



# Willow Lane

## Community Primary School



# COVID 19 Risk Assessment

Updated October 2021

### ASSESSMENT DETAILS

**Area/task/activity:** School management arrangements, during COVID-19 pandemic, from 1 September 2021

**Location of activity:** Willow Lane Primary School

<b>School name: Address &amp; Contact details:</b>	Willow Lane Lancaster LA1 5PR Telephone 01524 65880 E-mail <a href="mailto:head@willow.lancs.sch.uk">head@willow.lancs.sch.uk</a> Website: <a href="http://www.willow.lancs.sch.uk">www.willow.lancs.sch.uk</a>	<b>Name of Person(s) undertaking Assessment:</b>	Miss Lucy Naylor
		<b>Signature(s):</b>	August 2020 Updated 4th Sept 2020, 7th Nov 2020, 4th Dec 2020, 8th & 29th Jan 2021, 6th March 2021, April 12th, May 18th & 16th June 2021.
<b>Headteacher:</b>	Miss Lucy Naylor	<b>Date of Original Assessment:</b>	18 August 2020
<b>Signature:</b>	<i>Lucy Naylor</i>	<b>Date Reviewed:</b>	1 <sup>st</sup> September 2021 31.10.2021
<b>How communicated to staff:</b>	Shared electronically. On display on blue board in school lobby. Staff training 1st September. Ongoing staff communication – eg board in staff room, emails etc. Displayed on Website	<b>Planned Next Review Date:</b>	December 2021

The Government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

As advised by the Government, school's priority now is to deliver face-to-face, high-quality education to all pupils. As the evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

In order to do this, Willow Lane Primary School regularly refer to official advice from DfE, UKHSA, HS&Q, HR and the school Advisory Team.

The following Government guidance has been consulted in developing this Risk Assessment.

- [29<sup>th</sup> November Update 2021: Schools COVID19 Operational Guidance](#)
- [16<sup>th</sup> November Update: Contingency Framework: Education and Childcare settings](#)
- [19 July 2021: Health and Safety: responsibilities and duties for schools](#)
- [13 August 2021: Stay at Home: Guidance for households with a positive case](#)
- [June 2021: Education Recovery](#)
- [19 August 2021: When to self-isolate and what to do](#)

At Willow Lane, we regularly review and update our risk assessments - treating them as 'living documents', as the circumstances in our school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned to protect staff, pupils, visitors and families. Any updated risk assessments will be shared with parents, carers, staff and pupils (in a child friendly format).

## Areas of Risk, Guidance and School Measures

<b>1, Social Distancing, Mixing and Face Coverings</b>		
<b>IDENTIFIED AREA OF RISK</b>	<b>Government Guidance</b>	<b>SCHOOL CONTROL MEASURES</b>
<p>Mixing and Bubbles</p>	<p>We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>You should make sure your contingency plans (sometimes called 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> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>	<p>School will mixed across phases if in Step down procedures.</p> <p>In Step Up procedures, bubbles will be reintroduced.</p> <p>Children attending WOOSH cannot be kept in a bubble. However during Step Up procedures KS1 and KS2 bubbles will be re-introduced.</p>

Face Coverings

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.

The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.

The wearing of face coverings is optional in shared areas such as the staff room.

- Staff, pupils and visitors are required to wear face coverings in enclosed and crowded spaces where they may come in contact with people they don't normally meet including public and dedicated transport to school.
- First Aiders have read and follow the Government guidance for first responders and the HSE Guidance on First Aid during the coronavirus pandemic.
- When caring for someone with COVID-19 symptoms a face mask should be worn if social distancing cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn.
- Additional PPE is made available in First Aid boxes and alongside Defibrillators.
- Disposable gloves, an impermeable apron and a fluid resistant surgical face mask are to be worn when delivering hands on first aid to adults where close contact cannot be avoided. If a risk assessment indicates the likelihood of contamination by splashes, droplets of blood or body fluids, disposable eye protection (such as a face visor or goggles) will be worn.
- Staff are aware of the need to report insufficient levels of PPE to their line manager.
- Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying COVID-19 symptoms.
- Staff are aware of the arrangements for the safe use and disposal of PPE including face masks/face coverings.

## 2, Self- Isolation and Managing Confirmed Cases

IDENTIFIED AREA OF RISK	GOVERNMENT GUIDANCE	SCHOOL CONTROL MEASURES
<p>Staff or pupils displaying symptoms of COVID19</p>	<p>Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).                      If anyone in your school develops <a href="#">COVID-19 symptoms</a>, however mild, you should send them home and they should follow public health advice.</p> <p>If a pupil in a boarding school shows symptoms, they should usually self-isolate in their residential setting so that their usual support can continue, others may then benefit from self-isolating in their family home.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.</p>	<ul style="list-style-type: none"> <li>• Staff, parents and pupils are made aware of the common signs and symptoms of COVID19.</li> <li>• Staff members of pupils are instructed to stay at home and self-isolate if they display symptoms of COVID19, including:                             <ul style="list-style-type: none"> <li>○ A new continuous cough</li> <li>○ A high temperature</li> <li>○ A loss, or change in, your usual sense of taste and/or smell</li> </ul> </li> <li>• <b>Staff or pupils who display the symptoms will be instructed to self-isolate for 10 days and book a PCR test.</b></li> <li>• If a pupil is in school and displaying the symptoms, their parent/guardian will be contacted and asked to collect them as soon as possible. They will be instructed to begin self-isolation of 10 days and book a PCR test.</li> <li>• If a child is waiting to be collected and displaying COVID19 symptoms they will wait outside the foyer with a member of staff. The member of staff will wear PPE. If, the weather is not nice, child will sit in the Head’s office or WOOSH where</li> <li>• If the staff member or pupil’s PCR test result return is negative, they will be permitted to attend school so long as they are well enough to do so.</li> </ul>

	<p>Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the <a href="#">use of PPE in education, childcare and children’s social care settings</a> guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the UKHSA <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p>	
<p>Staff or pupil tests positive for COVID19 using a Lateral Flow Test.</p>	<p><i>Confirmatory PCR tests</i></p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn’t have COVID-19 symptoms.</p>	<ul style="list-style-type: none"> <li>• The staff member of pupil will be directed to go home and book a PCR test to confirm the positive case and self-isolate until the test result is returned.</li> <li>• If the test result from a PCR test is positive, the member of staff or pupil will remain in self-isolation for 10 days starting from the onset of symptoms or date of the test if asymptomatic.</li> <li>• If the test result from a PCR test is negative, this supersedes the Lateral Flow test and the pupil or staff member is permitted to attend school if they are well enough to do so.</li> </ul>

	<p>Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</p>	
<p>Staff or pupil tests positive for COVID19 using a PCR Test, Contact tracing and self-isolation.</p>	<p>Under-18s, irrespective of their vaccination status, and double vaccinated adults will <b>not need to self-isolate</b> if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate.</p>	<ul style="list-style-type: none"> <li>• Staff member or pupil will be directed to self-isolate for 10 days from the onset of symptoms or the day of the test is asymptomatic.</li> <li>• Staff member or parent of pupil will be asked to inform NHS Test and Trace to help identify potential close contacts.</li> <li>• Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.</li> <li>• Close contact individuals are not required to self-isolate if they are fully vaccinated, below the age of 18 years and 6 months, have taken part in an approved COVID19 vaccine trial or are unable to get vaccinated for medical reasons. Instead, they will be contacted by NHS Test and Trace and advised to take a PCR test.</li> <li>• Therefore, school staff (if fully vaccinated) and pupils can attend school as normal unless they show symptoms of COVID19.</li> <li>• For pupils who are instructed to self-isolate because they display COVID19 symptoms and/or have tested positive for</li> </ul>

		COVID19 through a PCR test, remote learning opportunities will be put in place if they are well enough to access them.
<b>3, Consideration or Extra Action</b>		
<b>IDENTIFIED AREA OF RISK</b>	<b>GOVERNMENT GUIDANCE</b>	<b>SCHOOL CONTROL MEASURES</b>
An outbreak of COVID19 within the school: 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period	When these thresholds are reached, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place. Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements. A director of public health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. If they judge that additional action should be taken, they might advise the setting to take some or all of the other measures described in this document, for example extra testing. All settings should make sure their contingency plans cover how they would operate if any of the measures described were recommended for their setting or area.	<ul style="list-style-type: none"> <li>• All positive cases are instructed to self-isolate (as in section 1.4).</li> <li>• The school will discuss the outbreak with Lancashire Public Health and agree strengthening protective measures for 10 school days.</li> </ul> <p>In School:</p> <ul style="list-style-type: none"> <li>○ Classes act as individual bubbles for children. See Step-Up playground and lunch rota.</li> <li>○ After school clubs closed.</li> <li>○ WOOSH club to separate key Stage 1 and Key Stage 2 (use hall).</li> <li>○ Social distancing measures in place for staff where possible. Limits on numbers in rooms.</li> <li>○ Daily testing for staff in affected bubbles.</li> <li>○ Virtual assemblies only.</li> <li>○ No class singing.</li> <li>○ Increased ventilation.</li> <li>○ One-way systems in place.</li> <li>○ Essential visitors only. Visitors must wear masks if not working directly with children.</li> <li>○ Reassessment of school visits.</li> <li>○ Enhanced cleaning in place. Children to hand sanitise on entrance to school, after playtime,</li> </ul>



		<p>before dinner and after lunchtime. Children to hand wash on exit to lunchtime. Lunchtime cleaning of tables and chairs and end of school by teaching staff.</p> <ul style="list-style-type: none"> <li>○ Siblings/household of children with positive cases or symptoms isolate.</li> <li>○ Only socially distanced or digital staff meetings/CPD (whole staff).</li> <li>○ Virtual meetings where possible.</li> <li>○ Masks worn in shared areas and for in-person meetings.</li> </ul> <p>Out of School:</p> <ul style="list-style-type: none"> <li>○ Continue to drop off and go in morning and pick up from outside classrooms and leave swiftly.</li> <li>○ Parents requested to wear masks.</li> <li>○ Maintain Social Distancing</li> <li>○ Parents of children in classes advised by school are to book their child in for a PCR test (they should try to do this around school opening hours).</li> </ul>
<p>An outbreak of COVID19 within school: COVID cases continue to rise rapidly within a 10 day period despite additional measures.</p>		<ul style="list-style-type: none"> <li>● Incident Management Team Meeting held between school and Lancashire Public Health to agree further measures may be required if numbers continue to drop.</li> </ul>
<p><b>4, Control Measures to help prevent a potential spread of COVID</b></p>		
<p><b>IDENTIFIED AREA OF RISK</b></p>	<p><b>GOVERNMENT GUIDANCE</b></p>	<p><b>SCHOOL CONTROL MEASURES</b></p>
<p>1, ENSURE GOOD HYGIENE FOR ALL</p>		<ul style="list-style-type: none"> <li>● Guidance and training provided to all staff as well as regular updates from senior leaders to inform staff of changes.</li> </ul>

	<p>Hand hygiene Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important. The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene. 8 Use of personal protective equipment (PPE) Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</p> <p>Public Health England provides best practice <a href="#">guidance on how to wash your hands</a></p>	<ul style="list-style-type: none"><li>● The following measures will be in place for all school staff and visitors, with staff responsible for reminding pupils:<ul style="list-style-type: none"><li>○ Regular hand washing encouraged with sanitiser and hand soap available at all times.</li><li>○ Catch it, bin it, kill it procedure in place.</li><li>○ Cleaning Team instructed to ensure that all common touch points are cleaned daily.</li><li>○ Additional midday clean of all toilet areas.</li><li>○ Class teachers to wipe down table tops and other key touch point areas with sanitising spray at lunchtime.</li><li>○ Face coverings are optional in communal areas.</li><li>○ Anyone showing COVID19 symptoms will be sent home and instructed to book a PCR test and self-isolate until the test results are returned (see sections 1.4/1.5)</li><li>○ Twice weekly Lateral Flow testing in place with all staff and regular visitors encouraged to undertake.</li></ul></li><li>● There is a requirement that all adults and children who are ill stay at home.</li><li>● Tissues are readily available in the areas being used. Every classroom has a first aid tray including tissues. These are checked daily and sufficient reserves are held in stock.</li><li>● Hand sanitiser has been made available in all classrooms and adult spaces eg lobby, staff room etc.</li><li>● An enhanced cleaning schedule has been implemented including additional cleaning during the school day</li><li>● Enhanced cleaning schedule is followed for frequently touched objects such as door and window handles, taps,</li></ul>
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		<p>table tops, learning resources, computer equipment, telephones and bathroom facilities (see new Cleaning Protocols documents).</p> <ul style="list-style-type: none"><li>• An additional cleaner has been employed for the morning and for middle of the day.</li><li>• All occupied areas will be thoroughly cleaned at the end of the day and/or start of the day (see updated Cleaning Protocols).</li><li>• Shared cleaning protocols document allows for monitoring.</li><li>• Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE. CPD on cleaning caddy in classroom. Cleaning staff have had training on Cleaning Protocols. Welfare staff have had training on cleaning classrooms and shared areas at midday.</li><li>• PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves and aprons (See above for further information).</li><li>• Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms. All waste (Mon to Fri) will be stored in shipping container until Friday pm when in to bin. Bin collection is Tuesday. This will allow all waste to be out of contact for 72+ hours.</li><li>• COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary.</li></ul>
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<p>2, MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS</p>	<p>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. UKHSA has published <a href="#">guidance on cleaning in non-healthcare settings</a>.</p>	<ul style="list-style-type: none"> <li>• There is a requirement that all adults and children who are ill stay at home.</li> <li>• Tissues are readily available in the areas being used. Every classroom has a first aid tray including tissues. These are checked daily and sufficient reserves are held in stock.</li> <li>• Hand sanitiser has been made available in all classrooms and adult spaces eg lobby, staff room etc.</li> <li>• An enhanced cleaning schedule has been implemented including additional cleaning during the school day</li> <li>• Enhanced cleaning schedule is followed for frequently touched objects such as door and window handles, taps, table tops, learning resources, computer equipment, telephones and bathroom facilities (see new Cleaning Protocols documents).</li> <li>• An additional cleaner has been employed for the morning and for middle of the day.</li> <li>• All occupied areas will be thoroughly cleaned at the end of the day and/or start of the day (see updated Cleaning Protocols).</li> <li>• Shared cleaning protocols document allows for monitoring.</li> <li>• Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE. CPD on cleaning caddy in classroom. Cleaning staff have had training on Cleaning Protocols. Welfare staff have had training on cleaning classrooms and shared areas at midday.</li> <li>• First aiders will pay particular attention to sanitisation measures immediately before and following the administration of first aid.</li> <li>• Staff and pupils are encouraged to have their pens and pencils to avoid the need to share items that cannot be easily cleaned;</li> </ul>
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<p>3. KEEP OCCUPIED SPACES WELL VENTILATED</p>	<p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air</p>	<ul style="list-style-type: none"> <li>• Schools follow LCC's <a href="#">Simple Steps for Good Ventilation guidance</a> and complete the <a href="#">Ventilation Checklist (see COVID-19 page)</a></li> <li>• Good ventilation will be in place with class teachers ensuring that classrooms are adequately ventilated whilst still</li> </ul>

	<p>flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays. Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. 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 this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). You should balance the need for increased ventilation while maintaining a comfortable temperature. The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</p>	<p>allowing for the maintenance of a comfortable working environment.</p> <ul style="list-style-type: none"><li>• The school has followed the <a href="#">LCC Design &amp; Construction guidance on the use of ventilation and air conditioning</a>,</li><li>• As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security, fire safety issues or inclement weather.</li><li>• During colder months, windows will be fully opened before a room is used, and whenever a room is unoccupied in order to purge the air.</li><li>• Where possible, windows will be kept partially open at times of occupation.</li><li>•</li></ul>
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	CO2 monitors will also be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out.	
4. FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19	See Section 2	See Section 2
<b>5, Other Factors To Consider</b>		
<b>IDENTIFIED AREA OF RISK</b>	<b>GOVERNMENT GUIDANCE</b>	<b>SCHOOL CONTROL MEASURES</b>
Admitting Children into School with possible illness	<p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.</p> <p>If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>	<ul style="list-style-type: none"> <li>• School will continue to follow the guidelines. If your child displays symptoms of COVID19, including: <ul style="list-style-type: none"> <li>○ A new continuous cough</li> <li>○ A high temperature</li> <li>○ A loss, or change in, your usual sense of taste and/or smell</li> </ul> </li> </ul> <p>They will not be allowed admittance to school.</p>
Attendance	School attendance is mandatory for all pupils of compulsory school age and it is a priority to	All children are expected to attend school. Please see the school attendance policy for further guidance.

	<p>ensure that as many children as possible regularly attend school.</p> <p>Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. Settings should make sure their contingency plans cover this possibility. Shielding can only be reintroduced by national government.</p> <p>Any attendance restrictions should be reflected in the educational visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. Only students who are attending the setting should go on an educational visit.</p>	
<p>Transmission of COVID19 during travel to and from school on dedicated transport, including trips/swimming and whilst on trips.</p>	<p>We continue to recommend you do not go on any international visits before the start of the autumn term. From the start of the new school term, you can go on international visits that have previously been deferred or postponed</p>	<ul style="list-style-type: none"> <li>• The school expects, and requests a copy of, the travel company’s risk assessment in relation to transporting children safely under COVID19 and being COVID secure. The school should have this available to anyone at request.</li> <li>• Assurances have been given by transport providers that transport is cleaned regularly and that high touch points are sanitised prior to a school pick up/drop off.</li> </ul>



and organise new international visits for the future.

You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.

You should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.

You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. [General guidance](#) about educational visits is available and is supported by specialist advice from the [Outdoor Education Advisory Panel \(OEAP\)](#).

- Hand sanitiser is used upon boarding and/or disembarking transport.
- When organising Educational Visits, the school will consider and balance the benefits of the enhancement opportunity on the children's education with the risks involved.
- A thorough Educational Visit Risk Assessment will be carried out in conjunction with the venue and venue staff to ensure that all suitable control measures are in place to limit public contact.

<p>Transmission of COVID-19 when arriving or departing school.</p>	<p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p>	<ul style="list-style-type: none"> <li>• When visitors arrive at school and are needing to attend the main building, they will first be instructed to follow hand hygiene procedures and asked to sign in through the Track and Trace system.</li> <li>• The school procedures will be as follows:</li> <li>• Arrival <ul style="list-style-type: none"> <li>○ Gates are to open at 8.50am where children will make their way straight into class.</li> </ul> </li> </ul> <p>Departure</p> <p>Children to be collected from outside the classrooms.</p> <p>KS1 Parents will be allowed on the playground from 3:10pm They are to wait outside their child's classroom at the allotted times and away from the windows and doors.</p> <p>Rec and KS1 collection: 3:10pm KS2 collection: 3:15pm</p> <p>Younger siblings being collected are to wait until their eldest sibling comes round to get them. This will only happen if permission has been given by parents via the office.</p>
<p>Staffing</p>	<p>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly</p>	<ul style="list-style-type: none"> <li>• Willow Lane recognises that mental health of staff may still have been adversely affected during the COVID-19 crisis.</li> <li>• The Headteacher or other senior personnel will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary.</li> <li>• Staff are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day. This can be directly or through the wellbeing groups.</li> </ul>

	<p>carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a>.</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on <a href="#">protecting vulnerable workers</a>, including advice for employers and employees on <a href="#">how to talk about reducing risks in the workplace</a>.</p>	<ul style="list-style-type: none"><li>● School provides a 'Staff wellbeing and Support Plan' provided by New Start. This allows staff to talk to a counsellor every half term as needed. These sessions are held following strict guidelines with regard to safety and social distancing.</li><li>● A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur. This follows the same routes through the nominated member of senior staff.</li><li>● School has access to bereavement support (through Lancashire) if necessary.</li><li>● The Education Support Partnership (<a href="http://www.educationsupport.org.uk">www.educationsupport.org.uk</a>) provides a free helpline for school staff and targeted support for mental health and wellbeing.</li><li>● The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available;</li><li>● Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager can complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work.</li><li>● Staff are aware of sources of information that will assist staff wellbeing such as:<ul style="list-style-type: none"><li>○ <a href="#">Employee Wellbeing</a></li><li>○ <a href="#">MIND web site</a></li></ul></li><li>● <a href="#">H&amp;S COVID-19 web page</a></li></ul>
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Testing of Staff

Primary, school-based nursery and maintained nursery staff will be supplied with lateral flow device (LFD) test kits to self-swab.

Staff will be asked to take their test kits home and carry out the test twice a week, preferably in the morning. The tests should be taken before going to the workplace to minimise the risk of introducing infection and be evenly spaced throughout the week. Staff returning to work after a period of leave should take an LFD test at the beginning of their shift. Part-time workers should still broadly space their 2 tests throughout the week.

The LFD test will give a result in around 30 minutes. Staff must report their result (whether void, positive or negative) to NHS Test and Trace as soon as the test is completed, either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.

Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is strongly encouraged.

- School has issued the standard letter to all staff explaining the benefits of and arrangements for testing and seeking consent;
- Testing is not mandatory for staff however participation in testing is strongly encouraged by the school in order to identify asymptomatic individuals, reduce the spread of the virus and protect colleagues and the wider community;
- Staff are aware that they can stop participating in the testing arrangements at any point.
- On arrival at school the lateral flow device (LFD) kit delivery will be stored securely to prevent unauthorised access;
- Kits will be stored indoors where a temperature of between 2 and 30 degrees can be maintained;
- Once test kits have been distributed staff are responsible for ensuring these are stored appropriately at their home in a safe place away from children and at room temperature or in a cool dry place (2 – 30 degrees);
- Staff have been informed that it is a requirement for them to report their test results both to school and to the NHS, failure to do so will be noted by the school;
- Staff have been advised to contact (Lucy Naylor) if they have an incident whilst testing at home
- All staff have been advised to read the school's privacy notice to enable them to understand what will happen to their data;

		<ul style="list-style-type: none"> <li>• The test kit log and test results register are separate documents so that those signing for test kits cannot see the results of their colleagues;</li> <li>• Care is taken when handling personal information to ensure all necessary precautions are taken and that it is not shared with anyone who is not directly involved in dealing with the test results;</li> <li>• Care is taken when entering and saving personal information electronically. School already has appropriate arrangements in place for this from other areas of work;</li> </ul>
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**CLEANING AND HYGIENE- Further Actions Taken by School to help prevent the spread of COVID-19 virus via germs on surfaces and furniture within the building**

BEFORE ARRIVAL	<ul style="list-style-type: none"> <li>• Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely. New pedal controlled flip lid bins for all classrooms and communal spaces.</li> <li>• Disposable products – gloves and aprons – to be disposed of following cleaning.</li> <li>• Where blue paper towel is used this is disposed of.</li> <li>• Where cloths are used, these are soaked in bucket of bleach dilution and dried in locked cleaning room.</li> <li>• A strict colour coding system of cleaning equipment is in place to reduce the risk of cross contamination.</li> </ul>
ON ARRIVAL	<ul style="list-style-type: none"> <li>• All staff, pupils and visitors are required to follow guidelines re washing hands thoroughly with warm running water and hand soap for at least 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry.</li> <li>• Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing;</li> <li>• Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal). Child friendly and UKHSA posters display this message throughout the school.</li> </ul>

	<ul style="list-style-type: none"> <li>• Tissues are readily available in the areas being used. Every classroom has a first aid tray including tissues. These are checked daily and sufficient reserves are held in stock.</li> <li>• Hand sanitiser has been made available in all classrooms and adult spaces eg lobby, staff room etc.</li> </ul>
<p>DURING THE DAY</p>	<ul style="list-style-type: none"> <li>• All staff and pupils to wash their hands/hand sanitise more frequently, particularly before eating and drinking, administering first aid, before and after playtime/breaks, after using shared resources and after using the toilet. The school phrase of 'we wash, we do' is the expectation of adults and children.</li> <li>• Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing;</li> <li>• Pupils are reminded to avoid touching their faces whenever possible particularly with unwashed hands.</li> <li>• Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal). Child friendly and UKHSA posters display this message throughout the school.</li> <li>• Tissues are readily available in the areas being used. Every classroom has a first aid tray including tissues. These are checked daily and sufficient reserves are held in stock.</li> <li>• Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands;</li> <li>• Hand sanitiser has been made available in all classrooms and adult spaces eg lobby, staff room etc.</li> <li>• At the end lunchtime, tables in the dining area will be cleaned by LCC Catering staff.</li> <li>• At lunch time children will stay in phase bubbles and have allocated staff. All tables will be cleaned before the next bubble arrives for dinner.</li> <li>• Additional cleaning of high contact surfaces eg taps, door handles etc by additional cleaning staff in middle of the day.</li> <li>• Shared cleaning protocols document allows for monitoring.</li> <li>• Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE. CPD on cleaning caddy in classroom. Cleaning staff have had training on Cleaning Protocols. Welfare staff have had training on cleaning after lunch.</li> <li>• Teaching staff are responsible, using the classroom caddy, for cleaning of used resources etc as they will know what has been used.</li> <li>• Extra cleaning of play equipment, particularly in Reception, is in place at lunchtime.</li> <li>• PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves, aprons etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms. All waste (Mon to Fri) will be stored in shipping container until Friday pm when in to bin. Bin collection is Tuesday. This will allow all waste to be out of contact for 72+ hours.</li> <li>• COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary.</li> <li>• Good housekeeping is maintained at all times.</li> <li>• Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely. New foot pedal controlled flip lid bins have been ordered for all classrooms and communal spaces.</li> <li>• A strict colour coding system of cleaning equipment is in place to reduce the risk of cross contamination.</li> </ul>
FOLLOWING CONTAMINATION	<ul style="list-style-type: none"> <li>• Shared cleaning protocols document allows for monitoring.</li> <li>• Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE.</li> <li>• PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves, aprons etc.</li> <li>• COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary.</li> </ul>
Disposal of Waste	<p>All staff have been given the following instruction in respect of waste generated from the home testing process:</p> <ul style="list-style-type: none"> <li>• Packaging can be disposed of with general household waste;</li> <li>• Once empty the extraction buffer sachet should be placed in the plastic waste bag provided;</li> <li>• Once the extraction tube has been used it should be placed in the plastic waste bag along with the swab;</li> <li>• Once the test has been completed all the used contents of the kit should be placed in the waste bag provided and disposed of with general household waste.</li> </ul>

This risk assessment applies to this school providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, the Action Plan at Part C will be completed. This risk assessment will be used as a 'live' document and updated on a regular basis.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Willow Lane Community School.

Signed:

*Lucy Naylor*

Name:

Lucy Naylor

Date:

30.10.2021