

9 - RISK ASSESSMENT FOR COVID-19: Schools coronavirus (COVID-19) operational guidance: 'Living With Covid'

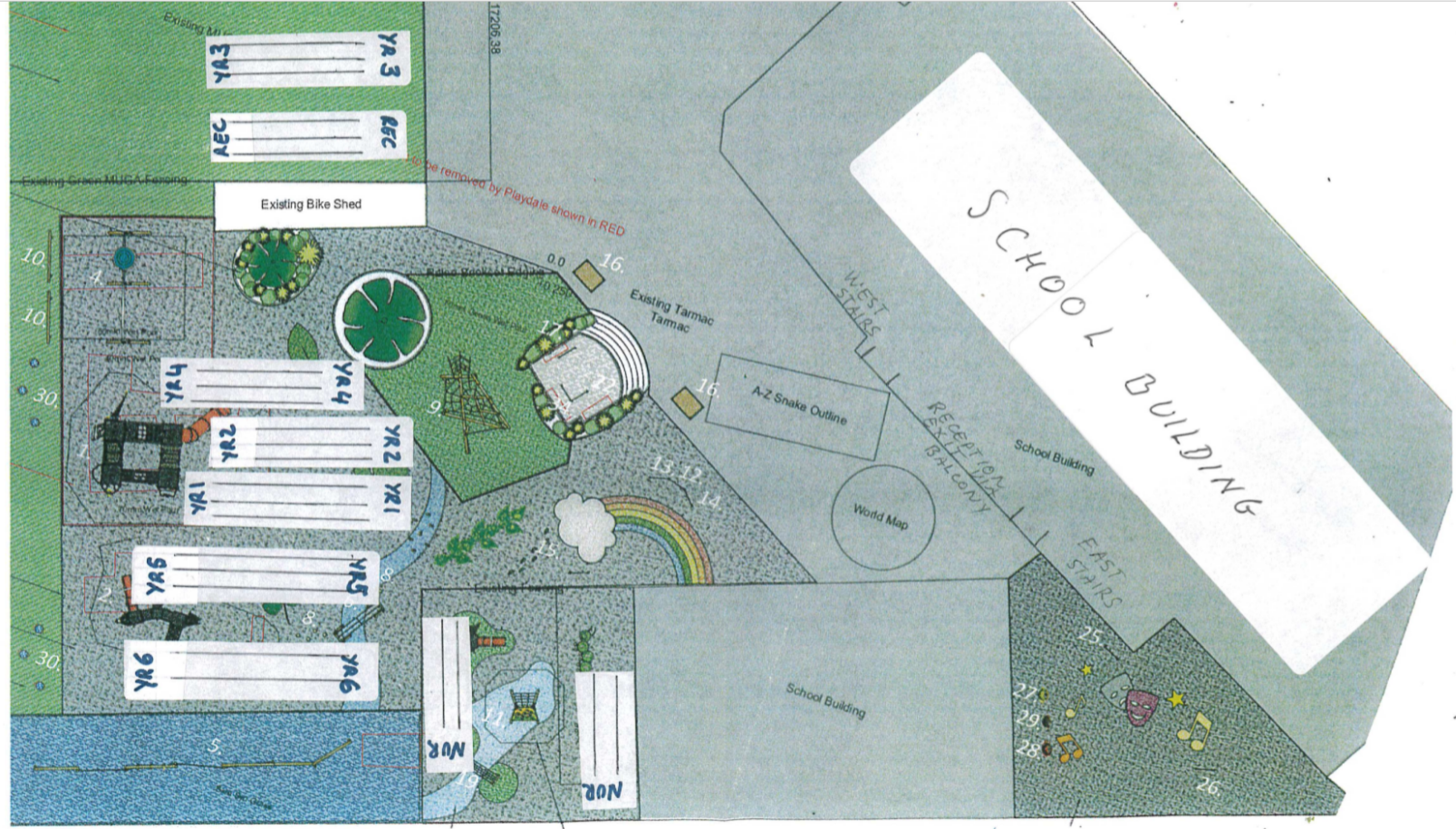
Where	GATEHOUSE SCHOOL
Date of assessment	21.02.2022
Year groups:	Nursery: NK - NR - NS - NT RK-RS-RL-1T-1H-1D-2B-2N-2P-3D-3M-3V-4F-4G-4A-5M-5RC-5U-6F-6M
All staff/Teaching/supervisory staff:	SLT - Teachers - TAs - Nurse - PE staff - SEND staff - Premises Staff - Admin staff - kitchen staff
Who might be at risk?	ALL STAFF AND PUPILS

Date of Risk Assessment: 03.01.2021
Reviewed: 05.03.21
Reviewed: 18.04.21
Reviewed: 01.09.21
Reviewed: 01.12.21
Reviewed: 04.01.22
Reviewed: 21.02.22

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered.

Likelihood of exposure	Severity of injury or illness consequence and remedial action			
	Catastrophic Death or permanent disability	Critical Disability in excess of 3 months	Marginal Minor injury lost school day accident	Negligible First Aid or minor Medical Treatment
Frequent Likely to appear frequently	HIGH Operation not permissible	HIGH Operation not permissible	SERIOUS High priority action	MEDIUM High priority action
Probable Likely to occur several times	HIGH Operation not permissible	HIGH Operation not permissible	SERIOUS High priority action	MEDIUM High priority action
Occasional Likely to occur sometimes	HIGH Operation not permissible	SERIOUS High priority action	MEDIUM Take remedial action at appropriate times	LOW Risk acceptable, no further action required
Remote Not likely to occur	SERIOUS High priority action	MEDIUM Take remedial action at appropriate times	MEDIUM Take remedial action at appropriate times	LOW Risk acceptable, no further action required
Improbable Very unlikely –may assume exposure will not happen	MEDIUM Take remedial action at appropriate times	LOW Risk acceptable, no further action required	LOW Risk acceptable, no further action required	LOW Risk acceptable, no further action required

HAZARD	WHO IS AT RISK?	Existing Controls (action taken to reduce risk)	RISK RATING	Is the risk adequately controlled? If not list further action required
Safeguarding	Pupils	<p>All staff have had safeguarding training. Children are correctly supervised and are accompanied to changing rooms/loos by a member of staff of the same gender. Contact DSL in case of a query. Registration will continue to take place and be reviewed on Friday by our DSL. Child protection during the covid-19 measures (via FT, JV,SK).</p>	low	yes
Providing staff and pupils with a safe working environment	Staff and pupils	<p>Risk Assessment and Health and Safety report put in place. Contacted Insurers and discussed the Risk Assessment, the Health and Safety Report and Safeguarding policy, Covid Safeguarding Policy who are satisfied with all documents. All documents have been signed off by the Governors.</p>	Low	Yes
Fire drills and emergency evacuation	Pupils, staff (and visitors if during arrival and dismissal)	<p>Children will follow the normal procedures practised during our fire drills.</p> <ul style="list-style-type: none"> ● Nursery (NR, NK, NS,NT) will use the Nursery Playground with the option of exiting into the main playground ● Reception and Year 3 will use the Astro Pitch ● Year 6 by the trim trail ● Year 5 next to the lower junior equipment ● Years 1 and 2 in front of the upper junior equipment ● Year 4 by the swings ● Subject teachers and all other staff will go to the car parking area. 	Low	Yes



Lateral Flow Device (LFD)	All staff	It has been pointed out that a positive result is a clearer indication that a person may be positive than a negative result ensuring that a person is negative. In the case of a negative test, then Staff must continue to adhere to Government guidelines - staff no longer need to take LFT.	low/medium	yes
Systems of control for prevention and response to any COVID-19 infections	All staff and pupils	<p>Prevention: Staff are continued to be encouraged to follow the following preventions</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) where necessary (see below), wear appropriate personal protective equipment (PPE) <p>Response to any infection: 6) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	Low	Yes

Use of PPE (Personal Protection Equipment)- Covid-19 transmission	Staff	School can offer basic PPE which is made available to all staff who must wear it in class if possible. (Masks, aprons, gloves.) Current guidance states that: 'Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas.' However, at Gatehouse we advise, but not enforce, that masks/face coverings should be worn by all staff when in communal areas (corridors, staffroom, stairwells.)	low	yes
Social Distancing - staggered dismissals-Covid-19 transmission	pupils	Staggered collection times. 3.15pm -Nursery - Reception - Year 1 3.20pm - Year 2, 3 and 6 3.30pm - Years 4 and 5 The side gate will be used by parents and children for both in and out directions.	low	yes
SEND 1:1 Lessons Transmission of COVID-19	SEND Staff and children	All 1:1 lessons will resume to their correct timings. Staff can wear a mask if working face to face and so wish to.	Low/medium	Yes
Movement around the school - social distancing- Covid-19 transmission	Pupils	All classes will be attending lessons in the subject rooms. All pupils and staff need to wash or sanitise hands when leaving and re-entering a new room. Classes attending these lessons need to be collected and returned by the teacher/TA taking them for that lesson. EYFS and KS1 teachers will need to take and collect their classes themselves.	Low	Yes

Measures in classroom - Social distancing- Covid-19 transmission	Staff and pupils	Tables can be put in groups as well as face to face.	Low	Yes
ASC Measures in classroom - Covid-19 transmission	Pupils and staff	Children sanitize upon entering the room. Each will try to sit at the same desk as much as possible and all the desks will be sanitized. Children sit in their year groups and children belonging to the room being used should sit at their own desk.	low	yes
After School Activities (ASA) Covid-19 transmission	Pupils and staff	ASA are resuming in mixed year groups. All social distancing and H&S precautionary measures apply. Dismissals will take place in the playground. If the same areas are used for several clubs, sanitising of equipment/furniture will take place.	low	yes
Furniture and classroom materials	Pupils and staff	<ul style="list-style-type: none"> ● All materials used by the children in terms of toys and shared apparatus are to be cleaned/sprayed regularly ● Board games and card games should be cleaned between each use where possible ● Furniture should be wiped regularly, the school cleaners will conduct a thorough clean of all furnishings each day. ● Daily cleaner on site ● If children have pencil cases in their desks, they may bring them to their lessons. ● If communal pencils/equipment is used by pupils, it needs to be sprayed with sanitizer regularly ● Nursery equipment (pencils etc...) will need to be sprayed. 	Low	Yes

Staff meeting - Social distancing Covid-19 transmission	Staff	All staff meetings can take place face to face. Avoid consumption of food and drink during staff meetings. If staff need to communicate anything to SLT or SK, to meet with CM first, then BC and lastly SK.	Low	Yes
Health and Safety check for social distancing and good hygiene	All staff and pupils	SK and CM will continue to conduct regular checks around the main building, New House and outdoor spaces to ensure that the information and requirements in this RA are being adhered to.	Low	Yes
Bags and personal items from home - transmission	Pupils and staff	Pupils and staff may bring bags from home, bringing in essential items only. To be clear, no other items must be brought in from home such as toys (soft or other) and activities and games as per school rules	low	yes
Reading books, records and spelling books to and from school/home transmission	All Pupils and staff	Homework can be sent home with the pupils and returned to school on a daily basis. A combination of Google Classroom and paperwork will be used.	low	yes

Risk of coronavirus infection spreading to children and staff at school	Pupils and staff	<ul style="list-style-type: none"> ● Headteacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. ● A daily cleaner will continue to be present throughout the day to clean communal parts of the school. ● On a daily basis, teachers are to share key information with children about hygiene. ● ‘Catch it, Bin it, Kill it’ poster and handwashing video made available https://www.nhs.uk/live-well/healthybody/best-way-to-wash-your-hands/ and explain posters via IWBs: https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1 https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf?ua=1 ● Pupils, students, staff and visitors should wash their hands: before leaving home, upon arrival at school, after using the loo, after breaks and sporting activities, before food preparation, before and after eating any food, including snacks and before leaving school. ● Staff need to continue to remind pupils to wash their hands or use hand sanitizer regularly and between each lesson. Soap and water is as effective if not more effective than using sanitisers. (Hot water is not necessary) ● Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin, and wash their hands ● All classroom/teaching room bins need to have lids/covers ● If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. (it is noted that there are bins provided all around the school)PPE made available for staff. 	medium	yes
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Tracing close contacts and isolation		<p>From 24 February, schools should follow the published UKHSA guidance.</p> <p>‘From Thursday 24 February, the Government will remove the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on consecutive days.’</p>	medium	yes

<p>Child/Adult is unwell and it is believed that they have been exposed to COVID-19.</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> ● Child/ Adult is sent to the Nurse who will assess them ● PPE to be worn. ● Call the parent (if a child) or discuss with the adult and explain reasons for suspicions of exposure and ask for the parent to come to school and collect the child. Ensure parent / adult has can contact NHS111 for further advice ● Call for the Nurse who will assess the situation who may call 999 if they are seriously ill or injured or their life is at risk. ● They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with disposable tissue when they cough or sneeze and put the tissue in the bin. ● They will be kept in a separate room until someone can collect them from the Medical room. ● If they need to go to the bathroom whilst waiting for medical assistance, they should use the Nurse's loo that can be sanitised after use. ● Check there is ventilation in the room. ● They will need to get a test and inform the Headteacher ASAP. 	<p>medium</p>	<p>yes</p>
<p>A case of COVID-19 (pupil or school adult) is suspected at our settings.</p>	<p>Pupils and staff</p>	<p>Follow the above procedures.</p>	<p>Medium</p>	<p>yes</p>
<p>A case of COVID-19 (pupil or school adult) is confirmed at our settings.</p>	<p>Pupils and staff</p>	<p>Parents in the year group will be contacted as soon as a positive test has been confirmed.</p>	<p>Medium</p>	<p>yes</p>

Stepping measures up and down Outbreak Contingency Plan	Staff and pupils	If there is a substantial increase in the number of positive cases in a setting we would adhere to the Outbreak Contingency Plan. We will seek advice from Public Health England and will take extra measures to help break chains of transmission.	medium	yes
Testing negative for Covid-19	Pupils and staff	<ul style="list-style-type: none"> • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. • If PCR is negative, you should stay at home until you feel well for 2 days if you have had diarrhoea or vomiting. 		
Testing positive for Covid-19	Pupils and staff	<ul style="list-style-type: none"> • if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ 	low	yes
Travelling back to the UK from abroad - risk of infection of Covid 19 via travel and close contact with carriers in aeroplanes and airports	Children and parents	When travelling back from another country, parents must check the latest guidance to determine what the procedures are. https://www.gov.uk/travel-abroad .	low	Yes
Return to school, access to the building	Pupils and parents	<ul style="list-style-type: none"> • Children will return between 8.30 and 8.50 via the front gate and go straight to class, parents to leave via the mail gates. 	Low	Yes

Leaving school and dismissals	Pupils, staff and parents	<ul style="list-style-type: none"> • All children have to be prepared with all their belongings including drinking bottles. • No child/carer will be able to re-enter the building after dismissal. • Once classes are in dismissal spots at their allocated times, children with bikes and scooters will be sent to collect them quickly before parents are let in, before returning to dismissal lines. 	low	Yes Dismissal will continue to be reviewed day by day.
Games lessons - Transmission of Covid-19	Staff and pupils	Games lessons will take place on site. PE staff to collect children from the classroom, but not to enter the class. Games can continue in Victoria Park.	low	Yes
Swimming lessons at Mile End Transmission of Covid-19 Possibility of drowning	Staff and pupils	Swimming will continue to take place at Mile End We will follow all precautions set in place by the pool staff.	Low	Yes
PE equipment - transmission	Pupils and staff	PE staff will clean all PE equipment between uses within different year groups when necessary	Low	Yes
Transmission via laptops and staff personal space	Staff	Staff should only use their own laptop. If an area has been used, it must be sanitised after use.	Low	Yes
ChromeBooks and ICT suite computers and keyboards/ screens Transmission	Pupil and staff	All Chromebooks and computers need to be disinfected before use (for added precaution) and especially after every use.	low	yes

Measures in classroom - Using school phones - Covid-19 transmission	Staff	If any member of staff needs to use a phone that is not their own, they need to sanitize their hands before and after use and use a face covering whilst on the phone. Telephones need to be sanitized regularly.	medium	Yes, sanitizer and disinfectant available in all rooms.
Vulnerable person (including pregnant person)	Staff	There are separate Risk Assessments for each individual. At the beginning of the Spring term, each person on the vulnerable person list has been contacted by Conti Moll in order to ensure that they are comfortable with all the precautionary measures put in place and if there is anything more that the school can do to support them and meet their needs. Ongoing.	Low/medium	Yes, see separate RAs
Peripatetic lessons - transmission due to close contact	Pupils and Peripatetic staff	Peripatetic staff will return to teach the children face to face, PPE can be worn.	low	yes
Occupational Therapy and Counselor sessions Transmission of Covid-19	Pupils and visiting staff	1:1 sessions will return to face to face sessions PPE can be worn	low	yes
Interviewing external candidates Transmission of Covid-19	Staff and pupils And candidates	All interviews will be conducted face to face Lesson observations will take place face to face.	low	yes
Playtime supervision Injury	Pupils	Timetabled with Teacher and TA supervision.	low	yes

Lunch time supervision and social distancing	Pupils	<ul style="list-style-type: none"> ● Nursery: fruit platters will continue to be delivered, Nursery staff will hand out fruit using gloves and children will use green tissues for multiple pieces of fruit. <p>Reception, years 1, 2, 3, 4, 5 and 6 will have lunch in the dining hall adhering to the following times:</p> <p>Monday, Tuesday, Wednesday, Friday</p> <ul style="list-style-type: none"> ● 11.45 - Nursery - in the Nursery ● 11.55 - Reception ● 12.10 - Year 1 ● 12.20 - Year 2 ● 12.30 - Year 3 ● 12.40 - Year 4 ● 12.50 - Year 5 ● 1.00 - Year 6 <p>Thursday: Earlier lunch as the Nursery has dance at 1.30.</p> <ul style="list-style-type: none"> ● 11.45 - Nursery - in the Nursery ● 11.50 - Reception ● 12.00 - Year 1 ● 12.10 - Year 2 ● 12.20 - Year 3 ● 12.30 - Year 4 ● 12.40 - Year 5 ● 12.50 - Year 6 <p>Each class will sit together using 2 full tables.</p> <p>There are two areas for pupils and staff to tidy their trays and an additional staff servery</p> <ul style="list-style-type: none"> ● Lunch is served between 11.45 and 1.25 ● Children will make their choice of lunch ● Staff will need to wear gloves to serve food 	low	yes
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		<ul style="list-style-type: none"> • Children and staff will wash their hands before and after eating. • Lunch will be delivered to the Nursery where children and teachers will eat their lunch. • Subject teachers, TAs and all other staff will be able to collect their lunch from the staff servery. 		
Decreasing the risk of contracting Covid-19 during MUSIC lessons	Pupils and Staff	Anyone who enters the Music room must use hand sanitizer before handling any equipment or pieces of furniture. At the end of the lesson, hand sanitizer must be used again upon exiting.	low	yes
Decreasing the risk of contracting Covid-19 when using the ICT SUITE	Pupils and Staff	Anyone who enters the ICT suite must use hand sanitizer before handling any equipment or pieces of furniture. At the end of the lesson, hand sanitizer must be used again upon exiting.	low	yes
AIR CONDITIONING - transmission of Covid-19	Pupils and Staff	Ventilation is key. Air-conditioning units can be used. All windows must be kept open. All doors must be kept open where possible.	low	Yes
Dedicated transport - School buses and travel to school - transmission of Covid-19	Pupils and staff	The bus service resumed on 6th September 2021. Good hygiene needs to take place with sanitiser and handwashing. Windows need to be open.	medium	Yes, the bus service has been suspended
Brought in food- Cross contamination (for instance birthday cakes)	Pupils and staff	<ul style="list-style-type: none"> • All food brought in from off premises must be from a catering organisation that follows all Health and Safety procedures and have their own Risk Assessment. • All products must be nut free and have a list of ingredients • An email has been sent to all parents explaining the above. • A safe suggestion for cakes is from https://www.justlovefoodcompany.com/ this company offers 	low	yes

		<p>free from nuts available at most leading supermarkets.</p> <ul style="list-style-type: none"> • If a label says “not suitable for nut allergy sufferers” the cake must not be given out. • If there are any doubts, please see Conti Moll 		
<ul style="list-style-type: none"> • Breakfast Club • After School Club • After School Activities 	Pupil and staff	These services have been working as per usual	low	yes
Holiday Club provision Mental health	Pupils and staff	Gatehouse has been running Holiday Club during the long holidays.	Low/medium	Yes
Prospective parents/pupils tours Transmission of Covis-19 Taster Days	Staff	<p>Prospective parents/pupils tours will resume at 9.40 and 11.40 All parties will wear a face covering and sanitize when entering and exiting the building.</p> <p>Taster Days for pupils have resumed.</p>	Low	yes
SEND and dysregulated children	Pupils	<ul style="list-style-type: none"> • Keep an eye out for those who may be worried about their parents who are Front Line Workers. 	low	yes

Review will take place if issues have been flagged up in the evaluation.

Date of Risk Assessment: 16.07.20	Name of document:	4 - RISK ASSESSMENT FOR COVID -19 Full Opening September 2020
Reviewed: 19.08.20	Name of document:	4 - RISK ASSESSMENT FOR COVID -19 Full Opening September 2020
Reviewed: 30.08.20	Name of document:	5 - RISK ASSESSMENT FOR COVID -19 5th November Lockdown
Reviewed: 03.01.2021	Name of document:	6 - RISK ASSESSMENT FOR COVID-19: Schools and childcare Settings: Return in January 2021
Reviewed: 05.03.2021	Name of document:	6 - RISK ASSESSMENT FOR COVID-19: Schools and childcare Settings: Return in January 2021
Reviewed: 18.04.21	Name of document:	7 - RISK ASSESSMENT FOR COVID-19: Schools coronavirus (COVID-19) operational guidance: return 19th April 2021
Reviewed: 01.09.21	Name of document:	8 - RISK ASSESSMENT FOR COVID-19: Schools coronavirus (COVID-19) operational guidance: return 2nd September 2021
Reviewed: 21.02.22	Name of document:	9 - RISK ASSESSMENT FOR COVID-19: Schools coronavirus (COVID-19) operational guidance: 'Living With Covid'