensure you park considerately and safely to help our whole school community.

### **Will staff and children wear masks or PPE?**

There is no requirement for children or staff to wear face coverings now. If someone begins to feel unwell, then this may be advised for a short time as a way of protecting others.

### **Will children, young people, parents and staff be eligible for testing?**

The government advice is:

All children, young people and staff should have some access to lateral flow tests and PCR tests will be made available to anyone displaying coronavirus symptoms. To access testing, parents can use the 119 online coronavirus service if their child is 5 or over, or call 119 or 111 if their child is under the age of 5.

### **What happens if there is a confirmed case of coronavirus in school following the latest January 2022 guidance?**

- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and arrange a PCR test as soon as possible. If the test shows to be positive, the person needs to self-isolate for 5 days and produce two negative lateral flow tests after day 4 and 5 before returning to school.
- When the child, young person or staff member tests negative, they can return to their setting as long as they are feeling well.
- Remote learning can be arranged if children are asymptomatic and feel well enough to complete learning at home following a positive test through their period of self-isolation via the appropriate communication with the school.
- If a teacher, or teaching assistant becomes unwell and the school experience staffing shortages, it may be at times necessary for classes to work collaboratively with others. Ratios for nursery aged children have also been temporarily amended until a further review. A supply teacher may need to be sourced for a class as a possible option, but this may be limited due to high current demand.

Reviewed 17/05/22