

April 2022 - This risk assessment has been updated in line with the Living with COVID guidance

RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS		
Name of Schools	Date of assessment	Review date
Sutterton Fourfields CE Primary School Swineshead St. Mary's CE primary School	21/04/2022	Ongoing in light of any government changes and at the end of each term
Name and Position of Assessor(s):	Claire Collett – Executive Headteacher	
Chair of Governor's Name:	Jean Powell	

RISK PRIORITY

HIGH: Accident likely - with possibility of causing serious injury or loss

MEDIUM: Possibility of accident - causing minor injury or loss

LOW: Accident unlikely - with control measures in place

5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

Hazard identified	People at Risk and possible effect of hazard	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
A. Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19				
<p><i>Risk of contracting COVID-19</i></p>	<p>Staff, Pupils, parents, contractors, community</p> <p>Virus can be transmitted via inhalation of small droplets/aerosol expelled from nose/mouth of those infected.</p> <p>Surfaces can be contaminated and transferred to body through touching eyes/nose/mouth</p> <p>Possible effects include infection (symptomatic/asymptomatic), serious illness and death through respiratory failure/other bodily complications</p>	<p>Social distancing measures have now ended in schools</p> <p>Continued cleaning in place.</p> <p>School following Government guidance including control measures:</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone 2. Maintain appropriate cleaning regimes 3. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 	<p>M</p>	<p>Clean toilets; sanitise door handles and other high traffic areas.</p> <p>Pupils, staff and other adults should follow guidance on the DfE and NHS websites if they experience COVID19 symptoms. Attendance policy reviewed regularly to ensure it is fit for purpose.</p>

<p><i>Staff/Pupils developing Symptoms</i></p>	<p>Staff, Pupils</p> <p><i>Pupils and staff could be affected by COVID-19 and spread to others</i></p>	<p>Pupils, staff and other adults should follow guidance on the DfE and NHS websites if they experience COVID-19 symptoms. The government no longer offer free PCR or LFT tests for those experiencing COVID-19 symptoms.</p>	<p>M</p>	<p>Infection Control policy has been updated, staff have been advised in briefings and will continue to be reminded regularly.</p>
<p>Outdated/lack of Policies and procedures</p>	<p>Staff, Pupils, visitors</p> <p><i>Staff/Pupils/visitor unaware of processes, potentially causing further spread of virus</i></p>	<p>Pupils: Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting. Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. The advice for length of time is 3 days. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend.</p> <p>Staff/Visitors: Adults should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. Further guidance is available on the Government website (Apr 2022): People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)</p>	<p>M</p>	<p>Infection Control policy and First Aid policies updated</p> <p>We will make appropriate ongoing adjustments to application of sickness absence policies to reflect Covid19 related absences and issues. Student absence processes are updated as appropriate.</p> <p>Staff with a confirmed positive test should try and stay home and avoid contact with other people, returning to school after five days.</p> <p>There is no longer a requirement for Pupils or staff to return a negative test before returning to school once they have remained at home for the recommended period of time.</p>
	<p>Staff</p> <p><i>Staff unaware of processes – potentially causing virus to spread further</i></p>	<p>Regular communication with staff on the school procedures around those developing symptoms</p>	<p>L</p>	<p>Information has been sent out to staff via email and shared on the website and Class Dojo.</p> <p>Health and safety discussed at staff meetings.</p>

<p><i>Inappropriate/lack of Facilities</i></p>	<p>Staff, Pupils, visitors <i>Pupils with possible symptoms could be around others in inappropriate locations</i></p>	<p>Child or young person to wait until collected in a well ventilated area.</p> <p>Pupils should continue to attend school provided they do not have a high temperature and feel well, as detailed in: People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)</p>	<p>L</p>	<p>If staff develop symptoms during the school day they are to advise the school office, HoS/EHT and leave site immediately if they feel well enough to do so. If they do not feel well enough to do so, they are to remain in a well ventilated space until they feel well enough to leave site, or someone is available to collect them. They will be advised to follow guidance on the DfE and NHS websites if they experience COVID-19 symptoms.</p>
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<p><i>Lack of First Aid provision</i></p>	<p>Staff, Pupils, visitors <i>Inappropriate first aid provided, putting staff and casualty at risk</i></p>	<p>The school level response should someone fall ill on site is in place (in line with relevant government guidance)</p>	<p>L</p>	<p>Trained First Aiders in school.</p>
	<p>Staff, Pupils, visitors <i>Inappropriate PPE worn, putting staff and casualty at risk</i></p>	<p>The member of staff dealing with the symptomatic person will wear the appropriate PPE.</p>	<p>M</p>	<p>Sufficient access to PPE in all areas of the school.</p>
<p><i>Inappropriate/ Inadequate Coronavirus Procedures</i></p>	<p>Staff, LA <i>Inappropriate procedures being in place could prolong the amount of time positive cases are exposed to the rest of the school population</i></p>	<p>The school has a system to keep brief records of pupil and staff contacts so that these details can be provided if required to the appropriate bodies.</p> <p>The school follows the guidance provided by appropriate authorities.</p>	<p>H</p>	<p>The school has a system to keep brief records of pupil and staff contacts so that these details can be provided if required to the appropriate bodies.</p> <p>Pupils, staff and other adults should follow guidance on the DfE and NHS websites if they experience COVID19 symptoms.</p>

Outbreak contingency	Staff <i>Staffing capacity too low to keep school open</i>	The school has contingency plans and procedures in place to respond to any outbreak based on the advice from the local health protection team.	L	<p>The Outbreak Management plan has been updated to reflect current measures. The contents are based upon advice from the Local Authority.</p> <p>Staff and pupils are aware that face coverings may be advised by the LA COVID-19 Education Team/Public Health on a temporary basis in the event of an outbreak. This may apply to staff, visitors or Pupils age 11 years and above.</p> <p>An online provision is available for Pupils where they are unable to attend or there is a staff capacity concern.</p>
School closure	Staff, Pupils <i>Lack of school closing procedures could cause confusion, affecting student learning and safety</i>	Procedure to close the school at short notice if staffing levels fall to levels where safety cannot be assured	L	The school will liaise with the Lincolnshire health Protection Team and the Local Authority and suspend the offer of on-site education if it is no longer safe for the site to remain open. An online provision will be provided to pupils.
Lack of information for Staff who have been shielding, those with protected characteristics, and those with additional needs	Staff/Pupils <i>Those who have previously been shielding may be more at risk of catching the virus</i> <i>Staff and Pupils who have protected characteristics put at a disadvantage or indirectly discriminated against by any of the actions taken by the school</i>	<p>The school has considered any measures that are needed to ensure that staff/pupils who have been shielding can return to school and its equality duties.</p> <p>Ensure individual education plans (IEPs) and EHCPs are in place and reviewed for each child who may be at increased risk or has additional needs. Engage with LA, agencies and the families of pupils with SEND to devise a plan to provide specific support as needed.</p>	M	<p>Anyone previously classed as ECV has been advised they may return to school. The SENCo to arrange a meeting, if required, to gather information about vulnerable pupils so that support can be provided.</p> <p>Pregnant staff in clinically vulnerable category. Individual risk assessments held with those in this group if applicable. No specific guidance for BAME staff or Pupils other than ‘accommodate additional measures where appropriate’ – no guidance about what these might be. We will continue to work with staff and pupils closely to ensure that any reasonable adjustments which can be made are done so.</p>

Lack of processes for dealing with Behaviour	Staff, Pupils <i>Pupils who are permitted to exhibit poor behaviour may put themselves and others at risk of infection</i>	The school has reviewed its behaviour policies with any new rules/policies, and communicated these clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of student behaviour.	L	The Good Behaviour Policy is available on the school website.
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B. Ensure good hygiene for everyone

Insufficient PPE Supplies	Staff <i>Insufficient supplies of PPE could put staff and Pupils at risk</i>	Arrangements are in place to ensure that the school has sufficient supplies of PPE. Staff have been trained on when and how to use PPE, including the safe removal and application of PPE masks and other equipment, in line with DfE guidance.	L	Staff and pupils are aware that face coverings may be advised by the LA COVID-19 Education Team/Public Health on a temporary basis in the event of an outbreak. This may apply to staff, visitors or Pupils age 11yrs and above. Staff to wear PPE if attending to a first aid incident and social distancing is not possible.
Insufficient Hand washing	Staff, Pupils, visitors <i>Poor hand-washing could increase risk of virus spread</i>	The school policy is clear that any staff or student should wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.	L	Sufficient hand washing/sanitiser available. Staff aware of pupils with additional needs who may need assistance when using sanitiser.
Inadequate Waste provision	Staff, Pupils <i>Poor hygiene could increase risk of virus spread</i>	The school has enough bins available in the school to support pupils and staff to follow the enhanced hygiene routine.	L	Bins with lids available wherever possible

Poor Handwashing processes	Staff, Pupils <i>Poor hygiene could increase risk of virus spread</i>	All adults and children are aware of the required hygiene and handwashing regime, which includes: <ul style="list-style-type: none"> - frequently washing hands with soap and running water for 20 seconds and drying thoroughly or hand sanitiser. - cleaning hands regularly, including arrival at school, after breaks, if they change rooms and before/after eating - embedding the 'catch it, bin it, kill it' approach - encouraging Pupils to clean their hands thoroughly after using the toilet 	L	Reminders sent out in letters to parents, emails to staff, and guidance posters in school.
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C. Maintain appropriate cleaning regimes

Inadequate Cleaning and waste disposal	Site team <i>Lack of checks could affect safety of Pupils and staff</i> <i>Inadequate deep cleaning methods and disposal of waste may increase spread of virus, putting staff and Pupils at risk of infection and of injuries relating to COSHH</i>	All areas that have been cleaned are checked to ensure they are safe to use The necessary areas of the school are deep cleaned/fogged, when required, with suitable cleaning agents and in line with the COSHH Policy. The school has arrangements to dispose of waste in line with government guidance.	L	A full deep cleaning programme is undertaken during summer holiday period.
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Insufficient Training	Staff <i>Staff without proper training may increase risk of virus spread</i>	Provide communications and mandatory training on cleaning protocols, hygiene practices and social distancing for all staff.	L	Information provided on infection control from the Business Manager.
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D. Keep occupied spaces well ventilated

Poor Ventilation	Staff, Pupils <i>Lack of ventilation can increase risk to Pupils and staff</i>	All areas to be well ventilated. CO2 monitors available to identify where ventilation needs to be improved.	L	Where possible, all teachers to teach with classroom windows and doors open (providing ventilation and avoid need to touch door).
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E. Further Information

Guidance and Regulations	Staff, Pupils <i>If guidance and regulations are not followed, Pupils and staff safety could be affected, as well as potential law breaches</i>	<ul style="list-style-type: none"> • 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 (2022) 'Schools COVID-19 Operational Guidance' 	L	Pupils are receiving on-site, face to face education. An online provision is available.
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Lack of Safeguarding	Staff, Pupils <i>Safeguarding procedures not being followed could put Pupils at risk</i>	Ensure other updated guidance such as KCSIE is adhered to.	L	Staff updated by the DSL at the start of the Autumn term and new staff provided with training. Ongoing training through staff meetings and the Lincolnshire Safeguarding 6-Year Pathway.
Outdated Fire safety procedures	Staff, Pupils <i>Fire safety procedures outdated, could leave staff and Pupils unsafe</i>	Review of emergency procedures such as fire drills to ensure they take into consideration the adaptations made in order to enable the school to fully remain open.	L	Fire safety procedures reviewed by caretaker and business manager, taking into consideration work that is being undertaken on school site
Community lettings provisions <i>inadequate</i>	Community users Site Staff	Risk assessments undertaken for any community lettings use. Community users to provide their own risk assessments.		Community lettings taking place in line with guidance - The Village Hall at Sutterton has their own separate risk assessment that has been shared with the EHT and business manager

<p><i>Lack of processes for addressing Staff wellbeing</i></p>	<p>Staff <i>Staff wellbeing affected due to increased measures and lack of communication</i></p>	<p>The school has mechanisms in place to support staff and student wellbeing, Post-Covid support arrangements are in place for staff.</p>	<p>L</p>	<p>Term 5 CPD ensures focus on wellbeing and mental health of staff. PSHE curriculum and special event days, such as #HelloYellow to support wellbeing and welfare of pupils. The EHT and business manager can support staff on their return to school and buys into a health protection scheme alongside a free counselling service for LCC employees. Mental Health First Aiders at Sutterton who can support across the federation.</p>
<p><i>Lack of Curriculum provision</i></p>	<p>Pupils <i>Pupils may miss out on learning</i></p>	<p>There is provision in place for pupils self-isolating or shielding</p>	<p>L</p>	<p>Pupils not able to be in school provided with curriculum provision padlets on Class Dojo and live online teaching.</p> <p>Pupils who are deemed to be 'extremely clinically vulnerable' may now attend school for a face-to-face provision</p>
<p>Extra-curricular clubs <i>run without following guidance</i></p>	<p>Staff, Pupils</p>	<p>Extra-curricular clubs may take place</p>	<p>L</p>	<p>The school is offering extra-curricular activities with no restrictions on who may access this. The school will follow any additional guidance provided by the Local Authority.</p>
<p>Educational visits <i>run without following guidance</i></p>	<p>Staff, Pupils <i>Not following guidance, measures or information contained with risk assessments increases risk of virus spread</i></p>	<p>Excursions outside of school The school plans to undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely, considering what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues.</p>	<p>M</p>	<p>School trips are carried out with adherence to guidance provided by the Local Authority through EVOLVE.</p>

<p><i>Lack of process for</i> Volunteers/visitors/Contractors</p>	<p>Volunteers, visitors, staff, Pupils <i>Volunteer/visitors/contractors not following school guidance carries an increase of virus spread, harming themselves, Pupils and staff</i></p>	<p>The school has arrangements in place to manage visitors to the site (such as volunteers, parents and contractors) and ensure site guidance is explained on or before arrival.</p>	<p>L</p>	<p>Visitors advised of guidance and processes in place.</p> <p>The school procedures ensure a record is kept of visitors.</p>
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