

MESSINGHAM PRIMARY SCHOOL CORONAVIRUS RISK ASSESSMENT (reviewed November 2021)

Company Name:	MESSINGHAM PRIMARY SCHOOL									
Date of Assessment:	14/05/2020 (Original Version)		Review Date:		23/11/21		Revision No:		18	
Persons Exposed:	Employees:	✓	Other Workers:	✓	Public / Visitors:	✓	Young Persons:	✓	Estimated total number of persons at risk:	284
	New / Expectant Mothers:			✓	Vulnerable Persons:	✓	Other:			

Task Description:	Risk assessment for the possible transmission of Coronavirus / COVID-19. Updated in conjunction with Department for Education advice on 11/05/2020. Further adaptations made when Government released more guidance, last issued on October 4 th 2021
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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Well-being of staff	1	1	2	<p>Staff have been given this risk assessment as well as had access to the guidance given by the DfE. At Messingham PPE is now no longer needed unless a case of Covid 19 is expected. Face coverings are recommended when speaking with parents/adults (as part of the outbreak management plan)</p> <p>Communal areas and Classrooms should be well ventilated at all times – when school is provided with ventilation check by Govt this will be completed</p> <p>If staff, pupils or other adults develop symptoms of Covid 19 they should not come into school and instead follow the public health guidance on self-isolation and take a PCR test as soon as possible.</p>	2	2	2	<p>SLT to continue to work with staff and listen to concerns or anxieties that they may have. When organising staffing, staff will be consulted over the children/adults they may be working with and if and when a Covid case is found in school.</p> <p>Ensure that doors/windows are open when weather and safety allow.</p> <p>Follow Public Health advice for any symptoms or reported Covid cases and act upon the Contingency plan should lockdowns or class closures by needed from Public Health advice.</p>		

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Well-being of staff (cont)				<p>Share the plan with staff at least 1 week ahead of the restart of school on Tuesday August 31st. Continue to update as guidance changes and if there is need to review the 'outbreak management plan'</p> <p>Staffroom/Community Room available for breaks as long as social distancing is adhered to. Advise when this is to be reviewed, i.e. a staff/children outbreak where the 'outbreak management plan' is needed</p> <p>Regular updates given to staff RE safety, changes to guidelines, any issues with Coronavirus symptoms in school and the wider community where appropriate in order for staff to try and ensure their own safety alongside the measures put in place by the school.</p> <p>Lateral Flow tests to be completed by all staff in Messingham as long as kits are provided. Parents also offered these through Government scheme.</p> <p>Messingham will liaise with the Health Protection team should there an outbreak or positive case of Covid within the school community. This occurred w/c 27th September 2021 and the following measures were introduced on the advice of public health England, and the school's 'outbreak management plan.'</p> <p>Assemblies and parental visits to school are postponed until further notice. Assemblies revert back to being 'zoom' assemblies.</p> <p>Visitors are not allowed in school, those that are will have to sanitize hands and wear a face mask.</p> <p>After school clubs are suspended until the October half-term where the measures in place will be reviewed. Cross Country & Football are going ahead as they are outdoor activity. The Nativity play will</p>				Procedures to be followed and will be reviewed after more advice from DfE and Govt			

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				be filmed, a chance will be given for Reception parents to see the children participate in a performance in the Spring/Summer terms						
Lack of Information to Children	1	1	2	<p>Children are provided with information on the correct handwashing methods. This includes the use of posters near toilets and washrooms to provide guidance on the exact method. Sanitizer stations have been put up around the school and the entrance (for adults). Encouragement given to children of all ages to follow hygiene guidelines, washing hands, and 'catch it, kill it, bin it' followed Children will continue to be provided with specific information on hygiene during normal lessons. Younger children and those who need support are supervised by an adult during hand washing. This will continue into the new academic year, although there is no need for separate toileting times as bubbles are no longer required.</p> <p>Parents will make decisions on whether their child is showing symptoms and should not come to school, however if the school feels that the child is showing symptoms they can refuse the child attending. (Updated guidance August 17th 2021). Following on from more cases w/c 27th Sept parents will liaise with Messingham Primary School and public health England as to whether the child can attend school. Letters sent home to parents to explain current risks and advice to take lateral flow or PCR when showing symptoms.</p> <p>If a child tests positive for Covid 19 in school then the school will either text or send a letter to the other children in that class informing parents there has been a positive case. In this instance the school will offer parents the opportunity of being given a lateral flow testing kit. The children that do test</p>	1	1	2	Check posters are in every classroom and are changed when guidelines change, these will be moved and updated with guidance.	✓	

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			2	positive will be kept in confidence. The same applies if there is an adult in the school, where the adult will be named to support parents making judgements on whether they should seek a PCR test for their child.			2			
Lack of Information to staff	1	1	2	The school has subscribed to information and updates from approved sources, including Public Health England (or similar) and the DfE Relevant updates will continue to be emailed to all staff members to ensure that they are kept informed, where appropriate.	1	1	2	When guidance is changed information alongside the risk assessment will be given to staff	✓	
Use of Personal Protective Equipment	1	1	2	<p>Face coverings are no longer necessary in school, however Messingham will continue to enable staff to wear masks and PPE if they want to. From w/c 27th Sept it's advisable for adults to wear face coverings when meeting parents and other adults</p> <p>In the event that a pupil becomes unwell with symptoms of COVID-19 then social distancing should be maintained. If this is not possible then the supervising adult should wear gloves, an apron and a face shield. If the child is coughing, spitting or vomiting, then a face shield should be worn.</p> <p>PPE is provided by the school so adults can wear it when they feel the need to do so.</p> <p>This also applies to visitors coming into school that support the school day. This includes supply Teachers, health visitors and social workers.</p>	1	1	2	<p>Ensure that the school has a supply of face shields, aprons and gloves.</p> <p>PPE available for all staff but ensure they are all clear about the guidance. Use INSET day to re-inform staff about the rules/guidance</p>	✓	

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<p>Class Sizes & return to school arrangements</p>	1	1	2	<p>'We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.' DfE Guidance August 17th 2021. This is under review of 48 hours from the outbreak on Sept 27th. The 'outbreak management plan' has seen bubbles re-introduced for Year R, KS1, Lower KS2 (Year 3/4) as well as Upper KS2 (Years 5-6)</p> <p>Along with 'Bubbles' we have reintroduced upper key stage 2 children to eat their dinner separately from the rest of the school (the most prominent outbreaks have been in Year R and Years 5/6 classes). This will remain in place until the New Year and also the playground has been divided so that 'Bubbles' are kept separate at lunchtimes and playtimes.</p> <p>'As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.' ' DfE Guidance August 17th 2021. As above this is under review from w/c Sept 27th. Indeed all assemblies from this date until the New Year will be zoom assemblies once more.</p> <p>If a child is showing symptoms, or has been sent home to self-isolate or has Covid the school should provide opportunities for remote learning. A survey was sent home to ascertain the quality of online learning and the responses were positive – at present there is no need to change this policy.</p>	1	1	2	<p>Not needed, however guidance states that 'You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.'</p> <p>'Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.'</p> <p>Messingham will follow this guidance on returning to school on Tuesday 31st August and when children return on Thursday 2nd September</p> <p>'Outbreak management plan' in place from October 1st and reviewed when weekly or when guidance changes</p>	✓	

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Visitors	1	1	2	There were no restrictions on visitors from September 1 st 2021, however due to the advice given by Public Health England on 27 th September visits to school were stopped. This was reviewed after October half term, when cases once again went up locally and nationally. At present limited visitors are allowed in the school (education/health/some parents)	1	1	2	Ensure that information posters and notices are prominently displayed in reception areas. Staff to advise any adults about hygiene policy on entering the school.	✓	
Housekeeping	1	1	2	Adequate supplies of cleaning materials are kept on site. Paper Towels running out, if we run out then we will have an emergency procedure to go and get some from a local source	1	1	2	A weekly inventory of the cleaning stock should be made to ensure that supplies remain adequate. Disinfectant spray and a supply of cleaning cloths in each room	✓	

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Transmission of Virus / Hygiene	1	1	2	<p>All persons in school are provided with information on good hygiene measures to include:</p> <p>Hand hygiene Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important. The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene. Use of personal protective equipment (PPE) Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare has changed to incorporate only those members of staff who may come into contact with a person who is showing symptoms of the disease.</p>	1	1	2	<p>Lots of soap and hand towels already in stock; check weekly in case more needs to be ordered Tissues on each desk in classrooms to enable "catch it, bin it, kill it" If outdoor equipment is used, it must be thoroughly cleaned</p>	✓	
Emergency Procedures	3	5	15	<p>Test and Trace has been introduced and the whole school community made aware of this. Employees have been made aware of the risk assessment.</p>	1	5	5	<p>Evacuation practice to take place during first term of re-opening to all pupils (discuss with R class) – Fire drill in Spring 2</p>	✓	

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Pupils Becoming Unwell	3	5	15	<p>If anyone in the school becomes unwell with Covid symptoms 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 should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, 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 2m away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. 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>	2	5	10	PPE used when attending to a child who possibly has COVID-19 must be double-bagged and stored in the courtyard for 72 hours before putting in the bin	✓	

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Employees Becoming Unwell	4	5	20	If anyone in the school becomes unwell with Covid symptoms, they must be sent home and advised to follow 'stay at home: guidance for house-holds 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 as well from when the symptomatic person first had symptoms. If employees are unwell with something other than COVID-19, the usual sickness absence procedure and policy apply	2	5	10	Senior Leadership to remain vigilant for employees displaying the signs of symptoms of COVID-19. Due to staff job sharing, but not in contact with each other, if one becomes unwell with something other than COVID-19, we will still have capacity to supervise the bubble	✓	
Confirmed Case of COVID-19	4	5	20	Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. The health team will carry out a risk assessment and guide the school.	2	5	10	Ensure that contact details for Public Health England are known – follow guidelines contact local health protection team for further advice and guidance.	✓	

Name of Assessor	Rob Hutchings	Signature	
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Action Plan

Hazard	Further Actions	Assigned to	Due Date	Priority

S e v e r i t y	5	5	10	15	20	25	Likelihood	Severity	Risk (Likelihood x Severity)
	4	4	8	12	16	20	1 = Very Unlikely	1 = No injury	1 – 5 = Low
	3	3	6	9	12	15	2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
	2	2	4	6	8	10	3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
	1	1	2	3	4	5	4 = Very Likely	4 = Specified Injury or Illness	
		1	2	3	4	5	5 = Almost Certain	5 = Fatality or disabling injury	
	Likelihood								