



School	Gilberdyke Primary School Re- opening from 6 th September 2021	Date of Assessment	1 st September 2021
The number of children on the premises	212 children F1-Yr 6 (15 are F1 pupils)	Shared Setting	6 th September to discuss with all staff
Assessor	Melissa Shirley – Head teacher	Review Date	10 th Sept 2021-interim review Complete, no changes 1 st October 2021 – interim review Complete, no changes 6 th October – interim review changes 18 th October – interim review changes 5 th November – interim review complete, no changes 29 th November – interim review changes 02 nd January 2022 – interim review related to new published guidance – changes 01 st March, 2022 – updates to reflect national guidance
Task/Activity	COVID 19 Educational Setting	Persons at Risk (Delete as appropriate)	
		All School staff , pupils , parents and visitors	

DFE Guidance for operating schools August 2021

4 key control measures:

- 1) **Good hygiene for all**
- 2) **Cleaning regimes**
- 3) **Highly occupied spaces well ventilated**
- 4) **Implementation of public health advice on testing, isolation and managing confirmed cases of COVID -19**

Updated guidance for schools – 24.2.22

‘From 24th February 2022, the legal requirement to self-isolate following a positive test has been removed. However, both adults and children who test positive are advised to stay at home and avoid contact with other people for at least 5 days. On the fifth and sixth day, if negative test results are returned, the individual can cease staying at home and return to normal activity (i.e. return to school). However, if they do not return negative test results on the 5th and 6th day, they should be strongly advised to continue to stay at home until they have returned 2 negative results. Regardless of test results, they can return to school on the 11th day.’

Hazard Identified P=Probability I =Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
Infection risk of contracting COVID 19 by coming into contact with a positive case	TBC using grid below	TBC using grid below	TBC using grid below	System of controls - Point 3 and 4 Lateral flow testing in place for all staff and regular volunteers Circulation of Public Health documentation and procedures to community	<ul style="list-style-type: none"> Twice weekly timetable of LFD Tests for staff to continue until end of September in first instance – Sunday/Monday am and Weds/ Thurs am (call MS if positive)- system in place for recording and reporting and timetable for distribution of tests. Staff have all completed briefing session on return 6th Sept . MS Lead and BS Covid Admin Lead Regular newsletter giving guidance to parents on latest advice re isolation - LA Update /public health document for parents Tracking of pupils' attendance – see flow chart (BS/JB Lead) and isolation if families been on holiday abroad to red destination. Updated letter informing of changes to isolation period for positive cases; lateral flow testing for pupils prior to returning Out of hours contact distributed to all staff and parents to report any COVID related issues or cases and appropriate advice given. NHS now responsible for track and trace <u>Suspected case in school</u> – see COVID 19 guidance (August 21) Isolation room to remain (well-being room). <ul style="list-style-type: none"> NO Longer need to isolate siblings One person to remain and accompany child (staff member debriefed and action determined) <u>Staff member, Child or volunteer tests positive</u> – isolate 10 days Jan: 7 day isolation and return on day 8 subject to two negative lateral flow tests. <ul style="list-style-type: none"> Close contacts do not need to isolate but advised to seek PCR If staff member tests positive on LFD – advice to isolate and seek PCR test. If PCR negative within 2 days of LFD this overrides and can return to work. 	TBC using grid below	TBC using grid below	TBC using grid below
	4	5	20			2	4	8
						3	2	6

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					<p><u>Visitors to site:</u> Visitors will only be admitted with prior arrangement.</p> <ul style="list-style-type: none"> For track and trace purposes their details will be kept for 21 days (on inventory system). Admin precautions and procedures when re-entering and leaving the site will apply (hand sanitising, wiping of pen if used). Visitors to continue with mask wearing inside the building in communal areas. <p>6th October - Y6 Eagles class to form own bubble due to over 10% cases</p> <p>18th October – Y6 able to reintegrate with rest of school – cases less than 10%</p> <p>1st March – Staff and pupils advised to isolate for 5 days – clear LFT on days 5 and 6 consecutively = return to school</p>			
Infection Risk of contracting Covid 19 from travelling to and from school	1	4	12	Signage and social distance measures in place for arrival and collection of pupils.	<ul style="list-style-type: none"> Staffing present outside at start and end of day (EWB) and SLT from 8:45 am One- way system remains in place outside of the building <p>Children to have hands sanitised on entry and exit</p> <p>Entry/exit arrangements and times:</p> <ul style="list-style-type: none"> F1 (morning): 8.45 – 11.45am (afternoon): 12.30 - 3.30pm 	1	4	4

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				No parents to enter the school building without an appointment	<table border="1"> <thead> <tr> <th>Bubble (Yr Gp/Classes)</th> <th>Drop-off Window</th> <th>Collection window</th> <th>Entrance/exit Door</th> <th>Additional information</th> </tr> </thead> <tbody> <tr> <td>Years 5 & 6 (Ospreys & Eagles)</td> <td>Between 8.45 and 9.00am</td> <td>Between 3.15 and 3.30pm</td> <td>Separate classroom doors accessed from footpath</td> <td>We encourage Y5/6 pupils to enter the site independently.</td> </tr> <tr> <td>Years 3, 4 & 5 (Falcons & Kestrels)</td> <td>Between 8.45 and 9.00am</td> <td>Between 3.15 and 3.30pm</td> <td><u>Falcons</u>: classroom door from playground <u>Kestrels</u>: access door from car park</td> <td></td> </tr> <tr> <td>Years 1 & 2 (Kingfishers, Finches & Starlings)</td> <td>Between 8.45 and 9.00am</td> <td>Between 3.15 and 3.30pm</td> <td>Separate classroom doors accessed from playground.</td> <td></td> </tr> <tr> <td>EYFS (Wrens & Robins)</td> <td>Between 8.45 and 9.00am</td> <td>Between 3.15 and 3.30pm</td> <td>Arrival: Door end of footpath Collection: side door of EYFS building on playground</td> <td>Please collect EYFS pupils as near to 3.15pm as possible.</td> </tr> </tbody> </table>	Bubble (Yr Gp/Classes)	Drop-off Window	Collection window	Entrance/exit Door	Additional information	Years 5 & 6 (Ospreys & Eagles)	Between 8.45 and 9.00am	Between 3.15 and 3.30pm	Separate classroom doors accessed from footpath	We encourage Y5/6 pupils to enter the site independently.	Years 3, 4 & 5 (Falcons & Kestrels)	Between 8.45 and 9.00am	Between 3.15 and 3.30pm	<u>Falcons</u> : classroom door from playground <u>Kestrels</u> : access door from car park		Years 1 & 2 (Kingfishers, Finches & Starlings)	Between 8.45 and 9.00am	Between 3.15 and 3.30pm	Separate classroom doors accessed from playground.		EYFS (Wrens & Robins)	Between 8.45 and 9.00am	Between 3.15 and 3.30pm	Arrival: Door end of footpath Collection: side door of EYFS building on playground	Please collect EYFS pupils as near to 3.15pm as possible.						
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					<ul style="list-style-type: none"> • Appointments pre-arranged and risk assessed as to necessity • Visitors can enter via prior arrangement ONLY and must adhere to procedures (MS, JB, EJ to gatekeep decisions) 																															
1st March – sanitisation on entering the building remains																																				
Infection Risk of contracting Covid 19 from moving around the school building	3	5	15	<u>System of controls - Point 3</u> Staggered lunch and playtimes for each Phase	<ul style="list-style-type: none"> • Staggered lunchtimes and reduction to 50 minutes <table border="1"> <thead> <tr> <th>Year Group</th> <th>Break</th> <th>Hall time for lunch</th> <th>Outdoor</th> </tr> </thead> <tbody> <tr> <td>F2</td> <td>N/A</td> <td>11:30 -11:50</td> <td>11:50- 12:30</td> </tr> <tr> <td>KSI</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y3/ 4</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y5/ 6</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year Group	Break	Hall time for lunch	Outdoor	F2	N/A	11:30 -11:50	11:50- 12:30	KSI				Y3/ 4				Y5/ 6				1	5	5								
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				<p>Limit the numbers of staff using shared areas such as staffrooms and offices.</p> <p>Schools may consider operating one way systems, where</p>	<ul style="list-style-type: none"> Each phase has own zone to eat and play Dining hall cleaned in between each sitting Face Coverings worn by adults in internal communal areas (corridors, hall) Face coverings advised by government in response to Omicron variant – staff in corridors and communal spaces to wear Two spaces designated for staff lunches now (staff room and breakfast room) No other member of staff to enter office where EJ/BS work-staff must speak at the door threshold Use of CO2 monitors (delivery in Autumn) to monitor air flow and identify places with potential poor air quality- main office, breakfast room, well-being room) <p>Ventilation and good respiratory hygiene –</p> <ul style="list-style-type: none"> All windows opened am by SFO and Closed by class teacher, Internal doors open where possible to reduce touch surfaces and increase air flow. Classroom doors left open during break and lunchtimes to allow air flow when room is vacant <p>Timetabling – adapted to limit movement</p> <p>Assemblies to be limited to Key Stage in hall (no whole school)</p> <ul style="list-style-type: none"> Monday – MS in hall to lead with KS1 then KS2 Tues- JB in hall to lead KS1 then KS2 Weds – Phase singing (in hall or classroom) – class teachers lead Thurs – PSHE assemblies – led by class teachers/SLT 			

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				possible, for shared areas such as corridors and stairs.	<ul style="list-style-type: none"> Fri – Phase Celebration assemblies – led by SLT <p>PE – timetabled – See RS rota for hall</p> <p>Music Service – will conduct tuition in the Community Room. Children to wash hands prior and after lesson in their phase toilets. Hand sanitizer and wipes in all teaching spaces.</p> <p>Interventions- Staff to move to child’s base area where possible</p> <p>Lunchtimes – Children eat lunch in hall with class and packed lunches eat with hot lunches 6th October - Y6 Eagles class to form own bubble due to over 10% cases 18th October – Y6 able to reintegrate with rest of school</p>			
Infection Risk of contracting Covid 19 from direct contact with others.	3	5	15	<p><u>System of controls - Point 1 and 2 and 4</u></p> <p>Where possible, pupils to remain within their allocated classes or phases</p>	<ul style="list-style-type: none"> Catch it, Bin it, Kill it posters and signage in all areas Tissues and pedal bins in all classrooms and main communal areas Children are inducted with the risk assessment in action on Tuesday 7th September Positive handling plans reviewed and communicated (CBU) Behaviour policy updated as per last year. <p><u>Breakfast Club</u> – 7:45 - 8.45 – must be booked in via office: use hall as per last year (not breakfast club room/all windows open for ventilation (doors too if weather allows)/ children from different phases sit together on tables</p>	2	5	10
						1.3.22	1.3.22	1.3.22
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				<p><u>System of controls - Point 1 and 2</u> Access to hand cleaning facilities and ensure frequent hand cleaning across the school day for pupils and staff.</p>	<p>All teaching rooms have: Hand sanitiser Wipes Sink (not Hub) Paper towels Pedal bins Signage Class teachers responsible for checking c/rooms & report issues to MS/EJ Y1 – Y6 pupil’s own pencil cases to avoid sharing basic, most frequently used resources November onwards: CO2 monitor</p> <p>Hygiene and handwashing</p> <ul style="list-style-type: none"> • Clear arrival and signing in procedures for staff in place • Hand cleaning occurs every time the pupils re-enter the classroom (PE, break, lunch) as well as arrival/collection times <p>Face coverings (at this current time Sept 6th... adults who work in classrooms may choose to wear a face covering around any communal areas inside school.</p> <ul style="list-style-type: none"> • Face coverings will be available but staff are permitted to use their own if they prefer. • Communal areas = corridors, hall – Review in accordance with local infection rates <p>Face coverings advised by government in response to Omicron variant – staff in corridors and communal spaces to wear</p> <p>Updated /COVID-19 isolation rules and procedures communicated:</p>			

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					<ul style="list-style-type: none"> Direct contact only isolate if over 18 yrs and 6 months and not vaccinated – others seek PCR test of direct contact but can remain in school) Parents/staff aware of symptoms and need to isolate if person unwell until negative test result sought if symptomatic Outbreak management updated – 5 cases or more in 10 days (contacts) or 10% of school population – seek further advice from Public Health Dept Contingency plan (may revert back to face masks, strict bubble organisation, deep cleaning, masks on site for parents etc)- see previous RA for March to July 21 <p>6th October - Y6 Eagles class to form own bubble due to over 10% cases 18th October – Y6 able to reintegrate with rest of school 1st March – face coverings at staff discretion in corridors</p>			
Infection Risk of contracting Covid 19 from surfaces.	3	5	15	<p>Increased level of cleaning, including a cleaner onsite whilst buildings are occupied.</p> <p>All surfaces to be thoroughly cleaned at the end and beginning of each day, including door handles etc..</p>	<ul style="list-style-type: none"> Cleaner on site full time (rota in place for high touch areas) MS/SM to lead Main clean takes place either at 6am prior to school opening or after school (from 3.40pm onwards) Surface cleaning happens twice per day (public areas). Classrooms surface wipe at lunchtime. All toilets cleaner three times per day. Staff to remain in classrooms where possible if staying on site after 3.30pm 	2 1.3.22 2	5 1.3.22 2	10 1.3.22 4 (green)

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				Full deep clean of areas where confirmed Covid 19 has been identified.	<ul style="list-style-type: none"> Children's Mobile phones must be handed to class teacher and kept in a sealed labelled Bag in classroom – at child and parents own risk Birthday buns can be brought in but must be sealed and shop bought and consumed on premises following handwashing Shared resources thoroughly cleaned after each use 			
Risk of contracting Covid 19 from a pupil or adult displaying symptoms	4	5	20	<p>System of controls - Point 1 measure Allocation of a room/space within building for isolation of indiv displaying symptoms. Flow charts for suspected cases.</p> <p>Supervision, until pupil/ adult, leaves building to be done at distance where possible & with approp. PPE.</p>	<ul style="list-style-type: none"> Onex isolation room (well-being room) Equipment replenished and checked daily- BS to lead PPE in isolation room for staff and children PPE available and staff trained as part of induction and guidance Ensure all staff are clear with procedures and flow charts MS/JB/EJ informed if any suspected symptomatic people Update Staff handbook – MS Circulate procedures to parents Risk assessment available to parents via website Staff vigilance and awareness of circumstance and symptoms- staff responsibility to inform MS/JB 	2	5	10

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			15	<p>Individuals to report any family members who are displaying signs of Covid 19.</p> <p>Pupils and staff members to not enter the building if they display signs of Covid 19.</p> <p>Deep clean of areas used by individuals who display symptoms.</p>	<ul style="list-style-type: none"> Staff vigilance as children arrive in the morning-and throughout the day any child with symptoms must be accompanied by a staff member immediately to isolation room with same member of staff (Digital Thermometers available) BS informed so can adjust register and track isolation days. testing evidence etc <p>1st March – surface clean continues at lunchtime</p>			5
Risk of contracting Covid 19 from a pupil /adult who requires medical attention and or personal care.	3	5	15	<p>Staff to use appropriate PPE when attending to individuals who require care.</p>	<ul style="list-style-type: none"> Visors for high risk activity if staff request (nappy changing, child vomiting etc made available) Aprons, gloves for PPE and disposed of approp after use following DfE guidance. BS to ensure all PPE is in stock and replenished Staggered start dates for new to FI to ensure children’s needs are fully assessed and met and intimate care plans can be put in place (EYFS Teachers) 	1	5	5

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Risk of delayed evacuation of the building due to Covid 19 changes within school.	2	5	10	Within the first week of pupils returning schools, practice fire drills to take place.	<ul style="list-style-type: none"> Fire evacuation procedures revert to pre covid plan – no one way system in event of emergency – all classes exit via nearest exit Critical incident plan updated and accessible with cascade of staff -MS 	1	5	5
Risk of staff, children and any visitors not adhering to procedures	3	5	15	<p>Ensure all staff have seen and understood COVID risk assessment</p> <p>Ensure signage is displayed around school for staff, parents & ch to adhere to.</p>	<ul style="list-style-type: none"> Staff briefed, consulted and updated regularly Newsletter to parents outlining procedures (pre-September opening) and updated if any changes occur Posters displayed around one-way system 	2	5	10
Risk of vulnerable staff, pupils or those living with vulnerable people contracting COVID	3	5	15	<ul style="list-style-type: none"> Individual RA in place for vulnerable staff including pregnant staff 		1	5	10

Identification of risks

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

Evaluation of risks

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks. The Trust uses a 5 x 5 Matrix to assess impact and probability as high to low, as illustrated in the diagram below: With 5 x 5 having High Impact and High Probability (see appendix section 2 and 3)

Score	Probability	Impact
1	Remote	Insignificant
2	Unlikely	Minor
3	Possible	Moderate
4	Likely	Serious
5	Certainty	Catastrophic

For example - A hazard such as an insecure school entrance would be judged as Likely (4) this would result in undesirable visitors entering the site with potentially Catastrophic consequence (5) thus resulting in a score before measures have been introduced of $4 \times 5 = 20$. Following measures being implemented this is reduced to Remote (1) probability. The impact however still remains Catastrophic (5) and so the overall score reduces to $1 \times 5 = 5$.

Risk appetite

The term risk appetite describes the Trust's readiness to accept risks and those risks it would seek to reduce. The Trust's risk threshold is the boundary delineated by the red shaded area (represented by scores of 5 and above with scores 15 and above requiring immediate attention) in the risk matrix in paragraph 3.3. Above this threshold, the Trust will actively seek to manage risks and will prioritise time and resources to reducing, avoiding or mitigating these risks.

Addressing risks

When responding to risks, the Trust will seek to ensure that it is managed and does not develop into an issue where the potential threat materialises. The Trust will adopt one of the 3 risk responses outlined below:

- Assume Treated (or Mitigate) Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business Or the response actions either reduce the likelihood of a risk developing, or limit the impact on the Trust to acceptable levels.
- Treat (Transfer) The risk is transferred to a third party, for example through an insurance policy.

Catastrophic	5	10	15	20	25
Serious	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

Tolerate

We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring.