

Langdon Primary School – Coronavirus/Covid 19 Risk Assessment V6 - from 1 September 2021



Arrangements from beginning of National Phase 4 from 1.9.21

This Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and to ensure the school continues to operate in a safe way.

This document was drawn up with reference to the following guidance:

- Current government and DfE guidance - [Schools Covid-19 Operational Guidance Covid-19: Actions for out of school settings](#) [Contingency Framework: education and childcare settings](#)
- Current guidance for managing playgrounds and outdoor gyms
- KCC guidance
- Joint Union (Unison, NEU, GMB, Unite) guidance 'Planning guide for Primary Schools – Coronavirus crisis, Workplace checklist'
- Essex Schools Re-opening Risk Assessment and Action Plan template

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Safeguarding/Child Protection Policy
- DfE Guidance relating to COVID-19
- 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'

Key Principles

- Our core aim is to ensure the safety and well being of all members of the school community and this will be at the heart of our decision making with regard to school reopening
- We endeavour to maintain best educational practice for all Langdon children during this period of change.

Key Messages

- Good safeguarding is at the heart of what we do at Langdon and this will always be the case.
- The unique nature of our school environment and community is a major influence on our decision making and planning.
- We will continue to provide for vulnerable children and children of critical workers (using the government's criteria for these groups) as our priority.
- Children will return to school with a range of different experiences from their time during lockdown. Our plans take account of this and allow teachers to develop learning experiences and activities that are relevant to the learning and well being of the children in their class on return to school.
- We are mindful that some pupils, particularly those with SEND and those who are more vulnerable may need additional support and where possible, we will endeavour to provide this in order to address any gaps in learning and any social, emotional or well being need.
- For pupils who will not be returning to school at this stage, or for those in Years R, 1 and 6 who parents wish to keep at home, we will continue to provide a regular and tailored home learning offer.
- We will work within the government guidance for full school reopening as much as we possibly can. Where we have concerns that we are unable to do this, we will seek advice from the Local Authority in order to determine our course of action

Rationale

COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes. This is an airborne virus.

Symptoms of COVID-19 appear usually within two to 14 days after exposure and include fever, cough, and/or reduction in sense of taste or smell. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term respiratory issues or conditions like diabetes, cancer and chronic lung disease.

At the point of the Risk Assessment update (1.9.21) the government have introduced their Phase 4 response to the pandemic, moving away from stringent restrictions on everyone's day to day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. Almost 80% of the population over the age of 16 have received two doses of a Covid-19 vaccination and admissions to hospital and deaths from the virus are low. Actions in national guidance and in this risk assessment take account of these changes.

This risk assessment allows us to plan to mitigate any risk to this virus and its effects on the whole school community.

Risk Assessment

All employers are required by law to protect their employees, and others, from harm. The minimum an employer must do is:

- Identify what would cause injury or illness in the organisation (hazard)
- Decide how likely it is that someone could be harmed and how seriously (the risk)
- Take action to eliminate the hazard, or if this isn't possible, control the risk as far as is reasonably practicable

It is the job of the leaders of this school to assess and plan measures and steps that will be taken in order to minimise risks from Coronavirus/Covid-19. The governors and staff who have been involved in this process recognise that whilst we can mitigate against the risks, we cannot completely eliminate them. We will work however, as far as practicable, in order to make the school 'Covid-secure'. This document outlines sensible measures and steps that we will put in place and take in order to control risk to Coronavirus/Covid-19 in this school.

We believe in order to provide transparency in our approach it is right to share our risk assessment with the whole of our community and to publish it on our website for parents, carers and pupils to view.

We will monitor and review the preventative and protective controls that are outlined in this document regularly to ensure they are working and take action to address any shortfalls. As such, this document is a working document, subject to change and improvement in light of our experience and changing guidance and advice.

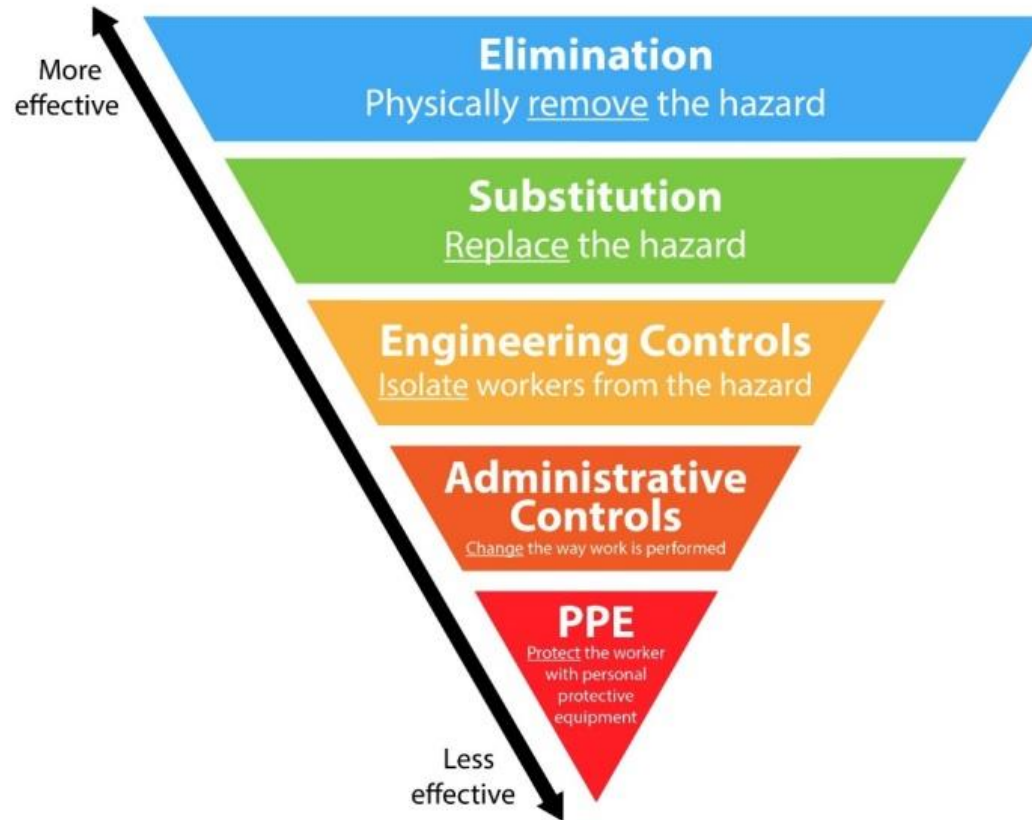
Risk Assessment Matrix

This risk assessment matrix has been used to assess how serious a risk the spread of COVID-19 in our school will be in light of no action taken and then again if our planned actions are taken. This gives a prediction about how effective our methods of control will be. To establish the level of risk I have multiplied the consequence by the likelihood. For any score above 8, the risk is high, and above 16 it is extreme.

		Likelihood				
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Consequences	5 Catastrophic	5 Moderate	10 High	15 Extreme	20 Extreme	25 Extreme
	4 Major	4 Moderate	8 High	12 High	16 Extreme	20 Extreme
	3 Moderate	3 Low	6 Moderate	9 High	12 High	15 Extreme
	2 Minor	2 Low	2 Moderate	6 Moderate	8 High	10 High
	1 Negligible	1 Low	2 Low	3 Low	4 Moderate	5 Moderate

Hierarchy of control

The Hierarchy of Control has been used in order to determine what our methods of control will be and the order in which they should be used in the case of any escalation or de-escalation of the current situation. Although called a hierarchy, actions and measures we take have been considered in totally in order to ensure that they are most effective when applied.



Steps to keeping schools open fully or partially in response to coronavirus



Potential Hazard	Key Questions	Hazard Severity and RAG before action	Control measures to reduce the risk	By whom	By when	RAG after action
Exposure to people with Covid-19	What will happen if a member of staff has Covid-19 symptoms?	High 12	<ul style="list-style-type: none"> - All members of staff have had at least one dose of a Covid vaccine - Most members of staff have had two doses of a Covid vaccine - If a member of staff has symptoms: <ul style="list-style-type: none"> ❖ Staff should self isolate immediately, stay at home and NOT come into school ❖ If in school, leave immediately and begin self isolation ❖ Follow public health advice ❖ Arrange to have a PCR test ❖ Self isolate for 10 days from date symptoms started or until negative test outcome received ❖ Do not return to school if unwell with high temperature (this is not necessary for a continuing cough or loss or change to taste or smell which can persist for several weeks) 	All staff	1.9.21	Moderate 6
	What will happen if a member of staff tests positive for Covid-19 but does not have symptoms?	High 12	<ul style="list-style-type: none"> - All members of staff have had at least one dose of a Covid vaccine - Most members of staff have had two doses of a Covid vaccine - If a member of staff tests positive but is asymptomatic: <ul style="list-style-type: none"> ❖ Staff should self isolate immediately, stay at home and NOT come into school ❖ If in school, leave immediately and begin self isolation ❖ Follow public health advice ❖ Arrange to have a PCR test ❖ Self isolate for 10 days from date of the PCR test or until negative test outcome received 	All staff	1.9.21	Moderate 6
	What will happen if a close contact or member of the household of a staff member tests positive for Covid-19?	High 9	<ul style="list-style-type: none"> - Individuals are not required to self-isolate if they live in the same household as someone with Covid-19 or are a close contact of someone with Covid-19 if any of the following apply: <ul style="list-style-type: none"> ❖ They are fully vaccinated ❖ They are below the age of 18 years and 6 months ❖ They have taken part in or are currently taking part in an approved Covid-19 vaccine trial ❖ They are not able to get vaccinated for medical reasons - Staff who meet the above criteria should continue to attend school unless advised by NHS Test and Trace to take a PCR test in which case they should self isolate until a negative result from this is received 	All staff	1.9.21	Moderate 6
	What will happen if a pupil has Covid-19 symptoms?	High 12	<ul style="list-style-type: none"> - Pupil should self isolate immediately, stay at home and NOT come into school 	HT Teachers TAs	1.9.21	Moderate 6

			<ul style="list-style-type: none"> - If in school, isolate in the small room of the cabin building ensuring doors and windows are open, parents will be called to collect the child immediately in order to begin self isolation, thorough cleaning of room to take place after pupils leaves school, supervising staff must remain outside the room or put on full PPE if they need to enter the room (gloves, face mask, face visor, apron) and ensure thorough hand washing/sanitizing after dealing with the child - Follow public health advice - Advise parents to arrange for the child to have a PCR test - Tell parents of their obligation to ensure that their child self isolates for 10 days from date symptoms started or until negative test outcome received - Child must not return to school if unwell with high temperature (this is not necessary for a continuing cough or loss or change to taste or smell which can persist for several weeks) 			
What will happen if a pupil tests positive for Covid-19 but does not have symptoms?	High 12	<ul style="list-style-type: none"> - Pupil should self isolate immediately, stay at home and NOT come into school - If in school, isolate in the small room of the cabin building ensuring doors and windows are open, parents will be called to collect the child immediately in order to begin self isolation, thorough cleaning of room to take place after pupils leaves school, supervising staff must remain outside the room or put on full PPE if they need to enter the room - Follow public health advice - Advise parents to arrange for a PCR test for their child if LFD test was used and shows a positive result, in order to confirm the diagnosis - Self isolate for 10 days from date of the PCR test or until negative test outcome received 	HT Teachers	1.9.21	Moderate 6	
Might Covid-19 spread between people in the school environment and how can this be monitored?	High 12	<ul style="list-style-type: none"> - All staff and regular visitors to the school site eg. students on placement, peripatetic teachers, to be encouraged to participate in twice weekly LFD testing - School will ensure adequate stock and issue LFD tests as and when needed - Staff training on how to use LFD tests will be given - Written information to support training issued to staff - School to engage with NHS Test and Trace for close contacts of positive cases 	HT Office Manager	1.9.21	Moderate 6	
Do close contacts have to isolate?	Moderate 6	<ul style="list-style-type: none"> - Engage with NHS Test and Trace for confirmation of close contact identification - Follow public health advice for those identified as a close contact - School will make note of attendance to school/clubs/out of school hours activities in order to identify close contacts if necessary - Close contacts do not need to self isolate if the following applies: <ul style="list-style-type: none"> ❖ They are fully vaccinated 	HT All staff	1.9.21	Low 3	

			<ul style="list-style-type: none"> ❖ They are below the age of 18 years and 6 months ❖ They have taken part in or are currently taking part in an approved Covid-19 vaccine trial ❖ They are not able to get vaccinated for medical reasons but will be advised by NHS Test and Trace to take a PCR test <p>- Staff who are not double vaccinated will be advised to self isolate for ten days as advised – usual arrangements for staff absence cover will apply</p>			
Risk to vulnerable people	How will the school manage risk to clinically vulnerable or clinically extremely vulnerable pupils or staff?	Moderate 6	<ul style="list-style-type: none"> - CV and CEV people are currently advised, as a minimum, to follow the same guidance as all other people - Follow updated advice for CV and CEV people as issued - Ensure that if advice changes CV and CEV staff are able to work from home if advised - Ensure remote learning in place for all pupils 	HT CV/CEV staff	1.9.21	Low 2
Transmission by air or contact on surfaces	What hygiene measures are in place to ensure individuals reduce possible contact with the virus?	High 9	<ul style="list-style-type: none"> - Regular handwashing routines to continue on entry to building, prior to eating and after coughing or sneezing into hands; clear signage in place detailing how to effectively wash hands; good stock levels maintained for handwashing resources eg. Soap, hand towels - Staff to promote 'catch it, bin it, kill it' procedure for coughs and sneezes and disposal of tissues; tissues widely available; clear signage in place to remind pupils of procedure - Staff supervision for hygiene routines particularly for younger children to ensure that handwashing/catching coughs and sneezes and disposal of waste is as safe as possible - Teaching of good hygiene routines in lessons - Regular and thorough cleaning of surfaces with anti-bacterial solutions and frequently touched surfaces during the usual school day (2x as a minimum) - Cleaning of shared rooms at end of session prior to leaving the room - Ensure good stock and availability for all staff to anti-bacterial spray, wipes, gloves, hand sanitizer - Thorough cleaning with anti-bacterial solutions at end of day in all rooms 	HT Teachers TAs Site Manager Cleaner	1.9.21	Moderate 6
	How will ventilation be improved?	Moderate 6	<ul style="list-style-type: none"> - Windows open in all rooms during the day ensuring, at least, air flow across the room at all times - Doors open if weather is clement - Internal doors open where possible - Air purges at break times - Use of additional layers of clothing if temperature drops due to window opening - Furniture arranged to avoid direct drafts from windows 	Site Manager Teachers TAs	1.9.21	Low 3

	How will larger gatherings of people be managed?	High 12	<ul style="list-style-type: none"> - One way system for dropping off/collection of pupils; clear signage in place - Organised and distanced seating for events in school 			Moderate 6
First aid provision/intimate care/administration of medication	Is it safe to be with others when dealing with first aid or Covid-19?	High 12	<ul style="list-style-type: none"> - Ensure good stock levels of PPE for first aid and for dealing with possible or actual cases of Covid-19 – aprons, gloves, face masks, face visors - Ensure single use for all PPE - Ensure staff understand how to dispose of PPE after use (single bagging and binning if not Covid related or contaminated with bodily fluids/double bagging and binning if contaminated with bodily fluids/Covid related PPE should be double bagged, stored for 72 hours then disposed of in usual waste) - Where children are ill and awaiting collection, ensure good ventilation by opening windows in the rooms they use - Ensure first aid training for all staff is up to date to ensure staff are aware of when to use PPE 	First aiders	1.9.21	Moderate 6
Negative effect on mental well being	Will members of the school community be affected by Covid outcomes and/or related actions?	Moderate 6	<ul style="list-style-type: none"> - For staff, team support where needed; signposting to support services - For pupils, curriculum/PSHE activities; enhanced TLC and staff support; mindfulness activities; Drawing to Talking therapy access; referrals to school counselling service CHATTS - Referrals to outside agencies who can support safeguarding of pupils both at home and school 	HT Teachers	1.9.21	Moderate 2
Increased prevalence of coronavirus/Covid-19 in local area or nationally	What if local or national rates of Covid-19, hospitalization and/or deaths rise?	High 12	<ul style="list-style-type: none"> - School to adopt additional mitigation measures if required – detailed in school's Contingency/Outbreak Management Plan – such as increased ventilation measures, outdoor lessons and activities, wearing of face coverings for visitors to site and/or staff, increased level of staff testing from 2x weekly to daily; restriction of visitors on site; staggered start and collection times; minimising use of staff communal areas; virtual meetings and assemblies; use of 'bubbles' - School to follow local and national advice and guidance as required in the event of further outbreaks 	HT Govs Teachers TAs Site Manager Cleaner	1.9.21	Moderate 6
Staff or pupil absence related to Covid-19 or local or national guidance to address outbreaks	How will pupils access learning if unable to attend school?	Moderate 6	<ul style="list-style-type: none"> - Ensure Remote Education plan maintained for 2021-22 - Staff cover organised and agreed - Zoom lessons for pupils at home or for pupils in school in the case of teachers self-isolating - In the event of a significant shortfall in staffing rendering it unsafe for pupils to attend due to lack of adequate supervision, governors to take advice from the LA regarding closing classes and/or the school temporarily. 	LPS Teachers	1.9.21	Low 3

Shared with and agreed by staff: 3.9.21

Shared with and agreed by governing board:

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School Office Contacts:

Dee Howson – Office Manager admin@langdon.kent.sch.uk 01304 852600

Lynn Paylor Sutton – Head Teacher lpaylorsutton@langdon.kent.sch.uk 01304 852600

Key Local Authority Contacts:

South Kent Area Education Officer: Celia Buxton Tel: 03000 421415 Email: celia.buxton@kent.gov.uk

South Kent Senior Improvement Adviser: Mary Priestley Tel: 07989 209804 Email: mary.priestley@theeducationpeople.org.

Department for Education Helpline: 0800 046 8687

Kent Health Protection Team: In hours tel: 03000 225 3861 (option 0 then option 1) Out of hours tel: 0844 967 0085 Email: KPU-Kent@phe.gov.uk

Staff Care Services (OH) and Employee Assistance Programme (Counselling) Tel: 03000 411411 Email: <https://cantium.solutions/brand/staff-care-services>