



Nene  
Education  
Trust

# OPERATIONAL RISK ASSESSMENT FOR WINDMILL PRIMARY SCHOOL

Version 9

Updated – 8<sup>th</sup> February 2022

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## Introduction

**Key actions to secure low transmission rates from February 2022 in context of updated government guidance**

- People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months identified as a close contact of someone with Covid 19 should take a lateral flow test (LFD) every day for 7 days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.
- Children under 5 not currently advised to take part in daily testing of close contacts; if a child under 5 is a confirmed contact they are not required to self-isolate or start daily testing.
- School can use existing staff flexibly in the event of staff absence to ensure school can remain open to all children; this will be kept to a minimum by deploying staff already working within the year group or phase
- Pupils no longer required to be kept in consistent groups.

**WHEN TO SELF ISOLATE:** you have Covid 19 symptoms or a confirmed LFD (lateral flow test)

**If you live with or have been in contact with someone with Covid 19, you will not need to self-isolate if:**

- You are fully vaccinated, taking part in an approved Covid19 vaccine trial or unable to be vaccinated for medical reasons
- You are under 18

**YOU MUST NOTIFY PEOPLE YOU HAVE BEEN IN CLOSE CONTACT WITH IN THE PAST 48 HOURS if you have a confirmed case of Covid 19 (lateral flow test or PCR test)**

#### **Continuation of existing measures**

- All staff and visitors to continue to wear face masks in communal areas
- All staff to complete and record twice weekly lateral flow tests on Arbor and report all results to Test and Trace
- School to continue to map all confirmed cases in classes and advise all stakeholders
- Use of CO2 monitors in all classes and 3x day readings re air quality
- Continue to ensure good ventilation, whilst monitoring safe temperature levels
- Isolation for staff who record a positive PCR has been reduced to **5 days** (LFD tests can be taken on day 4 and 5 of self-isolation period and must show 2 negative tests 24 hours apart);
- Your self-isolation period includes the day your symptoms started OR the day you took the test if you had no symptoms
- Anyone who cannot take LFD tests must self-isolate for full 10 day period
- Confirmatory PCR tests following positive LFD test temporarily suspended from 11.1.22
- Anyone with a positive LFD test required to self-isolate immediately
- All eligible staff advised to take up vaccine offer, including boosters
- Increase levels of sanitation and cleaning in classrooms, communal areas esp staff kitchen and toilet

To book a vaccine, please visit: [Book or manage a coronavirus \(COVID-19\) vaccination - NHS \(www.nhs.uk\)](https://www.nhs.uk).

#### **In addition, the ongoing preventative measures will be maintained.**

- Parents / carers to continue to follow one-way system and secure safer distancing arrangements on site; 3 gates open for designated year groups to limit large groupings on site:
- Continue separate year play areas break / lunch arrangements to reduce close contacts
- Maintain robust hygiene arrangements including hand washing / sanitation on arrival in school, for all (staff and pupils) and whenever entering / exiting communal areas such as staff kitchen, bathrooms, shared office areas; all classrooms to have hand sanitation station
- Maintain high levels of ventilation in all classes and around school – windows need to be kept slightly open throughout the day to maximise air flow
- Enforce expectation that pupils only bring lunch box / water bottle / personal reading book in bag into school; kept in bags on pegs or in lockers
- Maintain increased frequency of site cleaning and sanitation throughout the day – as above.
- Staff ensure teaching approaches to maintain distancing from pupils as far as possible
- Wearing fabric / daily disposable face masks during the school day including in the classroom if preferred; staff to continue to wear face masks in congested and communal areas – as above
- Continue twice weekly lateral flow testing of staff on Sunday / Wednesday: all staff to report test outcomes including to school office via email
- Make lateral flow testing of families available as required, where families cannot access testing

## COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment has been undertaken in conjunction with the guidance within the Covid Contingency Framework for Schools issued by the Department for Education in August 2021:

Related documents	
<b>Trust/Local Authority documents:</b>  NET Covid Contingency Framework for Schools	<b>Government guidance:</b>  <b>Managing coronavirus (COVID-19) in education and childcare settings</b> ( <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings</a> )  <b>Schools Covid-19 Operational Guidance</b> ( <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/schools-covid-19-operational-guidance</a> )  <b>COVID-19: cleaning in non-healthcare settings</b> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings</a> <a href="#">DfE Evidence summary Covid-19-children, young people and education settings</a>  <b>COVID-19: ventilation of indoor spaces to stop the spread of coronavirus</b> <a href="https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stopthe-spread-of-coronavirus">https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stopthe-spread-of-coronavirus</a>

Assessment conducted by:	Suzanne Edwards	Job title:	Principal – Windmill Primary	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	04.01.2022 - updated	Review interval:	4 WEEKS	Date of next review:	04.02.2022

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Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> major physical injury, harm or ill-health, significant risk of C19 transmission	H	H	H
	<b>Significant:</b> physical injury or illness requiring first aid, likely transmission of C19	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort, limited transmission of C19	M	L	L

Areas for concern	Risk rating prior to action	Control measures	Y No Partial	Further action/comments	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process of opening</b>					
<b>1.1 Net capacity</b>		<b>Control measures</b>		<b>Further actions / comments</b>	
<b>Capacity of the school is restricted if social distancing guidelines are reintroduced</b>	M	In the event of a return to partial attendance on a local or national basis; school will be open for: <ul style="list-style-type: none"> <li>Children of key workers</li> <li>All vulnerable children</li> <li>Children in reception and Years 1 and 2</li> </ul> Arrangements in place to support pupils when not at school with remote learning at home.	Y	<ul style="list-style-type: none"> <li>Teachers will provide remote learning for all pupils unable to attend school: KS2</li> <li>KS1 staff to teach groups as normal</li> <li>KS1 ATs provide remote learning for pupils not attending</li> <li>KS2 ATs provide on site learning for KS 2 children attending</li> </ul>	L
<b>1.2 Organisation of teaching spaces</b>					
<b>Maintaining good ventilation to reduce transmission risk</b>	M	Staff training on maintaining safe ventilation levels given in Sept New heaters in school are more effective in maintaining comfortable working conditions Windows and doors kept partially open all day Full air circulation activity each hour promotes through flow	Y	<ul style="list-style-type: none"> <li>All classrooms to have a thermometer to ensure optimal working conditions</li> <li>Maximum ventilation achieved before and after school through full opening of windows (site security to be reviewed)</li> <li>CO2 monitors in place</li> </ul>	L

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Areas for concern	Risk rating prior to action	Control measures	Y No Par tial)	Further action/comments	Residual risk rating (H/M/L)
<b>Large spaces used as teaching spaces / meeting areas</b>	L	Halls used for PE and singing in event of poor weather Hall use limited to year groups / specific key stages / phases to minimise numbers Restrict parental attendance at assemblies in response to local infection rates Pupils to eat lunch outside where possible or in halls, to allow ventilation of classes at social times	Y	Pre and post activity ventilation management Adults wear masks in communal / crowded areas (see below)	L
<b>Maintain good hygiene in teaching spaces</b>		Staff to ensure areas are clutter free to promote cleaning Surfaces wiped down at morning break and lunchtime All classes and communal areas to have sanitation stations		SLT weekly Covid 19 monitoring walks secure consistent compliance	
<b>1.3 Availability of staff and class sizes</b>					
<b>The number of staff available is lower than that required to teach classes in school and operate effective home learning.</b>	M	The health status and availability of every member of staff is known due to twice weekly lateral flow tests so that deployment can be planned. All staff asked to complete LFD tests consistently. Staff self-isolate immediately if positive LFD test Flexible and responsive use of teaching assistants and pastoral staff to teach classes is in place in event of staff absence Staff take home pupil contacts and key resources nightly in event of self-isolation requirement	Y	<ul style="list-style-type: none"> <li>Staff call SE / RC directly to advise if they are unwell with Covid 19 symptoms and cannot come in to work / to report positive lateral flow test (Sun/Wed)</li> <li>Close contacts not required to self-isolate but must take daily LFD test</li> </ul>	L
<b>1.4 The school day</b>					

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<b>The start and end of the school day create risks of transmission through parental gathering</b>	<b>L</b>	<p>The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups</p> <p>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</p> <p>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</p> <p>All 3 gates staffed by SLT at start of day to ensure safety and parental compliance with preventative measures</p> <p>Parents are encouraged to avoid large groupings on the playground at collection time and to leave site quickly once their child has been collected</p>	<b>Y</b>	<ul style="list-style-type: none"> <li>• An allocation of 15 minute drop off / collection window following one-way system, using 3 gates and points of entry</li> <li>• All outside doors used for pupils to access their classrooms spaced around the building. An outside route will be used to reach each of these rooms</li> <li>• <b>Self-isolating siblings do not enter site.</b></li> <li>• School bulletin provides regular reminders to families</li> </ul>	<b>L</b>
<b>1.5 Planning movement around the school</b>					
<b>Movement around the school risks increased transmission</b>	<b>L</b>	<p>Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.</p>	<b>Y</b>	<p>Pupils move through outside doors to playground in one-way system and return along the same system to avoid contact</p>	<b>L</b>

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Areas for concern	Risk rating prior to action	Control measures	Y No Par tial)	Further action/comments	Residual risk rating (H/M/L)
		Appropriate duty rota and levels of supervision are in place. Staff wear face masks in communal areas at all times and in classroom if personally preferred		with other groups, unless using the toilets. Regular SLT H+S walks	
<b>1.6 Curriculum organisation</b>					
<b>Further attendance restrictions could widen learning gaps created by disruption last year</b>	<b>M</b>	Teachers' planning is informed by baseline data Targeted pre-teaching and same day misconception intervention closes learning gaps Remote learning plans are reviewed by phase leads to ensure this complement in-school learning and address gaps identified. Plans for intervention are in place for those pupils who remain behind in their learning, with daily catch up sessions Teachers and support staff complete regular KiT calls to monitor engagement and well-being during any self-isolation period	<b>Y</b>	Pupil progress is assessed half termly to identify needs and review impact of intervention / targeted teaching Funding dedicated to the support of pupils who need further intervention following their return Interventions are planned using PIXL and support identified needs Pupils monitored to track impact of interventions for pupils.	<b>M</b>
<b>1.7 Governance and policy</b>					
<b>Governors are not fully informed or involved in making key decisions</b>	<b>L</b>	Online meetings are held regularly with governors via Teams Governing bodies are involved in key decisions Governors are briefed regularly on the latest government guidance and its implications for the school	<b>Y</b>		<b>L</b>
<b>1.8 Policy review</b>					
<b>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies no longer fit for purpose due to C19 factors</b>	<b>L</b>	All relevant documents and staff training / guidance has been revised to take account of the most recent government guidance on COVID-19 and its implications for the school, Newsletter to staff re changes: Jan 3 <sup>rd</sup> 2022 Staff briefing on Jan 4 <sup>th</sup> in light of new variant and letter sent to families – also Jan 4 <sup>th</sup> Risk assessment updated on My Concern site	<b>Y</b>	<ul style="list-style-type: none"> <li>All policies have been updated and shared with parents and staff across the school.</li> <li>Policies/appendices have been placed on the school website for parents to refer to</li> <li>Website is updated in light of changes</li> <li>Pupils are regularly reminded of safe practices to ensure they have a good understanding of their purpose</li> </ul>	<b>L</b>

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Areas for concern	Risk rating prior to action	Control measures	Y No Par tial)	Further action/comments	Residual risk rating (H/M/L)
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### 1.9 Communication strategy

<b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b>	<b>L</b>	<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place:</li> <li>Staff – via staff bulletin</li> <li>Pupils – via class teachers</li> <li>Parents – via parent mail / school newsletter</li> <li>Governors/Trustees</li> <li>Local Authority</li> <li>Other partners</li> </ul>	<b>Y</b>	<ul style="list-style-type: none"> <li>Parents will continue to receive updates as more guidance is released and where any changes may occur.</li> <li>Governors as above.</li> <li>SENDCo to liaise with agencies that the school works with, to update them with the arrangements that are shared with parents.</li> </ul>	<b>L</b>
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### 1.10 Staff induction and CPD

<b>Staff are not trained in new procedures, leading to risks to health</b>	<b>L</b>	<p>A revised staff handbook to be issued to all staff on Feb 11<sup>th</sup> and supported by training on revised Contingency Framework</p> <p>Induction and CPD programmes are in operation for all staff and include infection control, fire safety and evacuation procedures, constructive behaviour management, safeguarding, risk management</p>	<b>Y</b>	<p>Staff will receive further updated information regarding the plans for the school, as well as the risk assessment and relevant policies as changes are made</p> <p>All staff have received guidance before returning to school</p> <p>All other relevant training has been undertaken</p>	<b>L</b>
<b>New staff are not aware of policies and procedures prior to starting at the school</b>	<b>L</b>	Induction programmes are in place for all new staff – either online or in-school – prior to them starting.	<b>Y</b>	<p>Induction of new staff is in place led by DHT</p> <p>Revised risk assessments are shared with staff via My Concerns and signed off by staff</p>	<b>L</b>

### 1.11 Risk assessments

## Operational risk assessment for school – January 2022

Areas for concern	Risk rating prior to action	Control measures	Y No Par tial)	Further action/comments	Residual risk rating (H/M/L)
<b>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of ventilation, prevention and hygiene guidance.</b>	<b>L</b>	<p>Risk assessments are updated or undertaken before the school reopens each half term and mitigation strategies are put in place and communicated to staff covering:</p> <ul style="list-style-type: none"> <li>Preventative measures: collective responsibility</li> <li>Structure and organisation of the school day</li> <li>Delivering aspects of the curriculum and remote learning, especially for practical subjects and where shared equipment is used</li> </ul>	<b>Y</b>	<ul style="list-style-type: none"> <li>Review list of risk areas in line with most recent DfE / DPH guidance</li> <li>Risk assessments shared with staff who are required to review these and are asked to read through each time they are updated as well as to sign to confirm that they have done this</li> <li>CEV list reviewed and individual risk assessments reviewed for staff with underlying health conditions</li> </ul>	<b>L</b>

## 2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19

### 2.1 Cleaning

<b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b>	<b>M</b>	<p>A return-to-work plan for cleaning staff (including any deep cleans) is agreed with site team prior to opening.</p> <p>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</p> <p>Working hours for site staff are increased to maintain robust hygiene arrangements</p> <p>Cleaning of communal areas by ATs at end of morning session</p> <p>Whole school deep clean at end of each term</p> <p><b>Maintaining clutter free floors and surfaces by staff has made school easier to keep clear;</b> ATs completing regular wiping of surfaces during the school day</p> <p>Review of risk mitigation in EY through reducing use of shared resources</p> <p>Staff keep areas clear and tidy to support daily cleaning, with a focus on classroom surfaces, shared middle rooms and communal areas for the year group to maximise effective use of cleaner time</p>	<b>Y</b>	<ul style="list-style-type: none"> <li>Provision is in place for the cleaners through Rob Alexander and a clear plan has been produced for their cleaning regime for the school.</li> <li>Appropriate training has been in place for the cleaning staff to know the expectations of the enhanced cleaning plans in place.</li> <li>Deep clean of all areas following confirmed case(s) and increased daily cleans of all communal areas during school day</li> <li>Improve cleaning of communal staff kitchen as possible transmission site</li> </ul>	<b>L</b>
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### 2.2 Hygiene and handwashing

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Areas for concern	Risk rating prior to action	Control measures	Y No Par tial)	Further action/comments	Residual risk rating (H/M/L)
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	L	An audit of handwashing facilities and sanitiser dispensers is undertaken before the school opens at start of each half term and additional supplies are purchased if necessary.  Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Site staff to include this on daily job list	Y	<ul style="list-style-type: none"> <li>Resources for hand washing facilities and hand gel reviewed by RA and appropriate supplies purchased.</li> <li>Checks four times daily to ensure there is consistently enough of all cleaning resources for pupils and staff within the school (all breaks and after school check).</li> <li>Low stock reported to RA for ordering.</li> </ul>	L
<b>Pupils forget to wash their hands regularly and frequently</b>	L	Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Staff monitor that all pupils hand sanitise effectively and frequently  Posters reinforce the importance of hygiene	Y	<ul style="list-style-type: none"> <li>Citation training for all staff re hand washing</li> <li>Poster reminders around the school and near sink and toilet areas and verbally reinforced frequently by staff</li> </ul>	L
		School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. <b>Pupils wash their hands on arrival in school</b> Staff continue to ensure pupils wash hands before eating, before and after play and at any changeover points		<ul style="list-style-type: none"> <li>Expectations of hand washing are in place for all times that pupils leave or return to the classrooms, exit the school, enter the school and immediately prior to any food being consumed.</li> </ul>	
<b>Spread of other respiratory tract infections increases with seasonal changes</b>	M	“Catch it / bin it” posters and education around school promote better hygiene and management of coughs / colds to minimise possible transmission. All classrooms have boxes of tissues which children encouraged to use.	Y	<ul style="list-style-type: none"> <li>Staff ensure children sanitise hands after using tissues / sneezing etc</li> </ul>	L
<b>2.3 Testing and managing symptoms</b>					

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Areas for concern	Risk rating prior to action	Control measures	Y No Par tial)	Further action/comments	Residual risk rating (H/M/L)
Testing is not used effectively to help manage staffing levels and support staff wellbeing	L	<ul style="list-style-type: none"> <li>Lateral flow testing is embedded across the staff;</li> <li>Visitors must have evidence of negative lateral flow test within previous 48 hours; office to ask for evidence</li> <li>Post-testing support is available for staff through the school's</li> </ul>	Y	<ul style="list-style-type: none"> <li>A checklist of LFD tests is kept by front office; supplies are held for a 3 week period; staff test every Sunday and Wednesday;</li> <li>Staff who have had C19 will join LFT programme as advised by Public Health</li> <li>Regular contact is made with staff that become ill to identify any support that the school can offer.</li> </ul>	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	M	<ul style="list-style-type: none"> <li>Robust collection and monitoring of attendance data in place.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms.</li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the Trust, PHE and local authority.</li> </ul>	Y	<p><b>Symptomatic staff must self-isolate.</b></p> <p>Staff required to take LFD test to identify whether they have the virus or not.</p> <ul style="list-style-type: none"> <li>Any pupil that shows symptoms at school will be isolated in a well-ventilated room with an outside door for the parent to collect from. The pupil will be monitored and the areas that they have been to will be appropriately cleaned down and the pupil monitored. A parent/carer will be contacted immediately.</li> <li>Recording and reporting of all diagnosed cases following DfE / PHE guidance</li> </ul>	M

Areas for concern	Risk rating prior to action	Control measures	Y No Par tial)	Further action/comments	Residual risk rating (H/M/L)
<b>Staff, pupils and parents are not aware of the school's procedures (including requirements for selfisolation and testing) should anyone display symptoms of COVID-19</b>	<b>M</b>	Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone have a positive LFT and / or display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the ongoing C19 updating process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Covid 19 information on website revised at least half termly	<b>Y</b>	<ul style="list-style-type: none"> <li>Communication shared with parents surrounding testing</li> <li>Parents informed of how the school are dealing with anyone that shows symptoms at school.</li> <li>Staff have been made aware through a staff document with steps to follow.</li> <li>. Communication to parents will either be through the trust or at school level.</li> </ul>	<b>L</b>
<b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b>	<b>L</b>	Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	<b>Y</b>	<ul style="list-style-type: none"> <li>Achieved through regular communication to parents. Parents will be informed in line with the government guidance and the school will be open with communication, whilst respecting the privacy of the person surrounding any confirmed cases.</li> <li>Pupils and staff will be made aware of what they should do if they are feeling unwell and display a symptom during school.</li> </ul>	<b>L</b>
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of availability of designated First Aiders and DSLs puts children's safety at risk</b>	<b>L</b>	Additional top up training for designated staff had been completed in summer term Increased number of DSLs through extended leadership team	<b>Y</b>	<ul style="list-style-type: none"> <li>Weekly scrutiny of First Aid records by SLT</li> <li>My Concerns platform captures pupils who are vulnerable during C19; weekly safeguarding monitoring meetings</li> <li>Additional First Aid training planned for autumn term</li> </ul>	<b>L</b>
<b>2.6 Medical rooms</b>					

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Areas for concern	Risk rating prior to action	Control measures	Y No Par tial)	Further action/comments	Residual risk rating (H/M/L)
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>	L	Additional room has been designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	Y	<ul style="list-style-type: none"> <li>All first aid items expected of a school are in the first aid room</li> <li>PPE boxes for adequate protection for intimate care, illness or working with someone who show symptoms available from the school hall.</li> </ul>	L
		Review of equipment needed and log of use of room for suspected Covid 19 cases to be completed and reviewed at the start of each term		<ul style="list-style-type: none"> <li>Adequate cleaning resources accessible during the day to ensure the area is able to be effectively cleaned and other areas that the person will have been in. Cleaning plans are in place for how to achieve this.</li> </ul>	
<b>2.7 Communication with parents</b>					
<b>Parents and carers are not fully informed of the health and safety requirements for the continued opening of the school in light of virus mutation</b>	L	As part of the overall communications strategy referenced in parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A COVID-19 section on the school website is created and updated.	P	<ul style="list-style-type: none"> <li>In line with communication above, parents receive regular communication from the trust or from school level to inform on any school or government developments and how we are approaching any changes.</li> <li>A Covid-19 area has been set up on the school website with all adapted policies and procedures</li> </ul>	L
<b>Parents and carers may not fully understand their responsibilities if a child has symptoms of COVID-19</b>	L	Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. Letters to families in event of confirmed case provide details of parental responsibilities in relation to reducing the spread of the virus Public information posters clearly on display around the school	Y	<ul style="list-style-type: none"> <li>Within regular communications parents are provided with, a dedicated section to reminding or symptoms and parental responsibilities will be shared.</li> </ul>	L

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Areas for concern	Risk rating prior to action	Control measures	Y No Par tial)	Further action/comments	Residual risk rating (H/M/L)
<b>3. Minimising transmission via large group gathering</b>					
<b>3.1 Social times</b>					
<b>Transmission may be accelerated through large group gatherings</b>	<b>M</b>	Playground areas are divided to keep year groups apart External areas are designated for different groups. Children socialise in their year groups There is good sanitation before and after social times Assemblies are phase specific and pupils sit in year groups Where possible outdoor spaces are used for large groups	<b>Y</b>	In poor weather or in response to changing infection rates, arrangements for social times and assemblies may need to be reviewed, with a return to Teams assemblies, year specific assemblies.	<b>M</b>
<b>3.2 Toilets</b>					
<b>Queues for toilets and handwashing risks transmission spread</b>	<b>M</b>	Classes to stagger access to toilets before / after social time: only 2 children allowed to access toilet from a class at a time Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently and bins emptied Monitoring ensures constant supply of soap + paper towels. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.	<b>Y</b>	Only one pupil is to leave any one classroom at a time. If all toilets are in use, then pupils must line up outside of the toilets. Pupils will be reminded about washing their hands when they leave the classroom and posters will remind pupils in the toilet and around the school. The toilets will be regularly checked and cleaned throughout the day.	<b>M</b>
<b>3.3 Reception area</b>					

## Operational risk assessment for school – January 2022

Areas for concern	Risk rating prior to action	Control measures	Y No Par tial)	Further action/comments	Residual risk rating (H/M/L)
<b>Groups of people gather in reception (parents, visitors, deliveries)</b>	<b>L</b>	Non-essential deliveries and visitors to school are minimised. Arrangements are in place for all visitors to wear face masks Hand sanitation points available in reception Public Information and guidance posters to raise awareness and reduce transmission risk are clearly on display Office staff ensure that multiple family members or two visitors from different households do not assemble in inner reception area Office staff keep accurate record of all site visitors inc arrival and departure times	<b>Y</b>	Parents requested to use email or phone to contact the school where possible. The glass cover will remain across when talking to any visitors for the safety of the office staff. Any deliveries of contractors need to be prearranged; staff should avoid any area that they are working in.	<b>L</b>
<b>3.4 Arrival and departure from school</b>					
<b>Pupils and parents congregate at exits and entrances,</b>	<b>M</b>	Start and finish times are within a 15 minute window to reduce numbers of adults on site Three entrances and exits used to maximise flow Parents asked not to engage in dialogue with staff during drop off / collection but to contact / make appointment	<b>Y</b>	<ul style="list-style-type: none"> <li>Parents asked to arrive / exit site swiftly</li> <li>All collections and drop offs will be from the outside doors of the relevant classroom(s)</li> </ul>	<b>M</b>
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					
<b>Pupils with underlying health issues are not identified and so measures have not been put in place to protect them</b>	<b>L</b>	Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable, and will respond accordingly should restrictions be increased at a national / local level</b> The school has a regularly updated register of pupils with underlying health conditions.	<b>Y</b>	<ul style="list-style-type: none"> <li>Review of risk assessment and adjustments for pupils with underlying / personal health considerations</li> <li>Sharing of key pupil risk assessments with relevant staff</li> <li>DSL team register of children that fall in to the vulnerable categories and review further social distancing measures for those pupils as required. They will have their own table in the classroom and encouraged to remain socially distanced.</li> </ul>	<b>L</b>

Operational risk assessment for school – January 2022

Areas for concern	Risk rating prior to action	Control measures	Y No Par tial)	Further action/comments	Residual risk rating (H/M/L)
<b>4.2 Staff with underlying health issues</b>					
<b>Staff with underlying health issues are not identified and so measures have not been put in place to protect them</b>	<b>L</b>	All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.	<b>Y</b>	<ul style="list-style-type: none"> <li>SLT are aware of the staff that fall in to these categories through a questionnaire provided at the start of term</li> <li>In the event of increased preventative measures, CEV staff will be supported to work remotely.</li> </ul>	<b>L</b>
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
<b>Pupils' / staff mental health has been adversely</b>	<b>M</b>	<p>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</p> <p>Weekly wellbeing sessions rolled out in turn across year groups</p> <p>Staff member trained as MHWB lead</p> <p>Staff can access NET led wellbeing courses / session</p> <p>Wellbeing time factored into afternoon sessions</p> <p>Wellbeing days / events calendared into the school year</p>	<b>P</b>	<ul style="list-style-type: none"> <li>PSHE lessons focus on understanding the current world.</li> </ul>	<b>L</b>
<b>affected during the period that the school has been closed and by the COVID-19 crisis</b> <b>The mental health of staff has been adversely affected by the COVID-19 crisis</b>	<b>M</b>	<p>Wellbeing/mental health is discussed regularly in PSHE</p> <p>Resources/websites to support the mental health of pupils are provided.</p> <p>Projects to develop wellbeing at class / school level including weekly support across all classes from AB</p> <p>Staff are encouraged to focus on their wellbeing.</p> <p>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</p> <p>Staff have been signposted to useful websites and resources.</p> <p>Staff feedback and suggestions re refinements to preventative measures are sought and acted upon</p> <p>SLT have open door policy and engage with staff concerns</p>	<b>Y</b>	<ul style="list-style-type: none"> <li>Resources have been shared with parents</li> <li>DSL and staff to review My Concerns and identify vulnerable pupils during C19</li> <li>Learning Mentor to offer drop in sessions</li> <li>Staff are provided with all necessary information prior to returning to school each term</li> <li>Staff briefings will be continued to update staff and provide relevant information following any new government guidance.</li> </ul>	<b>L</b>

Areas for concern	Risk rating prior to action	Control measures	Y No Par tial)	Further action/comments	Residual risk rating (H/M/L)
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>	<b>L</b>	The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. Keeping in touch calls for staff affected in this way	<b>Y</b>	<ul style="list-style-type: none"> <li>Further agency support will be sought where needed to support staff or pupils in this area.</li> </ul>	<b>M</b>
<b>6. Operational issues</b>					
<b>6.1 Review of fire / lock down procedures</b>					
<b>Fire evacuation drills</b>	<b>L</b>	Termly fire drills continue in line with H+S requirements Fire drill completed in first half of autumn term; lock down practice planned for second half of term.	<b>Y</b>	<ul style="list-style-type: none"> <li>Pupils reminded about touching, coughing and hand washing whilst out of the school and remain socially distant whilst outside.</li> </ul>	<b>L</b>
<b>Fire marshals absent due to self-isolation</b>	<b>L</b>	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	<b>Y</b>	<ul style="list-style-type: none"> <li>All fire marshals will be in school, but reserve staff for if one is to be absent will be in place. Any self-isolation will be recorded and shared adequately.</li> </ul>	<b>L</b>
<b>6.2 Contractors working on the school site</b>					

## Operational risk assessment for school – January 2022

Areas for concern	Risk rating prior to action	Control measures	Y No Par tial)	Further action/comments	Residual risk rating (H/M/L)
<b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>	<b>M</b>	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	<b>Y</b>	<ul style="list-style-type: none"> <li>Contractor risk assessments will be received from companies before they arrive on site and any work is completed in the school.</li> <li>Where possible, all contractors will complete any work that is accepted in line with government guidance outside of the school hours.</li> <li>Any work that is immediate and requires completing during the school day will be shared with all staff and the location will be out of bounds for the duration it takes to complete to avoid any contractors coming in to contact with pupils or staff.</li> </ul>	<b>L</b>
<b>7. Additional site-specific issues and risks</b>					
<b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					
<b>Pre-school using the same site as the school increasing the amount of staff and children on site.</b>	<b>M</b>	<p>Regular communication between school and pre-school to work together to plan arrival and exits.</p> <p>Directions in place for movement around the school site.</p>	<b>Y</b>	<ul style="list-style-type: none"> <li>Risk assessments shared between the two schools and will be reviewed as new guidance is shared.</li> <li>Preschool staff are also completing lateral flow tests</li> </ul>	<b>L</b>

Appendix - Specific Risks Associated with LFD Testing					
Operational risk assessment					
Misunderstanding of the key roles in the school.	L	<p><b>COVID Coordinator</b> (Principal – Suzanne Edwards) is responsible for the overall management of rapid COVID-19 testing for primary/school workforces.</p> <p>The <b>COVID Coordinator</b> is the main contact with NHS Test and Trace and is responsible for:</p> <ul style="list-style-type: none"> <li>Communicating with stakeholders.</li> <li>Ensuring staff are using the right instructions and they sign for the tests using the <b>Test Kit Log</b>.</li> <li>Providing training and information for all staff workforce.</li> <li>Management of delivery of tests and stock management of tests. Reordering tests when required.</li> <li>Creation and management of a <b>register</b> for logging test results.</li> <li>Creation of an <b>incident Log</b>, reporting incidents and carrying out risk management.</li> <li>Reviewing updates to guidance daily and implementing required changes.</li> <li>Ensure the school testing process is aligned with the Northamptonshire Public Health response to Covid-19 and is reviewed regularly to ensure continued alignment.</li> <li>Managing and continually assess the process against this risk assessment.</li> </ul> <p><b>Under the direction of Suzanne Edwards, Nicki Robinson and Anne-Marie Doe are responsible for:</b></p> <ul style="list-style-type: none"> <li>Storing and reporting required data.</li> <li>Distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits</li> <li>Inputting test results from staff into school's '<b>Register</b>'. Ensuring that the register is saved securely.</li> <li>Sending reminders to participants to communicate their results online and to the school.</li> <li>Responding to staff questions.</li> <li>Working with the <b>COVID Coordinator</b> to support the management of the stock of kits.</li> </ul>	Y	<p>COVID Coordinator is Suzanne Edwards</p> <p>Other members of SLT are also fully aware of all procedures as a contingency COVID Co-ordinator</p> <p>All test kit logs are held by Anne-Marie Doe / Nicki Robinson</p>	L
Failure to train all members of staff properly	L	<p>The <b>COVID Coordinator</b> has watched DfE webinars 1&amp;2 and accessed / read all the information on the DfE Primary Schools Document Sharing platform.</p> <p>All staff have been trained in LFT procedure and signed to confirm they have read '<b>How to Guide – Rapid Testing of Primary and Nursery Workforce / FAQs and Privacy statement</b>'.</p>	Y	All key documents have been shared with staff	L

		<ul style="list-style-type: none"> <li>All staff understand the different COVID testing roles in the school and who holds these roles.</li> <li>Process of collection of tests/correct instructions, the process for signing for tests in the school and recording the lot number against their name has been detailed with admin team</li> <li>Training given for all on process of taking a test at home. All staff encouraged to watch instructional video provided on You Tube – <b>'Step by Step Guide to COVID-19 Self Testing'</b>.</li> <li>All staff have read the Instructions for Use document <b>'Your Step-by Step Guide for COVID-19 Self-Testing' v 1.3.2</b></li> <li>Staff know that it is a requirement for them to report their test results to both to NHS Test and Trace and to the school (NR by email on evening of tests)</li> <li><b>Positive results should be reported to SE by telephone</b></li> </ul> <p>All staff have signed to confirm they have read the <b>Privacy Notice</b> before taking the tests.</p> <p>All staff are aware that testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school in person, although participation in testing is strongly encouraged. Staff who decline to participate in the testing programme must follow the usual national guidelines on self-isolation and get tested if they show symptoms.</p> <p><b>COVID Coordinator</b> will:</p> <ul style="list-style-type: none"> <li>review <b>DfE Primary Testing FAQs</b> on a regular basis</li> <li>check the latest government guidance on rapid testing of primary/nursery workforce on a regular basis.</li> </ul> <p>All questions from members of staff to be checked against the Primary Testing FAQs on the document sharing platform by the <b>COVID Coordinator</b> and the answer communicated to all staff members.</p>			
School unaware of staff members 'opting out'	L	The school holds a list of written confirmation from all staff (inc. supply, peripatetic and visitors) as to whether they are opting in or opting out of testing and plan/communicate accordingly. This is held by Nicki Robinson.	Y	Consent forms have been completed prior to tests being issued.	L

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Testing kits deliveries are not managed correctly	L	COVID Coordinator has reviewed information from NHS /Public Health England to understand when the school will receive their deliveries of testing kits. The COVID Coordinator has created a Test Kit Log, to check and record each delivery as it arrives on site, record lot numbers for the test kits delivered and use for staff members to 'sign out' test kits.	Y	Communication shared with site and office team about where test kits are to be stored (in locked KS1 cupboard) and deliveries confirmed with Principal.	L
Insufficient stock of tests in school	L	The COVID Coordinator monitors stocks of testing kits carefully by establishing weekly demand versus stock levels and determining minimum re-order levels.	Y	List detailing who has collected tests with date is in place and held in the office	L
Testing kit storage and collection is not secure	L	The storage and collection point is secured to prevent unauthorised access to the test kits; inside and at a temperature between 2 and 30 degrees, out of direct sunlight/heat. (KS1 cupboard – key held in office)	Y	Stored in locked storage cupboard and only staff members can access this	L
Test Kit Log is inaccurate	L	Nicki Robinson records who takes the test kits on a Test Kit Log and ensure that this information is stored securely. This log includes the following and will be kept until further guidance is given <ul style="list-style-type: none"> <li>Name of school.</li> <li>Name of person issuing the test.</li> <li>Date of issue.</li> <li>Lot number of test kit (on the back of the test kit).</li> <li>Name of person using the test.</li> </ul>	Y	Test kit log in place – also included confirmation of consent, issued privacy statement, instructions for use	L
Supply staff, peripatetic teachers and visitors are not included in school workforce procedures	L	COVID Coordinator will develop a process for testing supply teachers, peripatetic teacher and other visitors to the school site.  COVID Coordinator will communicate the process clearly to the Agency staff and the Agency, all staff members and all supply teachers, peripatetic teachers and other visitors to the school site.	Y	RC will contact all frequently used agencies will be contacted and asked to test as per Windmill staff protocol.  No supply staff will be used without confirmation of recent negative lateral flow test (within last 48 hours)	L
Tests are not completed accurately by staff workforce	L	The COVID Coordinator (SE) has ensured that all staff: <ul style="list-style-type: none"> <li>Undertake the training and are provided with the correct literature and video links, as detailed above.</li> <li>Can ask questions and discuss issues.</li> <li>Feel confident in reporting issues and concerns to the COVID Coordinator.</li> </ul>	Y	Video and communication sent prior to test kits administered and referenced in paper communication at test kit collection.	L

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<b>Inaccurate reporting of test results</b>	<b>L</b>	<p>The <b>COVID Coordinator</b> has ensured that all staff:</p> <ul style="list-style-type: none"> <li>• are trained in and understand how to report their test result</li> <li>• are aware that the test assigned to them is only to be used by themselves and that it must never be taken by anyone else.</li> </ul> <p>All staff to log test results with the school, before staff arrive on site in the morning. This is important for identifying staff with positive results, for and contract tracing. This is a separate document to the <b>Test Kit Log</b> for data protection reasons.</p> <p>This system has communicated clearly to the whole staff team.</p>	<b>Y</b>	<p>Communication shared with staff virtually, electronically and in paper</p> <p>Register set up</p> <p>Test kit log in place.</p>	<b>L</b>
<b>Staff misunderstand their responsibilities following a test result</b>	<b>L</b>	<p>The <b>COVID Coordinator</b> must ensure that all staff understand that they must report their results to school and NHS using link in LFT guidance booklet</p> <ul style="list-style-type: none"> <li>• <b>Staff with a negative LFD test result</b> – staff continue to attend school, follow guidance and use protective measures; report result to Test and Trace</li> <li>• <b>Staff with a positive LFD test result</b> – Individuals with a positive LFD result will need to self-isolate immediately in line with the <a href="#">stay-at-home guidance</a>. They must report their</li> </ul>	<b>Y</b>	<p>Communicated in initial paperwork with all staff, through training and follow up briefings inc staff bulletin</p>	<b>L</b>

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		<p>results to NHS Test and Trace as soon as the test is complete, as set out in the test kit instructions and <a href="https://selfreport.gov.uk">selfreport.gov.uk</a> page. They must also inform the school (SE/RC) of their result so the school can identify close contacts and they can make appropriate cover arrangements. They should book a confirmatory PCR test online, then continue to isolate for 10 days (from the day the symptoms started) if the PCR test result is positive.</p> <ul style="list-style-type: none"> <li>• <b>Staff with a void LFD test result</b> - if staff get a void result, this means that the test has not run correctly, and they will need to take another test as soon as possible, ideally on the same day. Staff should still report the void result to NHS Test and Trace via the <a href="https://selfreport.gov.uk">selfreport.gov.uk</a> page. They should use a new test kit but not reuse anything from the first kit. In the very unlikely event staff get two void test results, they should book a PCR test. Staff should self-isolate pending the result of the PCR test. Staff should inform the school as it may indicate a faulty batch of test kits.</li> <li>• <b>All staff</b> - The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines..</li> <li>• <b>All staff</b> -. If a member of staff has been in close contact with a confirmed case of COVID-19, they should follow the government guidance , take daily LFD tests for 7 days and self isolate if the outcome of this is positive.</li> </ul>		
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Incidents are not reported accurately	L	<p>Schools - Issues experienced by an individual at home:</p> <ul style="list-style-type: none"> <li>The <b>COVID Coordinator</b> to develop an <b>Incident Log</b> and process for logging issues. Ensure the <b>Incident Log</b> is saved securely.</li> <li>All staff members to be trained in what issues should be reported, to whom and by when.</li> <li>The <b>Incident Log</b> to be reviewed daily by the <b>COVID Coordinator</b>. Lessons learnt identified and changes made to the testing process and risk assessment where needed. Changes to be communicated to all staff.</li> </ul> <p>Individuals</p> <ul style="list-style-type: none"> <li>If any immediate medical care is needed by staff members, this should be sought from the usual routes for seeking medical care through 111 or 999.</li> </ul>	Y	AMD keeps incident log; 1 incident noted re possible faulty batch which was reported as required	L
		<ul style="list-style-type: none"> <li>If there is a clinical incident which led or has the potential for harm, staff to be advised to report this on <a href="#">Coronavirus Yellow Card reporting site</a></li> <li>For any non-clinical issues occurring in a home setting, participants to be advised to report any issues to 119 and inform the school (as above)</li> </ul>			
Risk of data protection breach in managing personal data	L	<p>Access to the data to be restricted to the <b>COVID Co-ordinator</b> and the Headteacher and HR for absence reporting (if required).</p> <p>Data/records to be stored securely on school systems</p> <p>Ensure that the collection and storage of the data meets legislation requirements and the school's Data Protection Policy. The school will need to satisfy themselves that they have a lawful basis for processing personal data. The school will provide staff with a privacy notice explaining what personal data is required to participate in the programme.</p>	Y	<p>AMD / NR holds list and copies of all privacy statements sent prior to collection of tests and signed consent gained.</p> <p>SE to ensure these held electronically and not just paper copies</p>	L