


## Christ Church Primary & Nursery School – COVID-19 Primary Staged Opening Risk Assessment

Activity being assessed:	Re-opening of school to all year groups September 2021	Location(s) affected:	Whole school site	
Person(s) completing assessment:	Lee Archer V Anderson	Date original assessment completed:	28 <sup>th</sup> May 2020	
Date of review:  Date of review:	16th September 2020 2 <sup>nd</sup> November 2020 14 <sup>th</sup> December 2020 4 <sup>th</sup> January 2021 6 <sup>th</sup> January 2021 24 <sup>th</sup> February 2021 23 <sup>rd</sup> April 2021 9 <sup>th</sup> July 2021 31 <sup>st</sup> August 2021 3 <sup>rd</sup> December 2021 13 <sup>th</sup> December 2021 28 <sup>th</sup> February 2022 4 <sup>th</sup> April 2022	Review completed by:	L Archer  V Anderson	

This risk assessment has been developed on best available scientific guidance and information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

## For COVID-19 queries related to educational settings

LA Response Team 01785355777

[C19LOC.education@staffordshire.gov.uk](mailto:C19LOC.education@staffordshire.gov.uk)

[C19LocalOutbreakControl@staffordshire.gov.uk](mailto:C19LocalOutbreakControl@staffordshire.gov.uk)

### Any out of hours contact info

#### Coronavirus (Covid-19) helpline-holiday hours

Department for Education coronavirus (COVID-19) helpline – holiday hours  
The DfE coronavirus (COVID-19) helpline and the PHE Advice Service (option 1) will be available over the holidays to answer any questions you have about coronavirus (COVID-19) relating to education settings and children’s social care. These helplines will, however, close on the bank holidays, and have shortened opening hours on Christmas Eve and New Year’s Eve.

Phone: 0800 046 8687

Opening hours:

Monday to Friday from 8am to 6pm

Saturday and Sunday from 10am to 6pm

Please listen carefully to all of the available options before selecting the most appropriate option for your nursery, school, college or university.

Please select option 1 or 2 if you require specific advice on the action to take to respond to a positive case of coronavirus (COVID-19) in your setting. This option will take you through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts and will inform you what action is needed based on the latest public health advice.

Please select option 3 or 4 for any other questions about coronavirus (COVID-19) relating to education settings and children's social care

**To notify suspected outbreaks Public Health England West Midlands Health Protection Team**

Monday – Friday (0900 – 1700)

0344 225 3560 (opt 0, 2)

Or online at

<https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I>

**Out of Hours PHE Contact:**

Public Health England first on call via the Contact People

01384 679031

Or online at

<https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Contracting COVID-19 from being in the school environment by contact with an infected person	<p><b>Employees, contractors, visitors and others.</b></p> <p><b>Children, staff, visitors and the general public becoming infected with COVID-19:</b></p>	<p>In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending school where they have a confirmed or suspected case of COVID-19, we will take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p> <p>Adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend. Adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice will be 3 days.</p> <p>The population now has much stronger protection against COVID-19 than at any other point in the pandemic. This means we can begin to manage the virus like other respiratory infections.</p>		<p>E mail to be sent</p> <p>All staff</p>	<p>Jan 2021</p> <p>Feb 2021</p> <p>April 2021</p> <p>September 2021</p> <p>December 2021</p> <p>February 2022</p> <p>April 2022</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Ineffective personal hygiene measures	<p><b>Employees, contractors, visitors and others.</b></p> <p><b>Children, staff, visitors and the general public becoming infected with COVID-19:</b></p>	<p>Hands, Face, Space and let fresh air in to ventilate rooms</p> <p>Robust handwashing promoted.</p> <p>Bins for hand towels and tissues are not left to overflowing – inform teachers to monitor bins and do whatever is possible to keep overflowing to a minimum.</p> <p>Teachers to ensure that everyone washes their hands throughout the day.</p> <p>All staff and children <b>must</b> wash their hands for a minimum of 20 seconds with liquid soap and warm water, following use of toilet facilities, before eating and after a bout of coughing/sneezing</p> <p>Staff and children encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or paper towels are available in classrooms and staff areas and to be immediately placed in a bin or flushed down a toilet following use – used tissues/paper towels must not be left on desks or other surfaces.</p> <p>Posters are displayed by sinks to show how to effectively wash hands.</p> <p>Posters also displayed around the school.</p> <p>PPE equipment boxes available for staff who are required to assist with symptomatic individuals.</p>	<p>Ensure sufficient hand soaps/ paper towels are available in school and bins with lids for each classroom.</p> <p>Bins should be double bagged.</p> <p>Ensure sufficient disposable tissues/paper towels are available in school.</p> <p>Display handwashing</p>	<p>Cleaners/ Bursar</p> <p>Cleaners/ Bursar</p> <p>DHT</p> <p>Bursar</p>	<p>Ongoing</p> <p>Ongoing</p> <p>June 2020</p> <p>June 2020</p>

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			<p>posters by all sinks</p> <p>Display Posters around school</p> <p>Ensure PPE equipment box (mask, visor, plastic aprons, rubber gloves) is available for each class</p>	<p>PPE equipment replenished by Office staff</p>	<p>December 2020</p> <p>April 2021</p> <p>Sept 2021</p>
Possible contamination by close contact when providing first aid or care to Children	<b>Employees, contractors, visitors and others. Children, staff, visitors and the general public becoming</b>	<p>Disposable gloves are universally recommended to be worn when providing first aid and this MUST be adhered to.</p> <p>Where it is considered necessary due to the close proximity of care required, disposable fluid resistant surgical face masks and disposable aprons are available and should be worn by staff delivering first aid or providing care.</p>		All staff	ongoing

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	<b>infected with COVID-19:</b>				
Possible contamination from symptomatic person on site	<b>Employees, contractors, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19:</b>	A person tested positive for Covid-19 should not be on site – see first section.		All staff	Ongoing July 2020  September 2021
Insufficient or inappropriate PPE available or misuse of PPE	<b>Employees, contractors, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19:</b>	Disposable gloves, aprons and masks, are available for use as required. Where PPE is identified as required for a task it must be worn (administering first aid or medical needs), for general teaching and pupil supervision in line with government guidance PPE is not recommended. <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> Staff will be shown how to put on a face mask. Staff will be shown how to safely remove apron and gloves. A PPE box is kept in each classroom as well as the isolation room and medical room.		All staff	Ongoing       July 2020  September 2021

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Inadequate management of circulation areas	<b>Employees, contractors, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19</b>	Carbon dioxide monitors are fitted in classrooms to maintain appropriate CO2 levels if the monitor turns red, ventilation must be increased including opening more windows. For further information see HSE guidance on ventilation <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>		<i>SLT</i>	<i>July 2020 Sept 2020 Feb 2021 April 2021 September 2021</i>



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Insufficient or ineffective cleaning	<b>Employees, contractors, visitors and others. Children, staff, visitors and the general public becoming infected with COVID-19</b>	<p>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments provided by Chartwells Cleaning.</p> <p>Toilet and washroom areas, food preparation areas and staffrooms are cleaned daily.</p> <p>Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.</p> <p>Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use.</p> <p>All internal bins will be emptied daily to external bins.</p> <p>In the event of a confirmed or suspected COVID-19 case in the school, government guidelines of additional cleaning will be followed.</p>	Continue to meet with Cleaners to discuss cleaning rotas and their risk assessment as and when required	HT/DHT  All staff	June 2020 July 2020 Sept 2020 Dec 2020 September 2021
Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern	<b>Employees, contractors, visitors and others. Staff may experience higher levels of stress and anxiety Potential increase in</b>	<p>School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally.</p> <p>Mental health and wellbeing information has been shared with staff.</p> <p>SLT regularly checking on staff and have an open door to discuss concerns.</p> <p>SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place</p>	<p>Review procedures and support available to staff.</p> <p>Display Mental Health Week Poster-staff to be aware that</p>	SLT	<i>ongoing</i>

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about contracting COVID-19	<b>incidents of Domestic violence</b>	to maintain safety so far as is reasonably practicable - SFAIRP.	Mrs Donna Dunn is first aider for mental health.  Send ThinkWell email.		
Signature of Senior Leadership Team: V Anderson, L Archer					Date: 28 <sup>th</sup> May 2020
Date review required: 5 June 2020	Date review required: 18 September 2020	Date review required: November 7 <sup>th</sup> 2020	Date review required: December 18 <sup>th</sup> 2020		
Date review required: January 4 <sup>th</sup> 2021/January 6 <sup>th</sup> 2021	Date review required: 10 <sup>th</sup> February 2021	Date review required: 23 <sup>rd</sup> April 2021	Date review required: 11 <sup>th</sup> June 2021		
Date Review required December 2021	Date review required: February 2022	Date review required: April 2022	Date review required: Sept 2022		