



<b>Name of School:</b> The Olive Tree Primary School. Bolton	<b>Risk assessment completed by:</b> Haroon Asghar
<b>Covered by this risk assessment:</b> Staff, pupils, parents / carers, contractors, visitors, volunteers, vulnerable people	<b>Risk assessment completion date:</b> 07/08/21 <b>Last updated:</b> 14/01/22, in line with changes to Government guidance.
<b>Risk assessment version:</b> 5.5	<b>Frequency of review:</b> Daily for the 1st week, then as required in light of updates to Government guidance.
<p><b>Aim:</b> To protect the school and its community from COVID-19 by ensuring current government guidance is being applied, and specifically the 4 PHE system of control measures set out in the latest government guidance are in place, as follows:</p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol>	
<p><b>Guidance documents used:</b>  <a href="#">DfE Schools COVID-19 Operational Guidance</a>  <a href="#">DfE Guidance on Health &amp; Safety: Responsibilities and duties for schools</a>  <a href="#">DfE Guidance on the use of Personal, Protective Equipment (PPE) in Education</a>  <a href="#">DfE guidance regarding cleaning in non-healthcare settings</a>  <a href="#">DfE guidance regarding educational visits</a></p>	

<b>Risk matrix</b>				
<b>Risk rating</b> High (H), Medium (M), Low (L)		<b>Likelihood of occurrence</b>		
		<b>Probable</b>	<b>Possible</b>	<b>Remote</b>
<b>Likely impact</b>	<b>Major: Causes major physical injury, harm or ill-health.</b>	<b>High</b>	<b>High</b>	<b>High</b>
	<b>Severe: Causes physical injury or illness requiring first aid.</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
	<b>Minor: Causes physical or emotional discomfort.</b>	<b>Medium</b>	<b>Low</b>	<b>Low</b>



2	<p><b>Spread of COVID-19 due to poor hygiene by pupils, staff and / or visitors</b></p>	<p>Staff Pupils Parents Visitors</p>	<p>Medium</p>	<p><b><u>PHE Control Measure 1: Ensure good hygiene for everyone, as follows:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Hand hygiene</b></li> </ul> <p>Frequent and thorough hand cleaning is regular practice. Staff ensure they, along with pupils, clean their hands regularly. This is done with soap and water / hand sanitiser. Hand sanitiser is used by all when entering the building and visitors are reminded of the same. Pupils are reminded to wash their hands thoroughly and regularly. Handwashing / sanitising is scheduled into the school day. It takes place <b>as a minimum:</b> when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.</p> <p>Handwashing routines are re-taught to pupils using suitable video. EG <a href="https://youtu.be/S9VjeIWLnEg">https://youtu.be/S9VjeIWLnEg</a></p> <p>Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.</p> <p>There is the availability of soap and hot water in every toilet and any areas used for personal care of pupils EG changing (and where possible, in classrooms).</p> <p>The location of hand sanitiser stations is wholly accessible, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment.</p> <p>The use of hand sanitiser by children is supervised at all times and hand sanitiser bottles</p>	<p>Low</p>	<p>All staff, pupils and visitors - daily</p> <p>Teaching and classroom support staff – 06/09/21</p> <p>IP/SM/NP - daily</p> <p>IP/SM/NP – daily</p> <p>IP by 03/09/21</p> <p>All teaching and support</p>	<p>All teaching and support staff</p> <p>Phase leaders</p> <p>AM</p> <p>AM</p> <p>AM</p> <p>Phase leaders</p>
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			<p>are clearly marked as such so that there is no confusion about the contents of the bottle.</p> <ul style="list-style-type: none"> <li> <b>Respiratory hygiene</b> </li> </ul> <p>The 'catch it, bin it, kill it' approach continues to be encouraged. The <a href="#">e-Bug COVID-19 website</a> is used by teaching and support staff to access free resources / materials to encourage good hand and respiratory hygiene. These are shared with pupils at the start of each half term and periodically, when appropriate. Posters are displayed to remind pupils and staff about the approach and the importance of handwashing, particularly by washbasins/ toilets and at entry/exit points</p> <p>Lidded pedal bins are located in classrooms and in other key locations around the site for the disposal of tissues and any other potentially infected waste, after double bagging and emptying.</p> <p>There is a good supply of disposable tissues in each classroom and enough to top up regularly</p> <ul style="list-style-type: none"> <li> <b>The wearing of PPE</b> </li> </ul> <p>Most staff in education, childcare and children's social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work. If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE will continue to be used. Additional PPE for COVID-19 will only be required in a very limited number of scenarios, such as if a pupil becomes ill with COVID-19 symptoms and close contact is necessary. In this situation, adults will wear:</p>	<p>staff – daily</p> <p>All teaching and support staff – daily from 06/09/21</p> <p>IP by 03/09/21</p> <p>IP/SM/NP – daily</p> <p>All teaching and support staff – when the situation arises</p>	<p>Phase leaders</p> <p>AM</p> <p>AM</p> <p>Relevant line managers</p>
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- a fluid-resistant surgical face masks (also known as Type IIR)
- disposable gloves
- disposable plastic aprons
- eye protection (for example, a face visor or goggles)
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**Note, under such circumstances:**

- A face mask will be worn if adults are in face-to-face contact.
- If physical contact is necessary, then gloves, an apron and a face mask will be worn.
- Adults will wear eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.
- When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and by following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.
- Face masks should cover both the nose and mouth, not be allowed to dangle around the neck, not be touched once put on, except when carefully removed before disposal, be changed when they become moist or damaged, be worn once and then discarded - hands should be cleaned after disposal.

Currently there are no pupils that require aerosol generating procedures however in the event any children are admitted with such needs, a risk assessment will be conducted in order to establish safety protocols for such procedures in line with point 4.1 of the guidance [here](#).

3	<p><b>Poor cleaning regimes result in inadequate hygiene and / or infection control.</b></p>	<p>Staff Pupils Parents Visitors</p>	<p>Medium</p>	<p><b><u>PHE Control Measure 2: Maintain appropriate cleaning regimes, using standard products such as detergents</u></b></p> <p><b>Cleaning and disinfection:</b> The school has in place, and will maintain, an appropriate cleaning schedule. This includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <ul style="list-style-type: none"> <li>● The school ensures delivery of a reminder to cleaning staff so they fully understand their role in preventing the spread of coronavirus.</li> <li>● The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE guidance <a href="#">here</a> re cleaning in non-healthcare settings is met as follows:</li> <li>● 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, are cleaned thoroughly as normal.</li> <li>● All surfaces that a symptomatic person has come into contact with are cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.</li> <li>● Disposable cloths or paper rolls and disposable mop heads are used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – with one wipe, in one direction.</li> <li>● One of the options below is used:</li> </ul>	<p>Low</p>	<p>IP/SM/NP supported by welfare staff - daily</p>	<p>AM</p>
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1) a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)

**or**

2) a household detergent followed by disinfection (1,000 ppm av.cl.), following manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

**or**

3) if an alternative disinfectant is used within school, efforts are made to ensure that it is effective against enveloped viruses.

Efforts are made to avoid mixing cleaning products together as this can create toxic fumes. In addition, efforts are made to avoid creating splashes and spray when cleaning.

- Any cloths and mop heads used must be disposed of and put into waste bags.
- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning is used.
- Stock checks and stock control of cleaning products and equipment are maintained.
- Larger communal areas (handrails, doors, toilets etc) are cleaned regularly.
- Each classroom is provided with gloves and disinfectant wipes in case a pupil coughs or sneezes over pieces of equipment.

**Waste:**

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE,



			<p>disposable cloths and used tissues):</p> <ol style="list-style-type: none"><li>1. Is put in a plastic rubbish bag and tied when full</li><li>2. The plastic bag is placed in a second bin bag and tied</li><li>3. This is placed in a suitable and secure place and marked for storage until the individual's test results are known.</li></ol> <p>This waste is stored safely and kept away from children. It is not 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 is disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste is stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency there is a need to remove the waste before 72 hours, it must be treated as Category B infectious waste by:</p> <ul style="list-style-type: none"><li>● keeping it separate from all other waste</li><li>● arranging for collection by a specialist contractor as hazardous waste.</li></ul>			
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4	<b>Occupied spaces are poorly ventilated</b>	Staff Pupils Parents Visitors	Medium	<p><b><u>PHE Control Measure 3: Keep occupied spaces well ventilated.</u></b></p> <p>In general the CO2 concentration in all teaching/learning spaces should not exceed 1500 parts per million (ppm) during school hours, and this can be monitored at class level via local controls. The maximum CO2 concentration should not exceed 5000 ppm during school hours, however this can be adjusted via local controls to reduce CO2 concentration below 1000 ppm.</p> <ul style="list-style-type: none"> <li>• When school is in operation, it is well ventilated and a comfortable teaching environment is maintained.</li> <li>• Windows (and where safety permits) doors are kept open to aid ventilation.</li> <li>• Where appropriate, poorly ventilated spaces are identified as part of the school's risk assessment and steps are taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school performances.</li> <li>• Mechanical ventilation is adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</li> <li>• If possible, systems are adjusted to full fresh air or, if this is not possible, then systems are operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</li> <li>• Where mechanical ventilation systems exist, they are maintained in accordance with the manufacturers'</li> </ul>	Low	IP/SM/NP supported by classroom / support staff - daily	AM / Phase Leaders
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				<p>recommendations.</p> <ul style="list-style-type: none"> <li>• There is a balance between the need for increased ventilation while maintaining a comfortable temperature.</li> </ul>			
5	<p><b>Individuals develop COVID-19 symptoms or test positive</b></p>	<p>Staff Pupils Parents Visitors</p>	<p>Medium</p>	<p><b><u>PHE Control Measure 4: Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</u></b></p> <p><b>When an individual develops COVID-19 symptoms or has a positive test:</b></p> <p>Pupils, staff and other adults follow public health advice on <u>when to self-isolate and what to do</u>. They do not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>Individuals should self-isolate straight away in line with current government guidance and get a PCR test (a test that is sent to the lab) on <u>GOV.UK</u> as soon as possible if they have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss or change to their sense of smell or taste</li> </ul> <p>They should also self-isolate straight away if:</p> <ul style="list-style-type: none"> <li>• they've tested positive for COVID-19 – this means they have the virus;</li> <li>• someone they live with has symptoms or tested positive (except if: they themselves are fully vaccinated, are below the age</li> </ul>	<p>Low</p>	<p>All adults – including parents of pupils - daily</p>	<p>HA / ZP with support from leadership and admin teams</p>

of 18 years and 6 months, have taken part in or are currently part of an approved COVID-19 vaccine trial and / or are not able to get vaccinated for medical reasons);

- they've been told to self-isolate following contact with someone who tested positive.

If anyone in school develops COVID-19 symptoms, however mild, they are sent home and advised to follow public health advice.

For everyone with symptoms, they avoid using public transport and, wherever possible, are collected by a member of their family or household immediately.

If a staff member / pupil is awaiting collection, they are seated in the medical room and supervised from a distance. A window is opened for fresh air ventilation. Appropriate PPE is used if close contact is necessary as outlined in the risk assessment earlier. Any rooms they use should be cleaned after they have left.

### **Confirmatory PCR tests**

Staff and pupils with a positive LFD test result are advised to self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They are also advised to follow the latest government guidance on when to get a free PCR test to check if they have COVID-19.

Whilst awaiting a PCR test result, individuals should continue to self-isolate.

6	<p><b>Someone you live with has symptoms of COVID-19, or has tested positive for COVID-19</b></p>	<p>Staff Pupils</p>	<p>Medium</p>	<p>Education settings are no longer expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. <b>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.</b></p> <p>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, and any of the following apply:</p> <ul style="list-style-type: none"> <li>● they are fully vaccinated</li> <li>● they are below the age of 18 years and 6 months</li> <li>● they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>● they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <u>PCR test</u>. Such individuals are encouraged to take a PCR test if advised to do so.</p> <p>In line with the criteria above, staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p>	<p>Low</p>	<p>All adults – including parents of pupils - daily</p>	<p>HA / ZP with support from leadership and admin teams</p>
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7	<b>Clinically Extremely Vulnerable staff / pupils feel unable to attend school</b>	Staff Pupils	Medium	<p><b>Clinically Extremely Vulnerable (CEV) pupils and adults</b></p> <p>All clinically extremely vulnerable (CEV) pupils and adults attend their education setting including women who are pregnant with significant congenital or acquired heart disease, unless they are one of the very small number of people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <p><b>Note:</b></p> <p>The following recommendations apply for pregnant women at any gestation who are unvaccinated or not fully vaccinated</p> <p>In line with government guidance, if you are pregnant and unvaccinated or not fully vaccinated, you should take a more precautionary approach. This is because you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.</p> <p>Government guidance recommends that you should seriously consider getting the COVID-19 vaccine and completing your vaccination schedule of 2 doses to protect yourself and your baby.</p> <p>During your pregnancy, it's extremely important that you follow advice about <a href="#">how to avoid catching and spreading COVID-19</a>, such as washing your hands regularly, and following prevailing government guidance.</p> <p>Further information on Pregnancy and Covid-19 can be found at: <a href="https://www.nhs.uk/conditions/coronavirus-covi">https://www.nhs.uk/conditions/coronavirus-covi</a></p>	Low	Phase Leaders / line management from 02/09/21	AM
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				<a href="https://www.gov.uk/guidance/d-19/people-at-higher-risk/pregnancy-and-coronavirus/">d-19/people-at-higher-risk/pregnancy-and-coronavirus/</a>			
8	<b>Children with COVID-19 symptoms are sent to school by their parents</b>	Staff pupils	Medium	<p><b>Admitting children with symptoms into school:</b></p> <p>Pupils with symptoms do not attend the school, given the potential risk to others, should self-isolate straight away and follow the latest government guidance on when to get a free PCR test (a test that is sent to the lab) on <a href="https://www.gov.uk">GOV.UK</a> as soon as possible if they have <b>any</b> of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss or change to their sense of smell or taste</li> </ul> <p>Pupils should also self-isolate straight away if:</p> <ul style="list-style-type: none"> <li>• they've tested positive for COVID-19 – this means they have the virus</li> <li>• they've been told to self-isolate following contact with someone who tested positive.</li> </ul> <p>If a parent or carer insists on a pupil attending your school, the Principal reserves the right to make a decision to refuse the pupil if, in his reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Such a decision will be carefully considered in light of all the circumstances and current public health advice.</p>	Low	All adults – including parents of pupils - daily	HA / ZP with support from leadership and admin teams

9	<b>Parental / child anxieties result in pupils not attending school - despite safety precautions</b>	Pupils	Medium	<p><b>Attendance of pupils of compulsory school age</b>  School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they are recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they are recorded as code I (illness).</p> <p>Parents are provided reassurance about the safety measures undertaken - including through the sharing of the risk assessment.</p> <p>Parents will be reminded of their duty to ensure their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age.</p> <p>Efforts are made to identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and efforts are made to re-engage them. This will include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic.</p> <p>The additional catch-up funding will be used along with existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need</p>	Low	<p>All adults – including parents of pupils – daily</p> <p>Classroom teaching and support staff – daily</p> <p>All teaching and support staff – including leadership and admin teams – by 06/09/21 then as needed</p>	<p>Phase Leaders / admin team</p> <p>Admin team</p> <p>HA / ZP</p>
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				<p>additional support to secure pupils' regular attendance. In addition, the school will:</p> <ul style="list-style-type: none"> <li>- Work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance.</li> <li>- Fulfil its responsibilities to record attendance and follow up absence.</li> <li>- Exercise the requirement to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.</li> <li>- Where children are not able to attend school due to a statutory reason or where parents are following clinical and/or public health advice, absence will not be penalised.</li> </ul>			
10	<b>Pupils / staff travel abroad during COVID-19 restrictions</b>	Staff Pupils	Medium	<p><b>Staff / pupils arriving from abroad</b></p> <p>All staff / pupils travelling to England from abroad adhere to <a href="#">travel legislation</a>, details of which are set out in <a href="#">government travel advice</a>. Staff members and parents of pupils travelling abroad bear in mind the impact of their travels which may result from any requirement to quarantine or isolate upon return.</p> <p>Where the school is notified that a pupil / staff member has returned from abroad, appropriate steps are taken to ensure they are complying with travel legislation before being admitted into school.</p>	Low	All adults – including parents of pupils – daily	Admin team

11	<b>Access to /exit from site is unsafe</b>	Staff Pupils Parents Visitors	Medium	<p>Arrangements for dropping off and picking up pupils have been reviewed.</p> <p>Separate exits have been demarcated and signage / cones are used to encourage the smooth flow of 'traffic'.</p> <p>Parents are discouraged from congregating at the school entrance or on the playground.</p> <p>Staff, pupils and parents have been briefed regarding new arrangements, including the use of separate exits / entrances.</p> <p>Supervision supports the safe / smooth access of pupils to / from the school.</p> <p>The number of entrances and exits to be used has been maximised.</p> <p>Separate managed entrances/exits are used for different groups.</p> <p>Outside doors are used to access classrooms directly where these are available.</p> <p>No non-essential visitors are admitted to school.</p> <p>'Essential' is defined as visitors who are essential to the continuity of the school's day to day operations - including contractors, multi-agency support workers and those whose presence is needed to address Safeguarding issues and concerns. This may also include parents / carers if issues / concerns cannot be addressed via phone / email / virtual meetings.</p>	Low	All adults – including parents of pupils – daily	ELT/SLT
						Admin team from 08/03/21 (Updated 26/03/21)	AM

In the event a parent/carer has a concern or requests a meeting, the following process must be followed:

- 1) Parent/Carer to complete and submit a 'concern' form by email.
- 2) Relevant member of staff to follow up by phone to discuss concern(s) with the parent(s)/carer(s).
- 3) If the concern(s) is/are not resolved by phone, the parent/carer will be offered a virtual meeting before proceeding to a face to face meeting.

Procedure is in place for the school's reception staff to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms.

Where possible, staff/visitor contactless sign-in, and hand hygiene reiterated. If the signing in screen is used, the member of staff is directed to use hand sanitiser before and after using the touch screen.

The signing in touch screen is cleaned frequently with disinfectant wipes.

Designated person(s) are assigned to receive deliveries. Deliveries are managed effectively in a safe, timely manner.

A dedicated waiting area and meeting room is made available for visitors, adjacent to reception.

IP/SM/NP -  
daily from  
02/09/21

AM

Admin team  
from 02/09/21

AM

12	<b>Movement around school is unsafe</b>	Staff Pupils Parents Visitors	Medium	<p>EYFS and Y1 enter and exit the school grounds via the Office entrance gate (EXIT 1) and go straight into their classrooms.</p> <p>Years 2 and 3 enter and exit the school grounds via EXIT 2 at the front of the school. They are to enter school via the KS2 door and go straight upstairs to their classrooms.</p> <p>Years 4 - 6 enter and exit the school grounds via EXIT 3 - car park gate, enter the school via the KS1 door and go straight to the top floor and into their classrooms.</p> <p>Entrance / exit points are clearly demarcated for use by each year group with signage.</p> <p>Staff identify, reduce and manage 'pinch points' and 'bottlenecks' proactively.</p> <p>Duty rotas are in place for maximum supervision at all times - especially during transitions.</p> <p>Staff and pupils are briefed regarding rules for safe movement around school.</p> <p>Movement systems are monitored by the leadership team to ensure compliance.</p> <p>Toileting arrangements have been considered to avoid over-crowding - including during handwashing times.</p>	Low	<p>Teaching and support staff from 06/09/21</p> <p>IP by 03/09/21 AM</p> <p>Teaching and support staff from 06/09/21</p> <p>Phase leaders by 03/09/21</p> <p>Teaching and support staff 02/09/21 (staff) and 06/09/21 (pupils)</p> <p>Phase leaders</p>	<p>ELT/SLT</p> <p>HA/ZP</p> <p>ELT/SLT</p> <p>HA/ZP/AM</p>
13	<b>The mental wellbeing of staff and pupils is / has been affected by the pandemic -</b>	Staff Pupils	Medium	<p><b>Pupils:</b> Children's wellbeing is prioritised upon their return to school through informal activities, games, discussions, worry boxes and the deployment of pastoral staff</p>	Low	Teaching and support staff from 06/09/21	ELT/SLT

	<p><b>including through the death of loved ones</b></p>		<p>Access to wellbeing resources / charities / websites is actively encouraged.</p> <p>Staff are trained to meet the pastoral needs of pupils - including through the use of online training such as MeLearning.</p> <p>Regular 'contact' and support is provided to any children who are proving to be extra vulnerable, especially those who may have suffered a bereavement.</p> <p>Children making the transition are supported to ensure their concerns and anxieties are discussed and acted upon.</p> <p><b>Staff:</b> Staff wellbeing is prioritised upon their return to school through regular 'contact' with line managers.</p> <p>Access to wellbeing resources / charities / websites is actively encouraged.</p> <p>Staff are trained to meet the pastoral needs of pupils - including through the use of online training such as MeLearning, through weekly 'circle time' and the use of worry boxes in classes.</p> <p>Regular contact and support is provided to any staff members who are proving to be emotionally vulnerable, especially those who may have suffered a bereavement or who have health concerns that make them clinically extremely vulnerable.</p> <p>Home working is considered for staff where there is a risk their health / wellbeing may be compromised in line with government guidance.</p> <p>Workload reduction is a key focus to ensure staff can maintain a healthy work life balance.</p>		<p>Phase Leaders from 02/09/21</p>	<p>HA/ZP/AM</p>
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14	<b>Current policies and procedures have not been adapted/updated to take account of COVID-19</b>	Staff Pupils	Low	<p>The safeguarding and behaviour policies have been updated/adapted and shared to take account of COVID-19 impact.</p> <p>Fire procedures have been reviewed and revised where required.</p> <p>Staff and pupils have been briefed on evacuation procedures.</p> <p>SLT and Fire Marshalls have been trained/ briefed appropriately.</p> <p>A staff rota for additional Fire Marshalls has been drawn up to cover any absences. Any additional staff temporarily taking on the role have been briefed accordingly.</p>	Low	<p>NC /RC from Summer 2020</p> <p>AM by 02/09/21</p>	<p>HA/ZP</p> <p>HA/ZP</p>
15	<b>Staffing levels are reduced due to vulnerability or illness</b>	Staff Pupils	Medium	<p>An audit of staffing is conducted to determine availability in light of vulnerability inc: SLT / ELT / DSL / Deputy DSL / first aiders / site manager / premises (cleaning staff).</p> <p>Risk assessments have been conducted where staff have known vulnerabilities such as pregnant women, new mothers, older staff, disabled staff and BAME staff.</p> <p>All staff will adhere to stringent infection control / prevention methods outlined in this risk assessment.</p> <p>Full use of NHS testing is made to keep abreast of staff health.</p> <p>Staff wellbeing will be supported in order to reduce absenteeism.</p> <p>Deployment of supply staff will take place if needed.</p>	Low	<p>AM by 03/09/21</p> <p>All teaching and support staff from 02/09/21</p>	<p>HA/ZP</p> <p>ELT/SLT</p>

16	<b>Pupils will have fallen behind due to their prolonged absence from school</b>	Staff Pupils Parents	Medium	<p>Assessments will take place to identify gaps in learning, these will be used to inform planning / teaching-recovery plan in place.</p> <p>The delivery of an ambitious and broad curriculum in all subjects will continue, with a cross curricular approach to support core learning in English and Maths (where possible). The curriculum will remain broad, so that pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education.</p> <p>For pupils in Reception, teachers will assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.</p> <p>For pupils in key stages 1 and 2, teachers will prioritise the identifying of gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary.</p> <p>Home learning strategies – such as homework and synchronous home learning opportunities – will be used to ensure continuity of learning and target gaps in learning.</p> <p>Staff will be deployed to deliver interventions in order to target gaps in learning.</p> <p>The Catch-up funding is used to help all pupils make up for lost teaching time, with extra support for those who need it most.</p>	Low	All teaching and support staff from 06/09/21	Phase Leaders
17	<b>Pupils that fall within the DfE definition of 'Vulnerable' at</b>	Families	Medium	The school will seek to support any children whom we believe may have challenging circumstances at home and therefore be vulnerable, however not in statutory systems.	Low	NC, ongoing	HA/ZP

	heightened risk when 'self-isolating'			<p><b>When a vulnerable pupil is asked to self-isolate:</b></p> <ul style="list-style-type: none"> <li>• The school will notify the social worker (if they have one), for looked-after children, the local authority virtual school head.</li> <li>• The school will agree with the social worker the best way to maintain contact and offer support</li> </ul> <p><b>The school will ensure:</b></p> <ul style="list-style-type: none"> <li>• The school will ensure the vulnerable pupil has access to remote education support</li> <li>• Put necessary provision in place for them to access remote provision (as far as possible)</li> <li>• Regularly check that the pupil is accessing remote education</li> <li>• Keep in contact with the pupil to check on their wellbeing and refer onto other services if additional support is required</li> </ul>			
18	Pupils from 'lone parent' families could become vulnerable	Families	Low	Pupils who live with a lone parent could become vulnerable if their parent was to become ill. These will become a SENDCo priority, with lone parent families identified, communicated with and monitored to ensure any vulnerabilities are addressed.	Low	NC, ongoing	HA/ZP
19	Behaviour of pupils puts others at risk	Staff Pupils	Medium	<p><b>Expectations from pupils:</b> Pupils are made aware of the 4 COVID-19 control measures highlighted at the start of this risk assessment and the associated procedures that have been implemented to maintain these. Where pupils choose to ignore these or put themselves / others at risk, the school's behaviour policy will be used to resolve any issues, to include liaising with parents when needed.</p> <p><b>Expectations of parents:</b> Parents play a vital role in supporting the school by reinforcing the messages given by the school - as outlined in this risk assessment and all associated literature (to include updated behaviour / safeguarding policies).</p>	Low	Staff, Pupils, Parents from 06/09/21	ELT/SLT



20	<b>The messages about pupils' safe return to school has been miscommunicated</b>	Staff Pupils Parents	Low	<p>Provide clear guidance to all staff / parents / pupils / visitors about the arrangements / expectations for a return to school from 06/09/21, including letters / emails / text / website / staff / pupil briefings.</p> <p>Ensure staff CPD for safe-working procedures are implemented and maintained.</p> <p>SLT / ELT presence visibly around school during the day.</p> <p>Feedback mechanisms for staff and parents through normal channels - contact for Covid-19 related issues on covidconcerns@theolivetreeprimary.com</p>	Low	<p>AB by 27/08/21</p> <p>AM on 02/09/21</p> <p>SLT/ELT from 06/09/21</p> <p>AM from 06/09/21</p>	<p>HA/ZP</p> <p>HA/ZP</p> <p>HA/ZP</p> <p>HA/ZP</p>
21	<b>An outbreak of infections results in restricted opening and /or puts the school and its community at risk</b>	Staff Pupils Parents	Med	<p>The school and its community will adhere to the control measures identified at the start of this risk assessment at all times – including any updates provided by Public Health and in line with the government's COVID-19 contingency framework <a href="#">here</a>.</p> <p><b>Sudden increase in confirmed COVID-19 cases:</b> If there appears to be a sudden increase in the number of confirmed cases of COVID-19 within the school setting, immediate action will be taken to liaise with the local Public Health team in order to take advice and implement any necessary measures.</p> <p><b>Thresholds:</b> The thresholds, detailed below, will be used by the school as an indication for when to seek public health advice and intervention. This is also dependent on whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p><b>Actions to be taken:</b></p>	Low	<p>All adults – including parents - from 02/09/21</p> <p>AM from 06/09/21</p>	<p>ELT/SLT</p> <p>HA/ZP</p>

				<p>This may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>● Reviewing existing infection prevention and control measures;</li> <li>● Liaising with the NHS Test and Trace teams;</li> <li>● Implementation of additional measures – such as the wearing of face masks and / or re-introduction of class bubbles if advised to do so;</li> <li>● The provision of home-working / remote learning if advised to do so, to ensure the safe continuity of school business. This may also include the provision of internet access (for those who do not have it) and / or learning support packs for pupils who are unable to attend school due to any outbreak.</li> <li>● Where the school has the need to change how it is delivering education for a short period of time, in line with government guidance priority should continue to be given to vulnerable children and children of critical workers (as defined by government guidance) to attend school full time.</li> </ul> <p>The senior leadership team (SLT) will endeavour to ensure that any change in operating arrangements does not increase workload for staff whether working at home or at school.</p>			
22	<b>Medical care may be compromised due to a lack of trained staff</b>	Staff Pupils	Low	<p>Ensure at least one person with a current First Aid at Work or emergency PFA certification is on site at all times.</p> <p>Medical First Aid kits are assigned to each floor.</p> <p>Protocol for dealing with infected people to be shared with all teaching teams.</p>	Low	AM from 06/09/21	HA/ZP

23	<b>The risk assessment is deficient and does not sufficiently cover the requirements of updated safety guidance</b>	Staff Pupils	Low	<p>Encourage staff /parents to report any concerns should they come across deficiencies in the risk assessment process. Use designated mailbox for this: <a href="mailto:covidconcerns@theolivetreeprimary.com">covidconcerns@theolivetreeprimary.com</a></p> <p>Review the risk assessment each time changes are introduced by the government / public health and bring these to the attention of staff / parents by updating the risk assessment and sharing it via the home page of the school website.</p> <p>Ensure the version number / date of review for the risk assessment is communicated clearly so that staff know which is the most up to date version.</p>	Low	AM with support from SLT – from 06/09/21	HA/ZP
24	<b>Visitors to the school - including contractors - are unaware of the school's risk assessment /plans for safer working during COVID-19</b>	Visitors Contractors	Medium	<p>Make accessible, via the school website, the school's COVID-19 risk assessment.</p> <p>Ensure applicable safety measures are communicated to all visitors / contractors before they commence their business on-site so that they know how to keep themselves and others safe.</p> <p>When visiting school, assurances are sought from visitors / contractors that they are in good health (symptom free) and that contractors have procedures in place to ensure adherence to COVID-19 protocols when on / off the school premises.</p>	Low	AM / IP from 02/09/21	HA/ZP
25	<b>Pupils eligible for FSM are not catered for during periods of self-isolation (but excluding illness)</b>	Pupils	Low	The school continues to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time – in line with government guidance.	Low	AM from 06/09/21	HA / ZP

26	<b>The attendance at educational visits poses a risk from COVID-19</b>	Staff Pupils	Medium	<p>Where the school considers booking an educational visit, whether domestic or international, efforts are made to ensure that any new bookings have adequate financial protection in place.</p> <p>Before arranging any visits - including international - reference will be made to government advice / the travel list (and broader international travel policy) whilst remembering the list is subject to change and green list countries may be moved into amber or red. It is recognised that travel lists may change during a visit and as such the school will comply with international travel legislation and have contingency plans in place to account for these changes.</p> <p>In such instances, the school will speak to either the visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available.</p> <p>A full and thorough risk assessment (including the need to use various forms of travel) will be conducted prior to all educational visits and the school will ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>.</p>	Low	Class teachers from 06/09/21	EVCs/AM
27	<b>Breakfast Club / after school activities pose a risk from COVID-19</b>	Staff Pupils	Medium	<p>All breakfast / after school club activities are planned and organized in conjunction with the control measures outlined on page one of this risk assessment. In line with school policy, emergency contact details are maintained and any external visitors are made aware of the school's CoVID-19 protocols before, during and after visiting the premises.</p>	Low	KI from 06/09/21	AM/NC

28	<b>Additional Measures to be taken when instructed by Public Health England (PHE)</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<p>Medium</p> <p>Medium</p> <p>Medium</p>	<p>Household close contacts in KS2 and above who are exempt from isolation and are attending school are encouraged to carry out daily lateral flow testing for 10 days after the onset of symptoms (or positive test if asymptomatic) in the case in their household, and only attend school if their lateral flow test is negative. They are also encouraged to follow national guidance for all contacts and access a PCR test at COVID-19: <a href="#">guidance for households with possible coronavirus infection</a>. People who have tested positive with a PCR test within the last 90 days do not need to be tested.</p> <p>The School will consider opportunities to reduce indoor gathering and mixing between year groups, e.g. virtual assemblies.</p> <p>The School to promote social distancing between staff indoors to reduce the potential risk of Covid-19 transmission.</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Pupils in KS2</p> <p>All staff and pupils.</p> <p>All staff, visitors, contractors, etc</p>	<p>HA/ZP</p>
29	<b>New measures in response to the identification of the Omicron variant of COVID-19 in the UK</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> </ul>	<p>Medium</p>	<p><b>Face Coverings</b> help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.</p> <p>Staff and Visitors <b>must</b> wear face coverings when moving around the premises, outside of classrooms, such as corridors, landings, staff rooms, main hall &amp; practical studio (lunchtimes) and other communal areas, unless exempt.</p> <p>A 'Face Visor' is not a suitable substitute for a face covering therefore can only be worn in outdoor spaces should a member of staff or a visitor wishes to do so; however, guidance does not require the wearing of face covering outdoors.</p> <p>There is no requirement for staff to wear a face covering in the classroom, however should a staff</p>		<p>All staff, visitors, contractors, etc</p>	

member wish to wear a 'Face Visor', they may do so.

**When wearing a face covering staff and visitors should:**

- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on a face covering
- Avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus
- Change the face covering if it becomes damp or if they have touched the part of the face covering in contact with the mouth and nose
- Avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination

**When removing a face covering staff and visitors should:**

- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing a face covering
- Only handle the ties, straps or clips
- Do not pass onto someone else to use
- If single use, dispose of it carefully in a household waste bin and do not recycle it
- Once removed, store reusable face coverings in a plastic bag until there is opportunity to wash them
- If reusable, wash it in line with the manufacturer's guidelines at the highest temperature appropriate for the fabric
- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser after removing a face covering

**Testing** - Staff are encouraged to complete twice weekly testing using the Lateral Flow Device (LFD) tests.

**Contact tracing and isolation** - Individuals should adhere to the latest government guidance on contact tracing and isolation. An overview of NHS Test and Trace, including what happens if you test positive for coronavirus (COVID-19) or have had close contact with someone who has tested positive can be found at [www.gov.uk](http://www.gov.uk)

Full 'Stay at home: guidance for households with possible or confirmed coronavirus (Covid-19) infection can be found at:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

and:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>

Vaccination - All eligible staff are encouraged to take up the offer of the vaccine, including boosters.

To book a vaccine, please visit: [Book or manage a coronavirus \(COVID-19\) vaccination - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/).

International Visits & Trips - Individuals arriving in England must [follow the red list rules](#).

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they

			<p>have a positive test result.</p> <p><b>If someone has tested positive for Covid-19 within the last 90 days</b>, and they are identified as a close contact of someone with Covid-19 and are exempt from isolation, they are strongly advised to take part in daily testing. If the LFD test is positive, they should also take a confirmatory PCR even if it is within the 90 days.</p> <p>This is a change to the previous position because we know people can be infected with Omicron even when they have had previous covid infection.</p>				
<p><b>Notes / comments:</b></p>			<p>The successful management of the above risks involves all staff, pupils, parents, visitors being committed to observing the control measures outlined on page 1 of this risk assessment.</p> <p>The risk assessment will be reviewed regularly and updated as required. Any questions / concerns regarding the school's arrangements for COVID-19 should be sent to: <b>covidconcerns@theolivetreeprimary.com</b></p>				