

Pilgrims' Way Primary School

This Risk Assessment has been constructed following published government guidance

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges>

The Risk Assessment will be continuously reviewed in line with future government guidance.

Risk Assessment and Risk Management Record

Written by: Anne-Marie Middleton, Shared and developed with all staff Updated: September 2021		Purpose: September full opening of Pilgrims' Way Primary School in line with government guidance.	
Identify Hazards – assessing the risk	Risk Rating <i>High / Medium / Low</i>	Control Measures – Reducing the risk	Outcome <i>High / Medium / Low</i>
Section 1 Public health advice to minimize coronavirus (COVID -19) risks			
Prevention			
Minimize contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	High High High High	<ul style="list-style-type: none"> • Clear communication to staff and parents regarding in-school protocols. Communication available in a variety of languages via website translate button. • If unwell at home, parent to keep school fully informed • In school, unwell pupils, with Covid symptoms, will be isolated until parent collects supported by member of staff in full PPE • If any child or adult is tested positive, parent must inform school who will gain guidance from NHS • The NHS website contains up-to-date guidance on who and when should isolate following exposure to a positive Covid 19 case. When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk) 	Low Low Low Low

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		<ul style="list-style-type: none"> All staff members, volunteers and (adult) students provided with LFD tests and are requested to undertake these twice a week. 	
Clean hands thoroughly more often than usual	High	<ul style="list-style-type: none"> Hand sanitiser and handwashing facilities available in all classrooms and shared areas Pupils hand sanitise hands on entry to school every morning and frequently throughout the day Daily reminders of how to hand wash and support for younger pupils visuals and social stories used PPE available for all staff if needed Protocols and expectations shared with all visitors and PPE resources readily available 	Low
	High		Low
	High		Low
	High		Low
	High		Low
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Medium	<ul style="list-style-type: none"> Promoted through curriculum, signage and verbal reminders Lidded bins available for tissue disposal 	Low
	High		Low
Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	High	<ul style="list-style-type: none"> Robust cleaning practices in all pods Cleaning team trained in cross infection protocols Sufficient products and resources available and used in classrooms and shared areas Clear expectations and guidelines shared with all visitors 	Low
	High		Low
	High		Low
	High		Low
Minimize contact between individual and maintain social distancing whenever possible		<p>How to group children Pod structure has been removed but staff will minimize contact with other classes</p> <p>Whole school assemblies will be held outside or virtually</p> <p>Measures within classroom Social distancing will be emphasized and practiced in class with children being allocated their own table space and equipment. Movement will be restricted around the classroom.</p>	

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	High	Equipment including IT and PE, will be regularly cleaning of this equipment and regular handwashing for children and staff. Parents and visitors will be encouraged to maintain social distancing and follow our protocols. One adult per family on site	Low
	High	Measures for arriving at and leaving school One way, in and out system in place for adults and children entering and leaving school will continue.	Low
	Medium	Staggered times not needed due to low numbers of children. Other considerations	Low
	High	<ul style="list-style-type: none"> Office open and parents invited for phone conversations as and when needed 	Low
	Medium	<ul style="list-style-type: none"> Face to face parent meetings to be pre-arranged and held virtually via telephone as much as possible, face to face follow social distancing protocols 	Low
	Medium	<ul style="list-style-type: none"> Adult toilet open but parents advised that is not cleaned between use 	Low
	Medium	<ul style="list-style-type: none"> Full lunch menu (hot lunches) available Limited movement allowed around the school. Staff to monitor toilet use and emphasize hygiene Visitors to the school will have protocols shared 	Low
Where necessary, wear appropriate personal protective equipment (PPE)	Medium	<ul style="list-style-type: none"> PPE available for all staff if needed Readily available in the Isolation room as risks are heightened for staff. 	Low
	Medium	<ul style="list-style-type: none"> Face masks and/or shields may be worn by all adults in shared areas if needed 	Low
Response to any infection			
Engage with the NHS Test & trace process	Medium	<ul style="list-style-type: none"> Staff advised to take Lateral Flow Device tests twice a week Track and Trace protocols shared with all staff and parents. The school are no longer expected to deal with 	Low

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		<p>the tracking and tracing of close contacts of Covid-19 confirmed cases (although maybe required to assist with this in extreme circumstances).</p> <ul style="list-style-type: none"> • Anyone who displays symptoms of coronavirus must self-isolate and should get a full PCR test. 	
Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Medium	<ul style="list-style-type: none"> • Isolation room set up for sole use should a child or staff member become ill • PPE readily available • Digital scanning thermometer available 	Low
Contain any outbreak by following local health protection team advice	Medium	<ul style="list-style-type: none"> • Local Health Protection team notified of positive cases in line with government guidance 	Low
Section2: School Operations			
Wider public transport	Medium	<ul style="list-style-type: none"> • RCP available, daily, to ensure the safety of our children and families outside the main gate, crossing the road safety. All parents, children and staff advised. 	Low
Attendance		<ul style="list-style-type: none"> • All children and staff are expected to attend school, full time in September • Clear communication through Risk Assessment to staff and families • Additional communication through newsletter and Covid update texts • Pastoral support from Senior Leaders and FLO is available for families and staff who are anxious about returning to school 	Low
Supporting staff		<ul style="list-style-type: none"> • Governing Body and senior leaders will regularly review staff well-being and workload • Additional support from supervision, FLO and counselling services available • All new guidance disseminated to all staff 	

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Supply teachers and other temporary or peripatetic teachers	Medium	<ul style="list-style-type: none"> Peripatetic teachers, volunteers and professional colleagues will all be informed of our protocols on arrival. 	Low
Expectation and deployment of ITT trainees	Medium	<ul style="list-style-type: none"> Risk assessment shared with Christchurch University and protocols shared with Social Work students through Induction process ITT student placement to re-commence in Term 2. Protocols will be shared with CCCU 	Low
Safeguarding		<ul style="list-style-type: none"> Full Safeguarding policy review conducted in September in line with government updates Safeguarding training for all staff 1.9.2021 with KCSIE read and signed by all staff Safeguarding reviewed through Inclusion & Well-being teams ensuring regular communication with vulnerable families 	
Educational visits	Low	<ul style="list-style-type: none"> Non-residential educational visits now allowed supported by Risk Assessment 	Low
School uniform		<ul style="list-style-type: none"> All children will be in full school uniform FLO support available for families in financial difficulties 	
Extra-curricular provision	Low	<ul style="list-style-type: none"> Breakfast and Tea Time clubs to reopen in Term 1 from 6.9.21. Weekly reviews in place to ensure safety of all pupils and staff 	Low
Section3: Curriculum, behaviour and pastoral support			
Curriculum expectations		<ul style="list-style-type: none"> Full curriculum to be taught from September 2021, learning from the experiences of pupils on phased return 'Blended learning' planned should there be another spike or a class needs to be isolated. 	

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		<ul style="list-style-type: none"> • Robust assessment for learning to gauge pupils starting points using pedagogical practices of retrieval and dialogic questions. 	
Specific points for early years foundation stage (EYFS) to key stage 3		<ul style="list-style-type: none"> • All staff in the early years will adapt their learning environment, teaching and timetable to ensure that high expectations are still in place, while providing nurture for children who will have missed up to 6 months of nursery. • The outside learning environment including forest school will be fully utilised to support children's holistic development. • Working with families and carers will continue with appropriate protocols and risk assessments in place. 	
Pupil well-being and support		<ul style="list-style-type: none"> • Staff to draw on previous CPD on SWAN approach to support well-being of pupils • SEND policy reviewed in line with guidance 	
Behaviour expectations		<ul style="list-style-type: none"> • Fully in line with agreed Behaviour for Learning Policy • PSP & BSP in place for identified pupils to support needs 	
Section 4 : Assessment & accountability			
Assessment		<ul style="list-style-type: none"> • All national assessments are expected to be in place for 2021-2022. Ensure the curriculum strengthens pupil's ability to site the tests in the Summer 2022 • KS1 & 2 SATs, Phonics checker, MTC, PESE • EY baseline training completed and in place for September 2021 • Headteacher to set challenging targets for performance to ensure the highest expectations for progress are maintained and those who have fallen behind catch up. 	
Section 5: Contingency planning			

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<p>Process in the event of local outbreaks</p>		<ul style="list-style-type: none">• Parents informed of school closure or immediate changes to the Risk Assessment through the website/text/letters sent home or email• Staff informed through our communication text system• Remote education systems in place to support 'blended learning' (Spelling Shed, TT Rockstars, MyOn)• In school and remote access to FLO support available <p>To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:</p> <ul style="list-style-type: none">• There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period• 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period• If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission• As part of a package of measures responding to a 'variant of concern' (VoC)• To prevent unsustainable pressure on the NHS	
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