

St Peter's Primary School – Cowfold

Based on the most recent update: GOVERNMENT GUIDANCE 'Schools coronavirus (COVID-19) operational guidance – 17th August 2021'

Control measures

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

RISK ASSESSMENT V1 CHECKED BY:

Gareth Mackinder (H & S Governor)

Giles Kolter (HT)

DATE: 27/08/2021

*See below subsequent updates

This document and its application was reviewed at H&S Walkabouts:

27/08/21 – completed GM, GK, GD

RISK	Actions To Mitigate RISK	Implementation
1. HYGIENE: Children and adults passing on the virus due to poor hygiene practice MITIGATION: - clean hands thoroughly more often than usual - ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<ul style="list-style-type: none"> • Ensure that good hygiene practices continue Continue to follow guidance in: Coronavirus (COVID-19): guidance for educational settings: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance i.e. <ul style="list-style-type: none"> • ensure that all adults and children: • frequently wash their hands with soap and water for 20 seconds and dry thoroughly on paper towels. Dispose of paper towels in flip lidded bins. Wash hands after disposing of tissues. • clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing • are encouraged not to touch their mouth, eyes and nose • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 	<ul style="list-style-type: none"> • Put up = What does good hygiene at St Peter's Primary School look like guidance/poster. Adult and child versions Hand Washing Pupils, students, staff and visitors should wash their hands thoroughly for 20 seconds: <ul style="list-style-type: none"> ○ before leaving home ○ after using the toilet ○ after breaks and sporting activities ○ before food preparation ○ before eating any food, including snacks ○ before leaving school Staff will manage pupils' movement around sinks to ensure pupils have personal space. As well as regular and thorough handwashing, at St Peter's: <ul style="list-style-type: none"> • There is a box of tissues on every table in the classrooms within reach if a sneeze is coming. Every room has a lidded pedal bin for tissues. Wash hands after use. • Dispensers of alcohol gel disinfectant will at WELCOME STATIONS at each classroom external door, one at reception by the office window, one in the

		<p>staff room by the door and one near the hall entry doors. PUPILS SHOULD APPLY HAND GEL AS SOON AS THEY ENTER THE CLASSROOM FROM OUTSIDE.</p> <ul style="list-style-type: none"> • All adult arrivals will be asked to use the hand gel before going into the school and all pupils to use hand gel on arrival at 8:50am and 1 / 1:15pm. • However, any hand gels are not a substitute for regular hand washing and will be there for additional hygiene in the transitions from external to internal activity. All persons must continue to regularly wash their hands and especially before lunch, break and after the loo.
<p>2. CLEANING</p> <p>Children and adults passing on the virus due to its presence on uncleaned surfaces</p> <p>MITIGATION:</p> <ul style="list-style-type: none"> - introduce enhanced cleaning, including cleaning frequently touched surfaces often, using products such as detergents and bleach 	<p>Follow guidance in COVID-19: cleaning in non-healthcare settings: COVID-19: cleaning of non-healthcare settings guidance (19th July 2021)</p> <p><u>Key points</u></p> <p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - more frequent cleaning of rooms / shared areas that are used by different groups - frequently touched surfaces being cleaned more often than normal • different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet 	<p><u>Cleaning Regime at St Peter's:</u></p> <ul style="list-style-type: none"> • The children's toilets will be cleaned every 1 hour. Staff toilets to be cleaned 3 times a day. • There will be a thorough clean in line with the guidance (COVID-19: cleaning of non-healthcare settings guidance) at the end of every school day. • Cleaners will wear an apron, gloves and these will be washed or disposed of daily. We have sourced these materials and the RAMS for these products can be found saved on the school computer server in - PREMISES – CLEANING – Standards & Specifications Doc.
<p>How should we clean an area where a person with suspected or confirmed case of COVID-19 has been?</p>	<ul style="list-style-type: none"> • cleaning an area with an appropriate disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people • wear disposable gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the appropriate cleaning products to sanitise the surface. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells, walls, doors and door handles 	

	<ul style="list-style-type: none"> 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>Use one of the options below:</p> <ul style="list-style-type: none"> a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) <p>or</p> <ul style="list-style-type: none"> a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning 	
3. VENTILATION	<p>We will be following DfE guidance about increased ventilation and, although the heating will be on full, high level windows will be open somewhat and classrooms may be colder than normal. Pupils are allowed to wear extra fleeces over their school uniform even if they are not school ones.</p> <ul style="list-style-type: none"> Top windows should remain open for ventilation. <ul style="list-style-type: none"> There is no need to fling the doors and windows wide open when it is cold. Too much ventilation has the opposite effect, with warm air unable to rise to leave top windows and pull fresh air in to all parts of the building. Please think about how cold the children are. Classrooms should not be colder than 16 degrees. <p>Please refer to: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm#:~:text=The%20law%20says%20employers%20must,windows%2C%20doors%20or%20air%20vents. For further information.</p> <ul style="list-style-type: none"> The DfE are providing schools with CO2 monitors so we can identify any pockets of stale air in classrooms. We will still not sing in groups larger than a single class of Max. 30 pupils, unless it is outside. 	
4. TESTING, CONTACT TRACING & MANAGING CASES Children / adults passing on the virus due to coming into	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school.</p> <p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their</p>	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home:</p> <p>We have 2 radio transmitting forehead thermometers and one electrical ear thermometer to help identify a high temperature.</p> <p>*All pupils who report that they feel unwell must have their temperature taken. This can be done by a teacher, TA, Ms Ball, Mrs Newman or Mr Kolter. Whomever, is available.</p>

<p>contact with a positive case.</p> <p><u>INCLUDING</u></p> <p>What to do if a child shows symptoms of COVID-19 during the school day</p> <p>MITIGATION:</p> <p>- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school</p> <p>-where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the</p>	<p>HOWEVER – As soon as anyone suspects a pupil has a case of COVID 19 this child’s care should be referred to staff members who have volunteered to attend a suspected COVID-19 child:</p> <p>These staff are: Giles Kolter. Jo Ball.</p> <p>Back-up staff: Shelley Stevens, Ruth Sims, Katie Finch.</p> <p>In all cases of suspected illness Mrs Sam Newman will take on the role of ‘Case Coordinator’. She will ensure the items on our ‘Managing Pupil Illness Checklist*’ have been completed. *See appendix 1. The staff with the child will communicate with Sam Newman in the office from a safe distance, as Mrs Newman communicates with parents.</p> <ul style="list-style-type: none"> • Whilst a child is waiting to go home they will be made comfortable in the Medical room. • If the weather is good and all other persons can be removed from the playground: <i>the child with symptoms, and one of the nominated adults below, will sit on the closest bench outside the office window and wait for the parent there. The bench will then be cleaned down after the child has gone home.</i> • They will be reassured that help is at hand and the glass door to the office will be kept shut. The door to the medical room will be kept shut with a KEEP OUT sign on. The main first aid kit (and other vital medical equipment – inhalers, thermometer, log book/ forms) will be removed so all minor first aid can be dealt with without entering the Medical room. If the pupil with COVID symptoms needs the toilet they will use the first of the staff toilets, the smaller one, and this will be marked out of bounds until cleaned by a cleaner in PPE with the appropriate cleaning materials. • Members of staff coming in to direct contact with the pupil should be limited to one if possible. Following the flowchart below the member of staff should wear PPE at the appropriate point/s. After attending a child with symptoms these staff will remove PPE and store in appropriate way described later in the document. They will then go home to shower and wash their clothes, once the child has been collected.
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	<p>symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>When a child is collected – The Case Coordinator will inform the parent that it is very important that they get their child tested for COVID. To arrange a test they must go to:</p> <p>https://www.gov.uk/get-coronavirus-test</p> <p>We will ask the parent to let the school know when the test has been booked and to inform us about whether the test outcome is POSITIVE or NEGATIVE – as soon as is possible.</p> <p>A Senior School Leader must be informed of the final outcome for the pupil's test.</p> <p>If a parent refuses to inform the school of their child's test result, their reasons for doing so will be explored and their worries will be considered. However, The Head will not allow a child back to school until he is satisfied that it is safe to do so and will seek advice from WSCC ESWelfare or the Link Advisor.</p>	<ul style="list-style-type: none"> • FLOWCHART FOR WHEN TO WEAR PPE: <div data-bbox="1216 183 2136 1024"> <h3>FLOWCHART FOR WHEN TO WEAR PPE</h3> <pre> graph TD Q1[Can social distancing be maintained? Can they be immediately sent home and advised to follow the staying at home guidance?] -- Yes --> A1[Send home. PPE not recommended/clean the environment using PPE] Q1 -- No --> Q2[Will they be able to go home later in the day?] Q2 -- Yes --> A2[Isolate. Separate toilet if possible (thorough cleaning before it is used by anyone else whilst wearing PPE). ... And if direct contact is required in the meantime] Q2 -- No --> Q3[Isolate and escalate the situation to your manager. Is close contact needed while they are here?] Q3 -- Yes --> A3[PPE recommended: Disposable gloves, Disposable plastic apron, Fluid-resistant surgical mask, Face/eye protection (if needed)³] Q3 -- No --> A4[Apply social distancing] </pre> </div>
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<p>How do we organise a TEST to confirm a COVID-19 case?</p>	<p>Testing is considered effective up until day five from the first appearance of Covid-19 symptoms so no testing should be undertaken after day five. It is therefore important to request a test within 24 hours of the onset of symptoms if possible.</p> <p>When a child is collected – The Case Coordinator will inform the parent that it is very important that they get their child tested for COVID. To arrange a test they must go to:</p> <p>https://www.gov.uk/get-coronavirus-test</p> <p>We will ask the parent to let the school know when the test has been booked and to inform us about whether the test outcome is POSITIVE or NEGATIVE – as soon as is possible.</p> <p>A Senior School Leader must be informed of the final outcome for the pupil's test.</p>
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<p>Contact tracing and rules about isolation for close contacts.</p> <p>Post 16th August 2021</p>	<p>We will no longer have Bubble Groups:</p> <p>THE DfE HAVE REMOVED THE REQUIREMENT FOR WHOLE BUBBLE GROUPS TO ISOLATE SHOULD A PARENT OR A CHILD HAVE COVID.</p> <ul style="list-style-type: none"> • <u>IF A CHILD / STAFF MEMBER HAS A POSITIVE RESULT AFTER FEELING ILL AT SCHOOL:</u> <ul style="list-style-type: none"> - If a child / staff member is ill at school, and a PCR Test subsequently says they have COVID, there are no more bubble groups so mass isolation is not required. - Instead, school will get advised by Public Health and/or NHS Test and Trace as to whom is deemed a 'Close Contact'. - 'Close Contacts' will be collected by their parents and taken for a PCR Test. See the next section for details on the process for 'Close Contacts'. - DfE guidance of 19th July took away the role of schools in identifying close contacts of positive cases and placed that role entirely with NHS Test and Trace. • <u>ACTION TO TAKE IF A CHILD IS DEEMED A 'CLOSE CONTACT':</u> <p>If a pupil is deemed a 'Close Contact' by Public Health / Test & Trace, whether it is through contact with a positive person at school or at home, parents should take their child for a PCR* test.</p> <p><i>*This first test must be a PCR Test. Lateral Flow are not sensitive/reliable enough for the initial test.</i></p> <ul style="list-style-type: none"> - The Government say that child does not need to stay at home until the PCR Result comes back. However, after careful consideration of this matter by senior staff and governors we request that, if one of your household has COVID and one of our pupils is a close contact, you await the negative PCR test result before your child returns to school. - School will put work on Seesaw for them whilst they are waiting. - If the PCR result comes back negative, they can return to school. Please email a screenshot of the negative result to office@stpeterscowfold.uk. Thank you. - After that – every day before school – please can the child take a Lateral Flow Test? Please log the negative result with the NHS and send the confirmation email to the office address above. - For 10 days after the initial 'Close Contact' incident – the pupil should do this Lateral Flow Test before school. - Staff will follow the same procedure. - The Government do not require you to follow this daily LF testing procedure. However, senior staff and governors do feel it is a sensible approach towards keeping ourselves safe and request that you do follow this advice. - Lateral Flow Tests are free and can be ordered on: https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests. Don't be put off by it saying 11 years and over. That is for ordering. Anyone in a household can use one.
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<p>Current key school operational procedures.</p>	<ul style="list-style-type: none"> ✓ Hot meals – Key Stage 1 & 2 will both eat in the hall and lunch in classrooms will stop. There will be two separate sittings, as before COVID, with Key Stage 2 going in to the hall after Key Stage 1 & Reception come out. ✓ We will REMOVE staggered playtimes and lunchtimes so that children from both Key Stages can mix at school. ✓ Worship – We will resume worshipping together as a whole school. ✓ Temperature checks will be made on pupils, inside, as they arrive in the morning. <ul style="list-style-type: none"> ○ There will be two staff on duty. One will go round the KS1 1 classes. The second staff member will go round checking temperatures in KS2. Any child with a high temperature will be observed in the medical room / outside and their parents will be contacted. Staff will take their own temperatures on arrival. ✓ Parents are requested to ensure pupils have additional, warm clothing. <ul style="list-style-type: none"> ○ We will be following DfE guidance about increased ventilation and, although the heating will be on full, high level windows will be open somewhat and classrooms may be colder than normal. Pupils are allowed to wear extra fleeces over their school uniform even if they are not school ones. Classroom temperatures will not drop below the minimum 16 °C limit. <p><u>What equipment is my child allowed to bring to school?</u></p> <p>We ask you to ensure that, apart from the exceptions listed below, your child brings nothing from home to school or vice versa. This is to minimise the COVID transition risk.</p> <p>EXCEPTIONS: Lunchbox and water bottle, a coat, a reading book, homework books, bags to carry all this in.</p> <p>P.E. KITS – Can be left in school now. However, please ask your child to bring it home regularly for a wash.</p> <p>Facemasks on the playground – these are now optional; however, we request you continue with this please?</p> <p>Social distancing on the playground – this is now optional but please respect the personal space of other people. Some people may be less enthusiastic about being within 2m of people they don't usually meet.</p> <p>Essential adults inside the school building only. This rule remains. Blue / yellow slips will go out on a little table. Please ask the staff on duty if these are not out / or if you require a form from the office. For your own safety, and that of others, please avoid entering the school building unless it is essential and you have checked with a senior staff member.</p>
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<p>‘Stepping up Measures’ - contingency planning.</p>	<p>The current DfE Guidance explains the concept of stepping up your COVID risk mitigations, should more than a few isolated cases happen at St Peter’s within a short space of time:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p> <p>These are our contingency plans (or outbreak management plans) outlining what we will do if children, pupils, students or staff test positive for COVID-19, or how we would operate if we were advised (by the DfE helpline (0800 046 8687, option 1) to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p> <p>Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.</p> <p>For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the contingency framework.</p> <p>The guidance states that:</p> <p>Contingency Frameworks should be applied whenever of one these thresholds is reached:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive within a 10-day period. <p>N.B. Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.</p> <p>ACTING ON DfE ADVICE, SENIOR LEADERS & GOVERNORS WILL TAKE THE DECISION TO SCALE UP THROUGH THE 3 LEVELS OUTLINED BELOW:</p> <p>LEVEL 1 = We return to operating under the COVID Risk Assessment Procedures that are outlined in the APRIL 2021 Version.</p> <p>LEVEL 2 = We shut the school for one of our bubble groups (for 10 days) and pupils go on to remote provision.</p> <p>LEVEL 3 = We shut the entire school (for 10 days) and all pupils go on to remote provision.</p>
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Appendix 1. Managing Pupil Illness Checklist

Child Name:

Case Coordinator Name:

Tick off when done:

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- Has the child's temperature been taken?

TEMP =

TIME =

☐

- Has the child any symptoms of Coronavirus? YES / NO / UNSURE

a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia),

IF YES: this child's care should be referred to staff members who have volunteered to attend a suspected COVID-19 child: **Giles Kolter. Jo Ball.**

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- If COVID - Has the isolation sign been put up on the Medical room door and all First Aid Kit been removed?

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- Do the parents need to be rung? YES / NO TIME =

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- If you have answered YES or UNSURE to whether the child has Coronavirus – have the parents been informed that:

- It is very important that they get their child tested for COVID. To arrange a test they must go to:

NHS 'Test & Trace' nhs.uk/coronavirus or call 119. Or direct to: <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name>

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- Have you asked the parent to let the school know when the test has been booked?

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- Has the parent informed you whether the test outcome is POSITIVE or NEGATIVE?

RESULT =

DATE =

***If there's no response from a parent – use the log (on next page) to record our follow up actions**

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- Have you informed Giles, Jo H. or Stuart of the final outcome for the pupil's test?

Follow Up Log For Non-return of COVID Test Result

Child Name:

N.B. If a parent has not informed us of the result of a test within 5 days of a child being sent home with a suspected case – inform a member of the SMT.

SMT Member to contact WSCC E&S Welfare Team for further advice: ESWelfareGroup@westsussex.gov.uk

Date of Action & Staff Member Taking It	Commentary