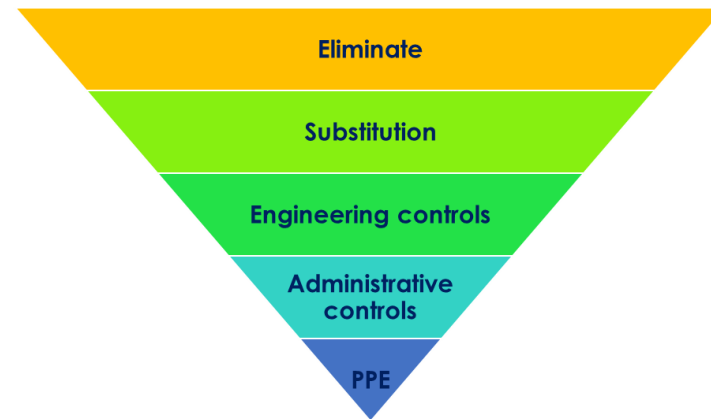


Preston Manor Lower School Risk Assessment: Omicron Variant Update

Establishment: Preston Manor Lower School	Risk Assessment coordinated by: Kevin Atkinson, Head of Lower School	Date: 29/11/2021
	Approved by: Russell Denial - Headteacher; Donald Palmer - Chair of Governors	Review: Every time there is a DfE update

		Seriousness				
		Insignificant [no injury or illness]	Minor [injury or illness]	Moderate [requires days away]	Major [injury of illness]	Severe [Fatal]
Likelihood	Almost certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	High	High
	Rare	Low	Low	Low	Medium	High



RISK CALCULATOR

LIKELIHOOD (L): 1 = Rare, 2 = Unlikely, 3 = Possible, 4 = Likely, 5 = Almost certain

(S): 1 = Insignificant, 2 = Minor Injury, 3 = Moderate, 4 = Major Injury outcome, 5 = Severe [fatal] **SERIOUSNESS**

$$\text{Risk (R)} = \text{Likelihood (L)} \times \text{Seriousness (S)}$$

The highest possible score is 25, i.e. 5 for (L) & 5 for (S).




NUMERICAL VALUES RATING: 16 - 25 = High to extreme risk: immediate action required & additional control measures & unless R is reduced the activity should not go ahead.


9 - 15 = Medium to high risk: action required & additional control measures

< - 9 = Low to medium risk: review additional control measures

Reception	8:40am	3:00pm
Year 1	8:40am	3:00pm
Year 2	8:40am	3:00pm
Year 3	8:40am	3:20pm
Year 4	8:40am	3:20pm
Year 5	8:40am	3:20pm
Year 6	8:40am	3:20pm

<i>Hazard / Risk</i>	<i>Who is at Risk?</i>	<i>Control Measures (Brief description and/or reference to source of information)</i>	<i>Communicating to the community</i>	<i>Risk Rating before controls are in place</i>	<i>Reviewed Risk Rating with appropriate controls</i>
Risk of increased transmission of virus due to journeys to and from school	Staff Children Families	<ul style="list-style-type: none"> ▪ Staff and pupils to travel on foot, bicycle, motorcycle or own car ▪ No car sharing apart from with members of own household ▪ No use of taxis unless the driver and the passengers are all wearing masks and the taxi is cleaned after each journey ▪ No use of public transport unless using a mask (as per TfL guidance) 	KA to inform community	L3, S4 3 X 4 = 12 Medium - High	L2, S4 2 X 4 = 8 Low - Medium
Risk of individual pupils who are unable to socially distance and may spit or bite	Staff Other children Child themselves	<ul style="list-style-type: none"> ▪ Individual risk assessments updated for any pupil whose behaviour (e.g. physical aggression) may in itself cause a hazard – parents to be engaged in all risk assessments 	All individual risk assessments to be shared with the families and	L4, S4 4 X 4 = 16	L1, S4 1 X 4 = 4

		<ul style="list-style-type: none"> ▪ Appropriate resourcing and PPE to be given to staff with a contingency plan for if the child cannot remain safe/ display safe behaviour ▪ Reduced timetable / inclusion/ exclusion / considered if children are acting in a way staff are put at risk ▪ All Clinically Extremely Vulnerable pupils to have individual risk assessments 	<p>parent view to be captured Behaviour policy Covid-19 addendum to be updated and circulated.</p>	<p>High - Extreme</p>	<p>Low - Medium</p>
<p>Adaptation of site to enable and enhance social distancing</p>	<p>Staff Children</p>	<p>Personalised signs in - Corridors for implementing 1 – way system.</p> <div data-bbox="728 611 1111 884">  <p>Wrap for all staircases</p> <p>No entry signs at the top/ bottom of staircases</p> </div>	 <ul style="list-style-type: none"> ▪ Hazard tape and signage to make access arrangements really clear General signs to keep community alert 	<p>L4, S4 $4 \times 5 = 16$ High - Extreme</p>	<p>L2, S4 $2 \times 4 = 8$ Low - Medium</p>
<p>Handwashing routine</p>	<p>Staff Children</p>	<div data-bbox="734 1045 1043 1396">  <p>HAND WASHING PROCEDURE Duration of the entire procedure: 40-60 seconds</p> <ol style="list-style-type: none"> 1. Wet hands with water. 2. Apply enough soap to cover all hand surfaces. 3. Rub hands palm to palm. 4. Right palm over left forearm with fingers interlocked. 5. Palm to palm with fingers interlocked. 6. Backs of fingers to opposing palm with fingers interlocked. 7. Rotational rubbing of left thumb clasped in right palm and vice versa. 8. Rotational rubbing, backhands and forearms with convex ridge of right hand to left palm and vice versa. 9. Wipe hands, with water. 10. Dry hands thoroughly with a single use towel. 11. Use towel to turn off faucet. 12. Your hands are now safe. </div> <ul style="list-style-type: none"> ▪ Clear signage on the back of all toilet doors and near every sink ▪ Hand washing/ sanitising facilities must be provided in every area/ room and time to 	<p>KA to ensure that all signage up and in the correct place</p>	<p>L4, S4 $4 \times 4 = 16$ High - Extreme</p>	<p>L2, S4 $2 \times 4 = 8$ Low - Medium</p>

		<p>observe regular washing built into structure of the day</p>  <ul style="list-style-type: none"> ▪ Hand dryers outside all toilets ▪ Playground sinks used in the playground to aid handwashing outside. ▪ Soap in every classroom ▪ Paper towels in classrooms for children to dry their hands 	Site to ensure that soap and paper towels are regularly checked and filled		
Additional cleaning to reduce transmission of the virus	Staff Children	<ul style="list-style-type: none"> ▪ At least 1 Cleaner must be on site all day to thoroughly clean all high touch areas (At least one cleaner on site all day) ▪ Efficient reporting system in place (report to admin office) so that staff can report any issues or additional requests with regards to cleaning on a day to day basis and in an emergency ▪ All staff are aware of cleaning routines ▪ Cleaning staff maintain effective cleaning routines that have been established to ensure classrooms, toilets and high usage areas of the school are cleaned daily 	Natalie Kampta has booked cleaners and provided TT	L4, S4 4 X 4 = 16 High - Extreme	L2, S4 2 X 4 = 8 Low - Medium
Break times & lunchtimes can maximise the risk of transmission of the virus	Staff Children	<ul style="list-style-type: none"> ▪ TAs and LSAs cover playtime and lunchtimes daily. Teachers have lunch time matching year group lunch (Staggered for all year groups) ▪ TAs, LSAs, Anita and SLT cover lunchtimes and have lunch for 40 	KA to ensure that timetables for each year group are produced and shared with staff	L4, S4 4 X 4 = 16 High - Extreme	L2, S4 2 X 4 = 8 Low - Medium

		<p>minutes after class return (Staggered for all year grouping)</p> <ul style="list-style-type: none"> ▪ Lunchtimes are staggered for all year groups with two year groups eating lunch in the dining hall at any one time ▪ No shared use of cups, crockery, ▪ All pupils to bring their own water bottle ▪ Staggered timing to avoid crowds gathering in playground, MUGA, staffroom and other communal areas ▪ One year group will be in the MUGA and one year group will be on the playground 	<p>Liaise with Kitchen team</p> <p>KA has drawn up school guidelines and procedures and has distributed to all staff.</p>		
Lack of social distancing using toilets and poor hygiene	Staff Children	<ul style="list-style-type: none"> ▪ Only one child from a class should go to the toilet at a time. (Cleaning staff on site to clean toilets; before school, mid-morning, afternoon and after school) ▪ Hand soap used after toilet use as well as washing hands ▪ Extra Signs in toilet re washing hands ▪ Extra soap ordered to ensure we do not run short 	<p>Signs are up around the school and soap is in good supply.</p> <p>Site to ensure that soap is checked regularly</p>	<p>L4, S4</p> <p>4 X 4 = 16</p> <p>High - Extreme</p>	<p>L2, S4</p> <p>2 X 4 = 8</p> <p>Low - Medium</p>
Risk of transmission through staff and students and others entering school building from outside	Staff Children Parents	<ul style="list-style-type: none"> ▪ Staff advised to wear face masks in corridors and communal areas ▪ All visitors to keep face masks on at all times while on the school site. ▪ School will continue to operate a 1-way system for moving around the building ▪ Perspex barrier erected in the hall in front of food serving area ▪ Perspex barrier erected in front of Admin office 	<p>KA and site to ensure that this is completed by 1st September</p>	<p>L4, S4</p> <p>4 X 4 = 16</p> <p>High - Extreme</p>	<p>L2, S4</p> <p>2 X 4 = 8</p> <p>Low - Medium</p>

		<ul style="list-style-type: none"> ▪ Regular hand washing/sanitising time to be built into structure of the day ▪ Every room is well stocked with boxes of tissues, soap and sanitiser. ▪ Regular time outdoors to be built into the structure of the school day for staff and pupils. ▪ When indoors, sufficient ventilation in all rooms. (Class doors remain open at all times to support air flow) ▪ The school already has CO2 monitors and windows open automatically linked to monitors ▪ Reception children wash hands following use of outdoor equipment. ▪ Staff to report concerns around cleaning, emergencies and procedure concerns to the admin office. Admin office to inform Head immediately by email or phone. ▪ Sick children or children being sent home will be collected by the parent from the school reception. ▪ Breakfast club resumes from September ▪ After school clubs resume from September ▪ Children whose parents are late for pick up at the end of the day will be taken to the late room. Office will inform the late room when the parent arrives and the parent will go to the late room to collect and sign for the child. Late pick ups will be recorded in the late book. ▪ Upon arrival and sign in, the visitors will be given a letter identifying the Covid 	<p>SLT to ensure staff adhere to this</p> <p>KA to inform Reception staff of this procedure</p> <p>Admin staff to ensure this is completed</p> <p>SB to run this testing program</p>		
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		<p>procedures that the school has in place that they need to abide by.</p> <ul style="list-style-type: none"> Staff to be offered LFD testing twice weekly on an optional basis. 			
Sharing resources could maximise transmission of the virus	Staff and children	<ul style="list-style-type: none"> No shared use of cups, crockery, fabric resources etc. Classes to have seating plan that is stored in class folder and updated whenever the seating plan is changed Tables, door handles and other surfaces cleaned every afternoon 	Teachers to ensure that this is completed and up to date	<p>L5, S4</p> <p>5 X 4 = 20</p> <p>High - Extreme</p>	<p>L2, S4</p> <p>2 X 4 = 8</p> <p>Low - Medium</p>
Danger to vulnerable staff and students	Staff and children	<ul style="list-style-type: none"> Any staff who are on the Clinically Extremely Vulnerable Group will have an individual risk assessment with their line manager to assess risk and how the school can mitigate those risks. No member of staff will be expected to have face to face contact with students if risks cannot be mitigated against. Staff living with anyone in the Clinically Extremely Vulnerable Group will be supported on how to mitigate risks as much as possible. Individual risk assessments to be carried out for all pupils whose behaviour (eg physical aggression) may in itself cause a hazard. 	<p>KA to inform staff in this group</p> <p>KA to support these staff in understanding how to mitigate risks to family members</p>	<p>L5, S5</p> <p>5 X 5 = 25</p> <p>High - Extreme</p>	<p>L2, S3</p> <p>2 X 3 = 6</p> <p>Low - Medium</p>
Procedures for managing a child or adult developing symptoms of	Staff and children	<ul style="list-style-type: none"> Main symptoms of COVID-19 are a temperature (37.8°C or chest/back feeling hot to the touch), new, continuous cough, loss of sense of taste or smell 	Welfare officer or first aid member of staff to take the temperature of staff and children	<p>L5, S4</p> <p>5 X 4 = 20</p>	<p>L2, S4</p> <p>2 X 4 = 8</p>

<p>Covid-19 on the school site</p>		<ul style="list-style-type: none"> ● Actions: ● Protocol established on swift and safe response to suspected cases on site. Train new staff who have not been on site since June 1st 2021 ● Communicate protocol clearly to parents and carers. ● Designate waiting room/s for symptomatic child/children waiting to be collected. ● PPE for staff to use if supervising a child waiting to be collected, train staff on whereabouts and safe use of PPE. Set up PPE stock record/ ordering system. ● Ensure all children are reminded daily to inform their teacher if they feel poorly ● Establish clear communication protocol in school, for quickly notifying key staff and parent/carer- Emergency contact numbers for parents/carers cross checked to ensure they are up to date ● Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor ● Child/ staff member with symptoms should go home as soon as possible. ● While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others 	<p>in PPE. Report to KA if sending home</p> <p>KA to establish protocol and share with staff and parents Welfare Room</p> <p>Staff on site</p> <p>SB to inform KA immediately</p> <p>AP to set this up</p> <p>Welfare Room</p>	<p>High - Extreme</p>	<p>Low - Medium</p>
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		<ul style="list-style-type: none"> ● PPE is required by adults attending to a child or staff member who falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: ● Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained ● Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary ● Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) ● Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help ● Advise that testing is available for symptomatic staff https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested and children (aged 5 or over, via 111 online service; aged under 5 by calling 119) to ensure that cases of coronavirus are identified promptly ● Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings ● Clean the affected area with normal household disinfectant ● Supervising staff member and cohort wash hands thoroughly, do not need 	<p>All PPE to be removed safely and double bagged in a lidded bin.</p> <p>Cleaning staff to be notified to</p>		
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		<p>to go home unless they develop symptoms.</p> <ul style="list-style-type: none"> ● Headteacher follow up if test result is not received within 48 hours- assistance from School Nursing. ● If one pupil or staff member tests positive for coronavirus, the school will phone the DfE help line for advice and guidance (0800 046 8687) They will inform the school of the procedures that we should follow. When you phone you will need the school URN - 139 319 ● Log completed ● Always call 999 in an emergency. ● Isolation rules https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance: ● Symptomatic individuals should self-isolate for 10 days, or longer if still unwell or feverish (contact NHS 111 or 111 online if symptoms persist). ● Household members should self-isolate for 10 days if they test positive. ● If household members develop symptoms, they should get a PCR test. If this is positive they should isolate for 10 days (or longer if still unwell) from the start of their symptoms. ● There is no need for households to start their isolation again if a second member falls ill. 	<p>deep clean welfare room following suspected case.</p> <p>KA to inform all parents</p> <p>Welfare Officer to complete log daily</p>		
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		<ul style="list-style-type: none"> On receipt of a negative test result, a pupil or staff member returns to school. Testing is available for all staff, pupils who are eligible to return to school, and their households. 			
Need for PPE	Staff and children	<ul style="list-style-type: none"> PPE equipment to be used by Welfare staff and first aid staff when providing intimate care to child and when dealing children and staff presenting with Covid-19 symptoms Intimate care - Welfare officer or first aid trained member of staff in full PPE and second member of staff (male if for a boy and female if for a girl) from the class of the child needing support standing 2m away observing (safeguarding) Reception classroom will have a supply of full PPE in case there is an intimate care emergency and the Welfare Officer is not available. (Only in exceptional circumstances) 	KA to ensure that school has PPE stock available	L4, S4 4 X 4 = 16 High - Extreme	L2, S4 2 X 4 = 8 Low - Medium
Mental health and safeguarding issues	Staff and children	<ul style="list-style-type: none"> DSL / Senco / Parent Liaison Officer to liaise with Social Services, CAMHS, BOAT, EP Service, EWO service and other outside organisations immediately that concerns are raised about a child or family that are having difficulties readjusting to school or a disclosure is made by a child or adult to ensure that other staff can manage their roles effectively without having to fulfill roles for which they are not trained (Ed Psych, Social Work, Counselling etc) 	DSL, DDSL, SENCO and Parent Liaison Officer to communicate with respective agencies.	L4, S4 4 4 = 16 High - Extreme	L2, S4 2 X 4 = 8 Low - Medium

		<ul style="list-style-type: none"> ▪ Well-being curriculum to be delivered daily, if necessary, to support children's well-being ▪ Sharing of support helplines ▪ At least one SLT member of staff on site every day for staff to share concerns with 	Deputy and AHTs to ensure that well-being curriculum in place		
Medical Emergencies requiring hospital treatment not associated to Covid-19	Staff and children	<ul style="list-style-type: none"> • Usual school procedures will be followed. Ambulance called. Parent called. pa.headteacher@preston-manor.com and Russell Denial. Member of SLT will travel with child in ambulance to hospital if parent not able to attend school. 		L4, S4 4 X 4 = 16 High - Extreme	L1, S4 1 X 4 = 4 Low - Medium
Emergency Evacuation Procedures	Staff and children	<ul style="list-style-type: none"> • Same as Fire Drill Procedures with classes exiting the building as quickly as possible 		L3, S5 3 X 5 = 15 Medium - High	L1, S5 1 X 5 = 5 Low - Medium
Health & Safety checks of the Building	Staff	<ul style="list-style-type: none"> • Normal maintenance checks according to school's usual schedule (such as Legionella testing, Gas and Fire safety checks, access control, security/intruder alarm systems, ventilation systems, kitchen equipment, lifts) 	JB to ensure checks are completed as per usual schedule	L3, S4 3 X 4 = 12 Medium - High	L1, S4 2 X 4 = 4 Low - Medium