

FLECKNEY CHURCH OF ENGLAND PRIMARY SCHOOL

COVID-19 RISK ASSESSMENT ‘Living with Covid’ February 2022

Activities covered by this assessment:	General Risk Assessment – hazards associated with school operation during Covid-19. Reviewed and updated in line with government’s ‘Living with Covid’ guidance issued 24 February 2022.
Site address:	Fleckney Church of England Primary School Batchelor Road Fleckney Leicestershire LE8 8BE Tel: 0116 2402288
Responsible organisation:	Leicestershire County Council Fleckney CE Primary Voluntary Controlled School [LA Maintained]

Persons at Risk - key

S	Staff
P	Pupils
PC	Parents & Carers
V	Visitors
C	Contractors

Risk Rating [= A Probability score x B Potential Outcome/Severity score **]

1 – 5	Low
6 - 11	Medium
12+	High

A = Probability ** B = Potential Outcome / Severity**

Unlikely	1	Virtually nil	1
Low Possibility	2	Low	2
Possible	3	Medium	3
Probable	4	High	4
Near Certainty	5	Major	5

Key Personnel

Headteacher: Mr T Leah **Deputy Headteachers:** Mrs S Allen Miss E Pearson **Chair of Governors:** Mrs L Marshall

Risk Assessment prepared by: Headteacher T Leah Chair of Governors L Marshall

24 February 2022

TO BE REVIEWED ON A REGULAR BASIS

Brief summary:

- Staggered start and finish times will continue at Fleckney Primary School for operational purposes
- Face coverings are not required in classrooms and communal areas, or on dedicated transport or on public transport. This applies to staff and visitors.
- Assemblies for the whole school can resume
- Normal lunch times can resume
- School will no longer be required to carry out contact tracing.
- Staff do not have to test using Lateral Flow Devices but may do so if they wish,

School will continue to:

- Exercise good hand hygiene.
- Exercise good respiratory hygiene, catch it, bin it, kill it principles.
- Use 'enhanced cleaning' regimes, particularly on frequently touched surfaces
- Maintain good ventilation in occupied parts of the school, balancing ventilation with thermal comfort.

Outbreak Management:

- People who have Covid-19 symptoms or have tested positive for Covid-19 should not come to work or school, they should stay at home if they are unwell
- School will follow advice from Public Health in the event of a Covid-19 outbreak
- School has Step-up/Step-down contingency plans to implement in the event of an outbreak.

Business as usual at Fleckney Primary School provides accommodation and facilities as follows:

- 7 year groups Foundation to Year 6 - 2 classrooms per year group with space for 30 pupils each in main building & 3 mobile classrooms. New building with 3 classrooms each over 2 floors and an open-plan, single storey Foundation Stage to accommodate up to 90 pupils. With effect from Spring term 2022. overall accommodation will provide capacity for 7 year groups, 3 classrooms per year group.
- IT Suite, Reading Studio, Library, Break-out rooms 1 x KS 1 and 1 x KS2 in main building.
- Main building has central corridor running from main reception door, through KS2 to KS1 with access through hall, exits to outdoors from KS2 at rear of building and end of KS1 corridor.
- Fire exits from main reception, hall and individual classrooms and mobile classrooms and FS – both buildings.
- School Hall - multi-use for assembly, PE lessons, dining hall, with folding doors to create 3 areas, recently extended as part of site expansion works.
- Headteacher's Office, Reception Office, Teachers' PPA Room, Staff Room, Medical room.
- Toilet facilities for pupils and staff across the two school buildings and mobile classroom & 1 x male, 1 x female staff, 1 x disabled access toilets / washrooms in main reception area.
- FS, KS1 and KS2 playgrounds & additional temporary playground area to the front of the school.
- 1 large field
- Car park with In/out access gates – recently extended as part of site expansion works.
- Gate access for pedestrians to KS1 and FS from side alleyway off Batchelor Rd.
- Gate access for pedestrians to KS 2 off Batchelor Rd.
- Gate access for visitors to main reception off Batchelor Rd across car park
- Full complement of Headteacher, 1.6 Deputy Headteachers, teaching staff and support staff, Office Manager and 3 office assistants.
- Site Manager & cleaning team
- Current NOR 430

NB:

Areas of risk in section 1 rated as LOW [business as usual] Remains at LOW with control measures in place.

Other areas of risk in sections 2 – 5 would be rated as MEDIUM or HIGH without appropriate control measures. It is not possible to ensure a totally risk-free environment but with proportionate protective measures and controls in place, the risks can be rated as LOW or MEDIUM.

Current Government guidance is that:

- Risk to children for becoming severely ill from Covid-19 is very low
- Staff in educational settings tend not to be at any greater risk from the disease than many other occupations
- No evidence to show that children transmit the disease any more than adults.

Requirements/adjustments:-

Review of the school operations based on government guidance issued February 2022 to support 'Living with Covid'

Essential measures include:

- maintaining good hand hygiene
- maintaining respiratory hygiene
- maintaining appropriate cleaning regimes
- keeping occupied spaces well ventilated
- people who have Covid-19 symptoms or have tested positive for Covid-19 should not come to work or school
- following advice from Public Health to manage a local outbreak of Covid-19

Sources of reference:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056229/COVID-19_Response_-_Living_with_COVID-19.pdf

<https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf

	Persons At Risk	A	B	Risk Rating A x B	Risk level after control measures	Control Measures	Who needs to carry out the actions?	Action by date:
Face coverings	STAFF PUPILS PARENTS CARERS VISITORS	1	2	2	L	<p>From 24 February 2022, face coverings are no longer advised for staff, pupils and visitors in classrooms or communal areas.</p> <p>Staff and visitors may wear a face covering if they choose to do so – e.g. in enclosed spaces or meeting with people they do not usually mix with.</p> <p>Office staff may choose to wear a face covering when handling enquiries from parents and visitors at school reception.</p> <p>[NOTE: Temporary advice for staff, pupils and visitors to wear a face covering may be given by Public Health in the event of a local outbreak of Covid-19 in school. Senior Leadership will be guided by PH as necessary.]</p>	STAFF VISITORS	In place

						Staff should follow government guidance on wearing face coverings outside of school, including on transport to and from school: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own		
Hand Hygiene	STAFF PUPILS PARENTS CARERS VISITORS	1	2	2	L	<p>Everyone to clean hands thoroughly more often than usual.</p> <p>Hand washing facilities are available in toilet areas and sinks in most classrooms.</p> <ul style="list-style-type: none"> • Soap and water available at basins in toilet areas and classrooms which have a sink. • Hand sanitiser available in all classrooms, offices, reception and common areas of the school. • Supervised use of hand sanitiser by younger children or those with complex needs to help them to clean their hands properly and to avoid ingestions • Handwashing signage in place. <p>Encouraging pupils, staff and visitors to wash their hands or to use hand sanitiser:</p> <ul style="list-style-type: none"> • On arrival at the school. • After using the toilet. • After breaks and sporting activities. • Before preparing food. • Before eating any food. • Build these routines into everyday school culture. 	ALL	In place
Respiratory Hygiene	STAFF PUPILS PARENTS CARERS VISITORS	1	2	2	L	<p>Ensure good respiratory hygiene</p> <p>Promote the 'Catch it, bin it, kill it' approach throughout school site. Catching coughs or sneezes with tissues and throwing the tissue in a bin. Using elbow technique for coughs and sneezes if necessary</p> <p>Tissues and bins available in all classrooms, offices and common areas</p> <p>Signage in place throughout school</p> <p>Pupils with complex needs Staff to consider needs of individual children who may struggle to maintain good respiratory hygiene</p>	ALL	In place

						to be able to support them and use appropriate measures to protect staff working with them		
Ventilation	STAFF PUPILS PARENTS CARERS VISITORS	1	2	2	L	<p>Ensure air conditioning systems in working order, serviced and testing up to date.</p> <p>HEPA filters to be used in poorly ventilated spaces, for example the Reading Lounge.</p> <p>CO2 monitors placed and used in all classrooms to monitor air quality and windows to be opened when necessary to improve airflow. <i>[Free standing monitors in main building, fixed monitors installed in new school building.]</i></p> <p><u>CO2 measurements serve as a guide to ventilation as follows:</u></p> <ul style="list-style-type: none"> - a consistent CO2 value of 800 ppm [parts per million] is likely to indicate an indoor space is well ventilated. <i>[800ppm is recommended for areas with continuous talking, singing, high levels of physical activity.]</i> - CO2 levels consistently higher than 1500ppm in an occupied room indicate poor ventilation and staff should take action to improve ventilation: <ul style="list-style-type: none"> • Natural ventilation is provided and can be improved by opening external windows and doors. • Windows to be opened during breaks to purge the air in classrooms • External doors may be opened but only where this would not create a safeguarding and/or fire risk. <p>Heating will be used and adjusted as necessary in occupied spaces to help to ensure thermal comfort levels are maintained.</p> <p>Encourage pupils & staff to wear warm clothing such as a jumper or jacket in colder months.</p> <p>Latest guidance on ventilation at work can be found here: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</p>	ALL STAFF SITE MANAGER	In place

Use of Personal Protective Equipment	STAFF PUPILS	1	5	5	L	Staff should follow government guidance on the use of PPE in schools here: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure	Designated first aid staff	In place
First Aid	STAFF PUPILS	1	5	5	L	<p>First aid is not to be provided for COVID symptoms unless life-threatening – follow St John’s Ambulance guidance https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders</p> <p>Dedicated first aid room to be used ONLY for first aid treatment to prevent bodily fluids contaminating other parts of the building. The First Aider may wear a visor if there is any risk of bodily fluids being splashed into their eyes or face. After each use, the visor must be disinfected and rinsed with clear water..</p> <p>Protective gloves, face masks and aprons will be provided for First Aiders to wear when delivering first aid. These will be single-use only and must be safely removed and placed in a lidded bin after use.</p> <p>First aider will wash their hands with soap and water for 20 secs before and after administering first aid.</p> <p>First aider will avoid putting fingers in the mouth or touching the face of the person being treated and First aider will avoid putting their fingers in their own mouth or touching their own face. First aider will avoid touching any part of a dressing that will come into contact with a wound.</p> <p>After each first aid treatment, the equipment and surfaces must be cleaned down with the appropriate neutral cleaner and disinfectant.</p> <p>If a child who is unwell needs to be collected from school by a parent or carer, they must wait in the first aid room [or in reception area near the school office if the first aid room is occupied.</p>	Designated first aid staff	In place

Intimate Care	STAFF FIRST AIDERS PUPILS	1	5	5	L	Staff member providing the intimate care will wash hands thoroughly with soap and water for at least 20 seconds before or after administering the care. [Use alcohol based sanitiser if soap and water not available.]	ALL	In place
Cleaning	STAFF PUPILS PARENTS CARERS VISITORS	1	5	5	L	<p>Reviewed and updated cleaning schedule to be implemented throughout the school site using approved products only. Only cleaning products supplied by the school to be used, including soap and sanitiser.</p> <p>The Site Manager and staff will follow guidance for cleaning of non-healthcare settings: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> • Appropriate colour-coded cloths to be used in all areas [red blue yellow as per signage] or disposable paper towels • Refer to school's COSHH risk assessments for further control measures in relation to cleaning products. • Cleaning regimes in place for all frequently touched surfaces and areas [e.g. tables, desks, chairs, doors, door handles, toilets and flush handles, taps, washbasins, phones, keyboards, mouse, light switches] • Cleaning materials available for teaching and support staff if required. • Replenish soap/hand sanitisers and paper towels throughout site as needed. • Bins to be provided in all classrooms and common areas. Tissues to be binned and bagged. • All bins to be emptied every day into black bags, which are tied and disposed of in external waste skip. <p>All staff to report any cleaning or hygiene concerns to the Site Manager [or Office Manager or Headteacher if not available.]</p>	HT Office manager Site manager Staff	In place
Covid-19 Managing contacts	STAFF PUPILS PARENTS CARERS VISITORS	1	5	5	L	<p>Follow PH advice on testing, self-isolation and managing confirmed cases of Covid-19</p> <p>Staff and other adults who -</p> <ul style="list-style-type: none"> • have any of the main symptoms of COVID-19 • have received a positive COVID-19 lateral flow device 	HT SLT All staff Office manager	In place

						<p>(LFD) or polymerase chain reaction (PCR) test result</p> <ul style="list-style-type: none"> live in the same household as, or who have had close contact with, someone who has COVID-19 <p>should follow government guidance here: https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts</p> <p>This also applies to children and young people who usually attend an education or childcare setting.</p> <p>In general:</p> <p>Staff and pupils with Covid-19 should stay at home and avoid contact with other people.</p> <p>Pupils and staff should return to school as soon as they can in line with the guidance above.</p> <p>Asymptomatic Lateral Flow Testing</p> <p>From 24 February, staff are no longer expected to continue taking LFT tests.</p> <p>In the event of a local outbreak of Covid-19 at the school, PH may advise testing for staff a period of time.</p>	Site manager	
Step Up / Step Down Contingency plans	STAFF PUPILS PARENTS CARERS VISITORS	1	5	5	L	<p>In the event of having to manage the impact of a local outbreak of Covid-19, Public Health guidance will be taken into account.</p> <p>The school will revert to the contingency plans in the school's Step 4 Covid-19 Risk Assessment [Section 6] if it becomes necessary to re-introduce any additional control measures, Priorities will be:</p> <ul style="list-style-type: none"> safety of affected staff and pupils provision of remote learning and resources provision for keyworker children site management & communication with parents. <p>Step Up measures will only be considered as a last resort and kept to the minimum number of pupils</p> <ul style="list-style-type: none"> whole school or individual class or classes or specific smaller groups or <p>for the shortest period of necessary time.</p>	HT SLT Office manager Site manager Governors	When appropriate & necessary

Step Down						<p>Step Down measures will include a review of the Living with Covid Risk Assessment and any adjustments implemented before returning to usual operations. Further guidance can be found in the revised Contingency framework: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057141/Contingency_framework_education_and_childcare_settings_February_2022.pdf</p>		
Access to school site Car parking	PARENTS VISITORS	1	2	2	L	<ul style="list-style-type: none"> Access to school site during school operational hours will continue to be restricted for security purposes. Visitors should contact the school office on arrival at the school gate. Parents and carers may access school reception before and after school when dropping off or collecting their children. Staggered time of arrival and departure for pupils and designated entrances for FS,KS1 and KS2. Parents and carers may enter the designated areas for drop-off and collection of pupils but should leave the school site as soon as possible. Car parking is restricted to staff, disabled persons and approved visitors only until further notice. 	HT SLT Office manager Site manager	
Meeting with others in school	STAFF VISITORS	1	5	5	L	<ul style="list-style-type: none"> Respect other people's space in school Staff and visitors do not have to wear a face covering in school but may choose to do so if they wish Consider continued use of email and telephone calls instead of face-to-face when appropriately. Consider continued use of Zoom for some meetings when appropriate, including parents meetings. Meetings of larger groups of people – such as staff meetings and governor meetings – can take place but should be held in a well-ventilated room or space. More than 4 people in a smaller room – such as school office or the headteacher's office – should be avoided. 	ALL STAFF & Visitors	System in place and ongoing
Mental Health & Well-being <i>people may be stressed</i>	STAFF PUPILS	3	3	9	M	<p><u>Staff</u></p> <p>SLT to be alert to staff well-being and remain in regular contact with all staff, including any member of staff who is not in school. [eg telephone calls, virtual staff meetings, email, in school]</p> <p>Encourage staff to inform an SLT member if they are feeling</p>	HT SLT Teachers	System in place and ongoing

<i>or anxious</i>						<p>unwell or are concerned about their mental health</p> <p>Identify staff who may need additional support</p> <p>Ensure workloads of all staff are at a manageable level.</p> <p>Advise staff to contact their GP and Signpost to LA well-being service and other counselling services.</p> <p>Nominated SLT member for pastoral care and regular contact with staff [EP] Nominated Well-being Link Governor [LM CoG] and new Governors Well-being Committee Well-being survey of staff to be undertaken summer term 2022 and review of Well-being and Mental Health Policy</p> <p><u>Pupils</u> Staff to be alert to children's well-being, changes in mood and behaviour. Allow time for and help children to adjust and settle back into school and new routines. Talk to parents or carers about any concerns arising in school</p> <p>Encourage parents to inform staff if they are concerned about their child's well-being or mental health.</p> <p>Signpost parents to appropriate sources of support.</p> <p>Further Well-being survey of all pupils to be undertaken Autumn Term 2022 and appropriate interventions and support planned. [eg: ELSA, groups, individual support/teachers/SLT]</p>	<p>Support Staff</p> <p>ELSA Coordinator</p> <p>Well-being Link Governor & committee</p>	
<p>Vulnerable people</p> <p>Pregnant people</p> <p>BAME</p> <p><i>may be at increased risk of infection</i></p>	STAFF PUPILS	2	5	10	M	<p>In line with current government guidance:</p> <ul style="list-style-type: none"> Extremely clinically vulnerable and clinically vulnerable members of staff can return to work. Members of staff living with someone who is extremely clinically vulnerable or clinically vulnerable can return to work. <p>Refer to latest government guidance here: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	<p>HT</p> <p>SLT</p> <p>Office manager</p> <p>Site manager</p>	As required

Staff who are pregnant

- Staff should inform their employer as soon as they know they are pregnant.
- School must conduct an individual risk assessment for pregnant staff with appropriate control measures in place for when they are working in school & follow guidance for shielding of pregnant staff.

Follow the latest government guidance here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

BAME – staff and pupils

Workplace assessment to be undertaken to identify any members of staff who may be BAME colleagues

- supportive conversations with staff member
- consider staff concerns and preferences
- consider deployment at work
- conduct person-specific assessment including seeking advice from Occupational Health is appropriate.

If parents/carers raise any concerns about risks to BAME children, reassure them about the protective measures put in place by the school. Seek further advice if needed from local Health Protection Team.

Other school operations: business as usual

- Emergency evacuations of the school site eg: in the event of fire
- Fire drills
- Lockdown emergency in the event of an external threat
- Regulatory checks for water, gas, electricity, servicing of fire and security alarms

See next page for summary of any reviews and updates to this risk assessment.
SUMMARY OF REVIEWS & UPDATES TO THIS RISK ASSESSMENT

Date RA Reviewed	Assessed & Reviewed by NAME	Position (Job Title)	RA still relevant at this Review (yes/no)	New Review Date	Summary of any updates or changes required	Reason for review

Relevant sources of information:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056229/COVID-19_Response_-_Living_with_COVID-19.pdf

<https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.