

The Bythams Primary School



Risk Assessment: School Operations During Covid-19 Pandemic

Updated March 2022 Refer to [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-people-with-covid-19-and-their-contacts)

RISK ASSESSMENT		
Who is at risk?	Control measures in place	How?
Staff and pupils	<p>Minimise contact with individuals who are unwell by ensuring that those who have symptoms, do not attend school until an LFD or PCR test has been completed.</p> <p>NB: There is no longer a legal requirement for people with coronavirus (COVID-19) infection to self-isolate, however if you have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people.</p>	<p>Clear communications to parents and staff:</p> <ul style="list-style-type: none"> • Office inform any parents with queries • Parentmail • Website • Information sent home re current guidance. • Risk assessments completed for vulnerable members of staff, or those at greater risk of serious infection.
	Cleaning/sanitising hands regularly	<p>Staff to wash/ sanitise hands:</p> <ul style="list-style-type: none"> • When coming into/leaving school • When they enter every room • Before and after using the photocopier, laminator, touching the milk • When opening and closing the school gate (sanitiser clipped to gate) • Before & after eating <p>Children to be supervised to ensure that thorough hand washing or sanitising takes place:</p>

		<ul style="list-style-type: none"> • Beginning of the day • Before break • After morning break • Before going out to lunch • Before eating lunch • After lunch time • After using the toilet • After coughing or sneezing • Before going home- sanitise hands • Before and after using iPads and laptops • Encourage children and staff to keep hands away from their eyes, nose and mouth • Hand sanitiser to be kept near every door
	Ensuring good respiratory hygiene	<ul style="list-style-type: none"> • Promote the 'catch it, bin it, kill it' approach through verbal reminders and signage • Ensure bins used to dispose of tissues • Ensure children cough or sneeze into the crook of their elbow if tissues are not available. • Used tissues disposed of immediately and hands washed/sanitised.
	Ventilation	<ul style="list-style-type: none"> • Ensure good ventilation through the opening of windows and propping doors open where deemed safe to do so • Windows should be open just enough to provide constant background ventilation and opened more fully during break times • CO2 monitors in place in all classrooms. Staff to monitor figures throughout the day and ensure doors and windows are open to increase ventilation when required. • Keep the library door open when in use and open the windows in the corridor opposite
	Cleaning frequently touched surfaces using standard cleaning products	<p>Cleaned daily:</p> <ul style="list-style-type: none"> • All tables, chairs, light switches, toilets, basins and door handles • If iPads or laptops are shared, devices should be cleaned with the wipes provided

	Minimising contact and mixing between staff	Minimise contact between staff whenever possible, ensuring spacing apart at staff meetings, when possible.
	Social distancing between adults	<ul style="list-style-type: none"> • Social distancing to be maintained between all staff, inside and outside whenever possible • From 27th January 2022, Staff do not need to wear a face covering around the school site, but this may be re-introduced if Government guidance changes. • Parents/Carers and visitors may choose to wear a mask around the school building. • Visitors should follow their own company protocols when completing a site visit • .
	Social distancing in the offices	<ul style="list-style-type: none"> • Speak to Ms Miner in the office from the corridor- do not enter the office if possible • Clean the telephones using wipes at the end of the day • Ms Miner and Mrs Martin should only use their own telephones, when possible • If someone else uses the telephone, clean it with a wipe before and after use
	Agreed use of the dishwasher	<ul style="list-style-type: none"> • All cutlery and crockery must be washed in the dishwasher at the hottest setting • Cutlery to be placed in the dishwasher basket handle upwards so whoever empties the dishwasher only touches the handle • Staff to wash their hands thoroughly before emptying the dishwasher • Staff are encouraged to bring in their own cutlery.
	Minimising contact and mixing between children in bubbles	<ul style="list-style-type: none"> • Whole school assemblies will recommence in the hall, with spaces between classes and the door open for ventilation. • Start of the day: Gate opens for all children at 8:45am, school begins at 8:50am. Parents/Carers should leave children at the gate with staff and not come onto the school site. • Children who are late must go to the front entrance and ring on the door bell to be let into school • Break time: EYFS and KS1 breaktime 10:10 – 10:25 and KS2 breaktime 10:30 – 10:45am whilst field not suitable for use at playtimes. Lunch time: 11:50pm-12:50pm

		<p>for EYFS and KS2, 12pm-1pm for all KS2 children (KS2 break time at 12pm and eat at 12:30pm)</p> <ul style="list-style-type: none"> • End of the day: 3:05pm for Hedgehogs, 3:10pm for all children (Each class will stagger around this time) • Continue to limit the number of children using the toilets at any one time • Ensure that children do not loiter in the corridor • All children to walk on the left hand side of the corridor
	Set up of the classrooms	<p>In KS1 and KS2:</p> <ul style="list-style-type: none"> • Children to work with most equipment to hand • Windows open and use of CO2 monitors to ensure adequate ventilation. • Safety behaviours to be discussed with children (safe distancing from adults, regular hand washing, catch it bin it kill it) • Make use of the outdoors as a learning environment
	Lateral Flow Tests	<ul style="list-style-type: none"> • There is no longer a requirement for staff to complete twice weekly testing, although they may choose to do so if they have been a close contact to someone identified as having Covid. • If the result is positive or double void, you must self-isolate immediately and inform the HT. people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be advised to self-isolate immediately and won't be required to take a confirmatory PCR test, as per current Government guidance. Close contacts will now be identified via NHS Test and Trace. School is no longer expected to undertake contact tracing. • Close contacts who are fully vaccinated/are children will not be expected to self-isolate but will be advised to book a PCR test. Please see testing protocol for more details
	Visitors to be allowed into school	<ul style="list-style-type: none"> • Visitors will be able to come onto the school site. • Essential visitors to be advised of control measures on signing in: to follow their own protocols around mask wearing, remain socially distant from everyone, sanitise hands • Visitors to be advised that they must not enter the building if they are displaying any of the symptoms of the virus

		<ul style="list-style-type: none"> • Staff should be warned in advance if a visitor is coming into school
	<p>What to do if someone develops symptoms of coronavirus (COVID-19) whilst at school</p>	<p>If anyone develops coronavirus (COVID-19) symptoms in school, parents/carers will be contacted and asked to collect children. They will be advised to follow the stay at home guidance.</p> <p>When a child is awaiting collection, they should be moved to The Den where they can be isolated. Children will wait under the covered area outside, if weather allows, otherwise children will wait inside the Den. Windows should be opened for ventilation. Mrs Martin or Mrs Shepherd will be called to supervise. They will wear a mask, apron, visor and gloves and should stay at least 2 metres away if possible.</p> <p>If the child needs to go to the bathroom whilst waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Members of staff who have helped someone who was taken unwell with coronavirus (COVID-19) symptoms do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly after any contact with someone who is unwell.</p> <p>Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. The minimum PPE to be worn is disposable gloves and an apron. Wash hands with soap and water well after all PPE has been removed.</p>

		<p>Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones.</p> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p> <p>Cloths and mop heads used must be disposed into waste bags</p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none">1. Should be put in a plastic rubbish bag and tied when full2. The plastic bag should then be placed in a second bin bag and tied3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p>
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If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:

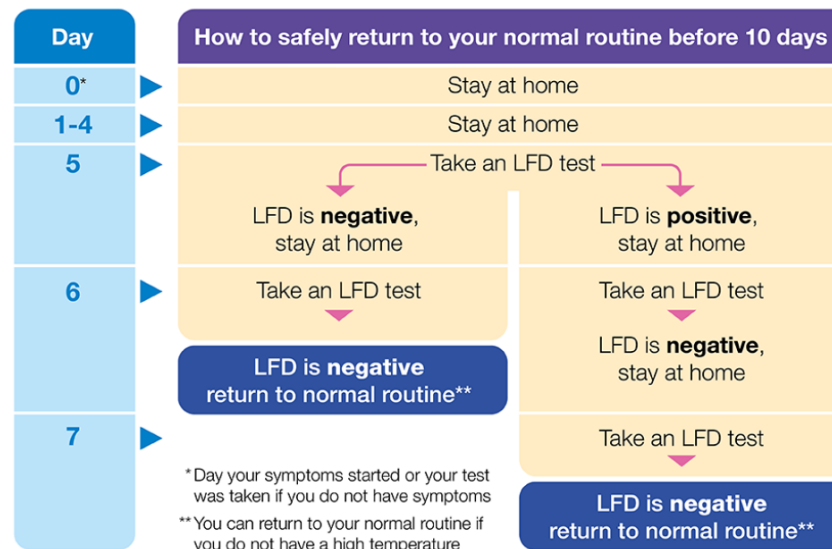
- keep it separate from your other waste
- arrange for collection by a specialist contractor as hazardous waste

Other household waste can be disposed of as normal.

The child/adult who has been sent home should apply for a PCR test.

All current Government guidance around testing and isolation should be followed.

How to safely return to your normal routine before 10 days



		<p>If the results are positive:</p> <ul style="list-style-type: none"> • Parents/staff member should contact the school to advise. • Case numbers will be monitored and school will work with the Public Health Team in Lincolnshire for guidance if there are sharp rises in case numbers within a short period of time.
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OTHER PROTECTIVE MEASURES	
Beginning / end of the day	<ul style="list-style-type: none"> • Staff may choose to wear a mask when at the school gate and should stay socially distant from each other and parents whenever possible • Parents/Carers may choose to wear a mask at the school gate • Children to be dropped off at school at allocated time of 8:45am - parents should not come onto the school playground • At the end of the day (3:05pm Hedgehogs, 3:10pm rest of school), teachers to take their class to the gate. Teachers should look out for parents and call children one at a time • Parents should not come onto the school playground • Parents must come to the gate to collect their child • Teachers should not send children out to cars across the playground without their parent/carer
School bus	<ul style="list-style-type: none"> • As there is no longer a requirement for children to stay in bubble groups, the children can choose where they sit on the school bus. • Children should wash/sanitise their hands on arrival at school.
Lunchtimes	<p>Reception and KS1 children</p> <ul style="list-style-type: none"> • Will go to the hall to eat at 11:50pm until 12:25 and will then go out onto the playground until 12:50pm <p>KS2 children will have break from 12 – 12:30pm and then eat at 12:30pm.</p> <p>Hall:</p> <ul style="list-style-type: none"> • Children to wash hands before entering the hall

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| | <ul style="list-style-type: none">• Tables and chairs are disinfected by midday-meal supervisors after each the children have eaten. |
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