

## COVID Risk Assessment

<b>School/ Setting</b>	Kingsway Primary & Nursery	<b>Date of Assessment</b>	1 <sup>st</sup> September 2021 Updated 13 <sup>th</sup> September 2021
<b>Assessment Completed By</b>	Iain M. Lewis		

### Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation
- ✓ For those schools that buy back the Health and Safety and HR SLA's there is additional guidance on the Trafford Services for Education Website.

### Employees

Ref	Control Measure	Yes	No	N/A	Additional Action Taken / Further Information
01	All <a href="#">Clinically Extremely Vulnerable</a> (CEV) should currently attend their place of work if they cannot work from home.  An individual risk assessment will be done by the school for staff who are classed as CEV.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff individual risk assessments should be reviewed and updated regularly.
02	All employees must not attend school if they have one or more Covid-19 symptoms (a new,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you have, or feel that you have, symptoms of coronavirus, you must apply for a test to check if

<p>continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell), or they have had a positive test (LFD or PCR) or if told by Test and Trace to self-isolate. They must stay away from school for 10 days from the day after the start of their symptoms or their positive test date.</p> <p>If a staff member becomes symptomatic they should arrange to have a test as soon as possible and follow the '<a href="#">Stay at Home Guidance</a>'</p> <p>If a staff member develops symptoms of Covid-19 whilst at work, they must be sent home immediately and begin a 10-day isolation period.</p> <p>If the staff member tests negative, the staff member can return to work as soon as they are well and no longer have symptoms of coronavirus.</p> <p>Staff 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> </ul>		<p>you have the virus.  <a href="#">NHS Test and Trace: how it works - GOV.UK (www.gov.uk)</a></p> <p>Information on getting a test is available at:  <a href="#">Coronavirus (COVID-19): getting tested - GOV.UK (www.gov.uk)</a></p> <p>Also refer to the additional Trafford Public Health Guidelines.</p> <p>Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.</p>
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	<ul style="list-style-type: none"> <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>Staff should take a PCR Test if they have been a close contact or a household contact of a positive case.</p> <p>If staff are not fully vaccinated, they should self-isolate immediately if someone in their household/support bubble becomes symptomatic or if they have been identified as a close contact in school.</p>				
<b>03</b>	The school will regularly keep in touch with colleagues who are self-isolating or working from home to monitor and support their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>04</b>	<p>The school will provide suitable information and equipment to work at home safely and effectively including and will provide additional aids and adaptations where required.</p> <p>All staff working from home will be given the use of a school laptop and internet access will be provided where necessary. Additional equipment such as laptop risers, separate mice and keyboards will be provided.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>05</b>	The school will hold an up-to-date list of anyone				Carried out 10 <sup>th</sup> September 2021

	aged 18 yrs and 6 months who have been double vaccinated for business continuity reasons.				
	<b>Additional Information:</b>				

### Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
06	<p>All <a href="#">Clinically Extremely Vulnerable</a> pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p> <p>Parents must notify school of any child who may be registered as clinically extremely vulnerable.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07	<p>All pupils with a COVID-19 positive test result should stay at home and self-isolate immediately.</p> <p>Pupils with symptoms of COVID-19, no matter how mild, should arrange to have a PCR test as soon as possible. They must not attend school until their test result is known. If test is negative, and they are well, the pupil can return to their school.</p> <p>Pupils aged under 18 years, 6 months are not</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	W&I letters will be sent out to close contacts.

	<p>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. They should take a PCR test either visiting a test site or ordering one online. They do not need to isolate whilst awaiting their results.</p> <p>If positive, they must follow the <a href="#">Stay at Home Guidance</a>.</p>				
<b>08</b>	<p>Where a pupil is unable to attend their school because they are complying with clinical or public health advice, access to remote education will be provided. Schools should monitor engagement with this activity.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>09</b>	<p>It is no longer recommended that it is necessary to keep children in consistent groups ('bubbles').</p> <p>Schools should make sure their outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10</b>	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic;</p>				<p>Secondary schools have a Lateral Flow Device Testing risk assessment in place for their on-site test centre.</p>

	<ul style="list-style-type: none"> <li>• Secondary school pupils should complete 2 onsite tests, on return to school, before moving to regular twice weekly tests at home.</li> <li>• Secondary school staff should complete regular twice weekly tests at home.</li> <li>• A small on-site LFD test centre should be maintained in secondary schools to allow for those unable to take LFD test at home on site.</li> <li>• Primary school staff should complete twice weekly tests at home.</li> </ul>			<p>All schools have a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests.</p> <p>Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this.</p> <p>The need for regular asymptomatic testing will be reviewed at the end of September.</p>
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### Social Distancing

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
11	Although social distancing is no longer a legal requirement for staff and pupils, Head Teachers still have a legal duty to ensure the health and safety of their staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>When there is an increase in local Covid-19 cases, considerations should be given to ensuring social distancing amongst staff- e.g;</p> <ul style="list-style-type: none"> <li>• Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing.</li> <li>• Ensure maximum occupancy of each room is calculated to ensure staff can maintain social distancing.</li> <li>• Car sharing should be avoided where possible</li> </ul>

### Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
12	<p>Staff and pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school.</p> <p>They will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to their school.</p> <p>If positive, they must follow the <a href="#">Stay at Home Guidance</a>.</p> <p>Staff and parents must fully engage with the NHS Track and Trace process.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	<p>Staff who experience symptoms as above whilst at work to immediately go home and follow the <a href="#">Stay at Home Guidance</a>.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	<p>Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site.</p> <p>Whilst awaiting collection, they should be moved,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Where the child or staff member tests negative, they can return to their setting if they no longer display COVID-19 related symptoms.</p> <p>Where the child or staff member tests positive, the school will contact the local health protection</p>



	<p>if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. The room should be well ventilated by opening a window, if safe to do so.</p> <p>If a pupil needs direct personal care or the 2m distance cannot be maintained until they can return home, staff should wear the appropriate PPE.</p> <p>If the pupil needs to go to the bathroom while waiting to be collected, they should use disabled toilet. This toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Once the pupil has been collected, the staff member should dispose of their PPE safely then wash their hands thoroughly for 20 seconds.</p> <p>The affected area will then be cleaned with normal household disinfectant to reduce the risk of passing the infection on to other people.</p> <p>The pupil will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to their school.</p> <p>Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts</p>				<p>team who will work with the school and guide the school through the actions needed and will provide advice on who requires to be sent home.</p>
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	should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms).				
15	Hand sanitisers will be available at all entrances to the school and throughout the school and will be regularly monitored and maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	<p>All staff and pupils will be encouraged to regularly wash their hands with soap and water, or to sanitise their hands, especially upon arrival at school, prior to eating, following breaks and lunch time and any other time deemed necessary (for example, after coughing or sneezing).</p> <p>Pupils will be encouraged to wash or sanitise their hands if they change rooms. Where wash facilities do not exist in each classroom, additional sanitiser points will be available in each classroom and pupils must sanitise their hands on exiting or entering the room.</p> <p>In addition to the measures above, staff are also advised to wash their hands before and after handling any materials shared with pupils.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it).				

	<p>The school will provide sufficient tissues for use by staff and pupils. Staff within classrooms are responsible for ensuring that there are adequate supplies of tissues in their rooms.</p> <p>Additional lidded bins and increased emptying / replacement are provided / in-place.</p>				
18	<p>Equipment that may need to be shared (laminators, guillotines, items of equipment used in the class that will be then used by someone else, etc.) should be cleaned and sanitised after use.</p> <p>Cleaning materials will be available throughout the school to allow cleaning of shared materials.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PH to ensure these are stocked up appropriately and discuss with staff
19	<p>All working areas within the building will be well-ventilated (Windows and Doors open) where safe and appropriate to do so and a comfortable teaching environment should be maintained by increasing the heating where necessary.</p> <p>Classroom windows should be open to allow natural ventilation (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space) and if safe to do so, external opening doors may also be used.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Good ventilation can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>mechanical ventilation systems – these should be 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. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</li> </ul>

	<p>Standalone air-conditioning units may be used as normal. Centralised ventilations system that removes and circulates air to different rooms must have the recirculation turned off and must use a fresh air supply.</p> <p>Where it is difficult to maintain a comfortable temperature, the school will consider allowing pupils to wear additional items of clothing in addition to the school's uniform.</p>			<ul style="list-style-type: none"> <li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so).</li> </ul> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> <li>• opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>Poorly ventilated spaces should be identified and steps taken to improve fresh air flow in these areas, giving particular consideration when</p>
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					holding events where visitors such as parents are on site, for example school plays.
<b>20</b>	<p>A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces:</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> </ul> <p>Public Health (PH) have published <a href="#">guidance</a> on cleaning.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>21</b>	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Hand-Washing Guidance</u></b>  <b><u>Hand-Washing Video</u></b>  <a href="#">Hand-Washing Poster</a></p>
<b>22</b>	Suppliers and contractors who attend the school will be advised infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**Response To An Infection**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
23	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> <li>- Those with symptoms book a test</li> <li>- Contact Outbreak Management and Contact Tracing Hub, (OMCTH) (<a href="mailto:covidtrace@trafford.gov.uk">covidtrace@trafford.gov.uk</a>) when become aware of a confirmed case (OMCTH will also contact schools when they become aware of a confirmed case).</li> <li>- OMCTH will then work with school to determine actions to be taken.</li> <li>- Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or OMCTH.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below
24	<p>If an outbreak occurs, the school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below

### Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Sufficient staffing and resources are in place to maintain the security of the building and its occupants, including relief staff when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Sufficient staffing and resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Sufficient numbers of trained staff are in place to provide recommended First Aid provision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.  New advice of fire doors and fire evacuation drills has been issued to schools: <a href="#">Revised Fire Guidance</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Statutory Premises Compliance and Maintenance**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
29	<p><b>PPM (Planned Preventative Maintenance) work will continue to be delivered for critical building systems (Life-Safety) including:</b></p> <ul style="list-style-type: none"> <li>• <b>Fire Alarm and Detection</b></li> <li>• <b>Powered Doors / Gates</b></li> <li>• <b>Legionella and Water Testing</b></li> <li>• <b>Electrical Safety</b></li> <li>• <b>Gas Safety</b></li> <li>• <b>PAT Testing</b></li> <li>• <b>Asbestos Management</b></li> </ul> <p><b>All PPM will be undertaken taking into account the schools social distancing and hygiene arrangements.</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PH to be contact



30	<b>Defect Reporting arrangements are in place and all staff are aware of the arrangements.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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**Outbreak Management**

**Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.**

**N.B- THE FOLLWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required in an outbreak, or where there are cases identified as a Variant of Concern (VoC), it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p><b>ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs ‘CONTINGENCY FRAMEWORK’ AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Ensure remote learning platform remains.</li> <li>• Provision in place for key worker children attendance (as per national lockdowns).</li> </ul>

	<b>AUTHORITY.</b>				
<b>02</b>	When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Increased use of home testing for staff.</li> </ul>
<b>03</b>	Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Year/ class group bubbles implemented</li> <li>Staggered entrance/ exit times (if possible)</li> <li>Use of different entrances (if possible)</li> <li>Staggered/ limited use of communal areas- hall/ dining room etc.</li> <li>(As per previous version of Action Plan)</li> </ul>
<b>04</b>	Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Face coverings worn by staff and visitors, in communal areas unless they are exempt.</li> <li></li> </ul>
<b>05</b>	Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list. <b>SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs.</li> <li>Remote learning platform in place for children who are advised to shield.</li> </ul>
<b>06</b>	Temporary limit to certain school activities; - residential educational visits - open days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Risk assessments in place.</li> </ul>

	<ul style="list-style-type: none"> <li>- transition and taster days</li> <li>- parental attendance in settings</li> <li>- performances in settings</li> <li>-sports days</li> </ul>				
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**Any Additional Information and Control Measures (Detail Below)**

<b>Approved by (Head Teacher/ Chair of Governors)</b>	Iain M. Lewis	<b>Date of Approval</b>	To be ratified at Govs 28 <sup>th</sup> September 2021
<b>Date Provided to Unions</b>	13 <sup>th</sup> September 2021	<b>Date of Review</b>	As necessary
<b>Date shared with all staff</b>	13 <sup>th</sup> September 2021		
<b>Date shared with Parents/Carers</b>	13 <sup>th</sup> September 2021	<b>Date shared with LA</b>	13 <sup>th</sup> September

