

# **Ellenbrook Community Primary School**

## **OPERATIONAL RISK ASSESSMENT ADDENDUM FOR SCHOOL OPENING – March 2021**

Primary Schools

### **CHECKS AND BALANCES: RESPONDING TO COVID-19**

A toolkit to support leaders

Version 1 26<sup>th</sup> March 2021

### **Staying COVID Secure – Our Commitment**

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.
- ✓ We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding school reopening and implementing protective measures in education and childcare settings against COVID-19.
- ✓ We have regard to advice and guidance issued by Public Health England.

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

Please note: this risk assessment is an addendum to the school's main risk assessment, it should be undertaken in conjunction with the guidance on school reopening updated by the Department for Education on 22<sup>nd</sup> February 2021 as follows: [Actions for schools during the coronavirus outbreak](#)

Assessment conducted by:	Roger Blackburn	Job title:	Head Teacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	8 <sup>th</sup> March 2021	Review interval:	Fortnightly	Date of next review:	2 <sup>nd</sup> April 2021

### Related documents

<b>School/Trust/Local Authority documents/ :</b>	<b>Government guidance:</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a> <a href="#">Guidance for full opening: special schools and other specialist settings</a>  <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home#clinically-vulnerable-people">https://www.gov.uk/guidance/national-lockdown-stay-at-home#clinically-vulnerable-people</a>
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### Record of Review

<b>Review Date</b>  8 <sup>th</sup> March 2021	<b>Overview of review</b>  Review completed by Head Teacher and shared with the Governors.
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**Risk matrix**

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	M
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
<b>1. Minimising Transmission</b>					
<b>1.1 General</b>					
Direct or Indirect transmission of COVID -19 virus		<ul style="list-style-type: none"> <li>The main risk assessment, detailing the prevention and response system of controls in place, continues to be reviewed on a two weekly basis</li> </ul>	✓	<ul style="list-style-type: none"> <li>✓ Risk Assessment has been reviewed in line with the revised DfE guidance in March 2021.</li> <li>✓ Risk assessment is reviewed fortnightly or when guidance\advice is received from the DfE or LA.</li> <li>✓ All staff have been briefed on the changes contained in the Risk Assesment and issued a copy of the revised document.</li> <li>✓ All control measures continue to be in place and have been since the school re-opened in September.</li> <li>✓ All procedures are regularly reviewed by the school's Senior Leadership Team (SLT).</li> </ul>	L

Template addendum operational risk assessment for school reopening

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<b>1.2 Asymptomatic testing of staff</b>					
<b>Direct or Indirect transmission of COVID -19 virus</b>		Please see separate risk assessment <ul style="list-style-type: none"> <li>Staff are, voluntarily, having regular asymptomatic tests either at home or at a testing site.</li> </ul>	✓	✓ All staff have been made aware of the testing and watched the Youtube video. ✓ All staff have been provided with tests and the process for reporting results has been explained ✓ The majority of staff are continuing to use the Salford Community testing facility.	L
<b>1.3 Face Coverings</b>					
<b>Direct or Indirect transmission of COVID -19 virus</b>		<ul style="list-style-type: none"> <li>Where social distancing cannot be maintained in indoor locations, face coverings will be worn by staff and visitors, unless they are exempt.</li> <li>Face visors or shields will not be worn as an alternative to a face covering. They will only be worn where they have been identified as appropriate following risk assessment and will be thoroughly cleaned between uses.</li> <li>Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings but can, if they choose, wear transparent face coverings.</li> </ul>	✓ ✓ ✓	✓ All staff have been made aware of the DfE guidance on wearing face coverings when they are not able to maintain social distancing. ✓ Staff have also been given a copy of the DfE's guidance document.	L
<b>1.4 PPE</b>					
<b>Direct or Indirect transmission of COVID -19 virus</b>		<ul style="list-style-type: none"> <li>Staff will continue to wear any PPE which they would usually when providing intimate care or when working with children and young people who cough, spit or vomit.</li> <li>PPE as per the guidance <a href="#">here</a> will be worn when a pupil has symptoms of Covid and a 2m distance cannot be maintained or performing aerosol generating procedures (AGPs)</li> </ul>	✓ ✓	✓ All staff have been reminded of the schools' procedures for dealing with suspected cases of Covid 19 with pupils.	L

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<b>1.5 Supply teachers, peripatetic teachers and temporary staff</b>					
<b>Direct or Indirect transmission of COVID -19 virus</b>		<ul style="list-style-type: none"> <li>Will ensure they minimise contact and maintain as much distance as possible from other staff.</li> <li>Will participate in schools' rapid testing programmes or attend a community testing site.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All staff have been made aware of the DfE guidance on wearing face coverings when they are not able to maintain social distancing.</li> <li>✓ Staff have also been given a copy of the DfE's guidance document.</li> </ul>	L
<b>1.6 Educational Visits</b>					
<b>Direct or Indirect transmission of COVID -19 virus</b>		<ul style="list-style-type: none"> <li>There continues to be no educational visits</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All staff have been made aware of the DfE guidance on wearing face coverings when they are not able to maintain social distancing.</li> <li>✓ Staff have also been given a copy of the DfE's guidance document.</li> </ul>	L
<b>1.7 Extra curricular activities and wraparound 8<sup>th</sup> March – 28<sup>th</sup> March</b>					
<b>Direct or Indirect transmission of COVID -19 virus</b>		<ul style="list-style-type: none"> <li>Extracurricular clubs or supplementary schools and wraparound childcare (before and after-school clubs) will only be available to vulnerable children and young people and those children where;                             <ul style="list-style-type: none"> <li>the provision is being offered as part of the school's educational activities (including catch-up provision)</li> <li>the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution</li> <li>the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group</li> </ul> </li> <li>The existing control measures will remain place.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All staff have been made aware of the DfE guidance on wearing face coverings when they are not able to maintain social distancing.</li> <li>✓ Staff have also been given a copy of the DfE's guidance document.</li> </ul>	L

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<b>1.8 Extra curricular activities and wraparound from 29th march</b>					
<b>Direct or Indirect transmission of COVID -19 virus</b>		<ul style="list-style-type: none"> <li>Outdoor extracurricular clubs or supplementary schools and wraparound childcare (before and after-school clubs) will be available to all children.</li> <li>Indoor Extracurricular clubs or supplementary schools and wraparound childcare (before and after-school clubs) will only be available to                             <ul style="list-style-type: none"> <li>vulnerable children and young people</li> <li>children on free school meals, where they are attending as part of the Department for Education’s holiday activities and food programme (Healthy Holidays) and those children where;                                     <ul style="list-style-type: none"> <li>the provision is being offered as part of the school’s educational activities (including catch-up provision)</li> <li>the provision is as part of their child’s efforts to obtain a regulated qualification or meet the entry requirements of an education institution</li> <li>the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group</li> </ul> </li> </ul> </li> <li>The existing control measures will remain in place</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓ Before and after school club is being run in line with our risk assessment as it was between September and December 2020.</p> <p>✓ External clubs are not currently running at Ellenbrook.</p>	L
<b>1.9 Lettings</b>					
<b>Direct or Indirect transmission of COVID -19 virus</b>		<ul style="list-style-type: none"> <li>Where the school is responsible for lettings these will only be to organisations who have;                             <ul style="list-style-type: none"> <li>considered the relevant government guidance for their sector</li> <li>put in place protective measures</li> </ul> </li> </ul>	<p>✓</p>	<p>✓ Lettings are not currently being undertaken at the school.</p> <p>✓ When lettings do resume all providers will be made aware of the need to follow not only their own but the school’s risk assessments.</p> <p>✓ Staff have also been given a copy of the DfE’s guidance document.</p>	L
<b>1.10 Fire Safety</b>					

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<b>Direct or Indirect transmission of COVID -19 virus</b>		<ul style="list-style-type: none"> <li>• A fire drill will be carried out as normal but in a socially distanced manner.</li> </ul>	✓	<ul style="list-style-type: none"> <li>✓ A fire drill under these conditions was undertaken in the Autumn term</li> <li>✓ Another drill under these conditions is planned for the Spring term.</li> </ul>	L
<b>1.11 Music, Dance and Drama</b>					
<b>Direct or Indirect transmission of COVID -19 virus</b>		<ul style="list-style-type: none"> <li>• Particular care will be taken in music, dance and drama lessons to observe social distancing where possible.</li> <li>• There will be no physical correction by teachers nor contact between pupils in dance and drama.</li> <li>• There will be no performances with an audience present.</li> <li>• Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained</li> <li>• Singing and playing instruments will take place outdoors where this is possible</li> <li>• If singing and playing instruments indoors numbers will be limited and as large a space as possible used.</li> <li>• Distancing of 2m will be in place</li> <li>• Pupils will be positioned side by side or back to back</li> <li>• Wind and brass players will be positioned so that the air from their instrument does not blow onto another player</li> <li>• The sharing of equipment will be avoided as far as possible.</li> <li>• If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All staff are aware of the risk assessment and care is taken when teaching all subjects outside of the classroom.</li> <li>✓ No performances have been planned</li> <li>✓ Singing in large groups has taken place but this has been outside where different restrictions apply.</li> <li>✓ Any shared equipment is wiped down between uses by the adult supervising the activity.</li> </ul>	L
<b>1.12 Sport</b>					

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Direct or Indirect transmission of COVID -19 virus		<ul style="list-style-type: none"> <li>Outdoor provision will be prioritised, followed by provision in large indoor spaces which are well ventilated.</li> <li>External facilities will be used in line with government guidance for the use of, and travel to and from, those facilities (eg swimming)</li> <li>Only team sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government will be played.</li> <li>There will be no inter school competition</li> </ul>	✓	<ul style="list-style-type: none"> <li>✓ Outdoor provision is being prioritised where possible.</li> <li>✓ All external facilities are being used in line with Government and DfE guidance.</li> <li>✓ There is no inter school competition at present.</li> </ul>	
<b>2. Additional site-specific issues and risks</b>					
<ul style="list-style-type: none"> <li>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</li> </ul>					

School Leadership Use Only

Approved by (Head Teacher/ Chair of Governors)		Date of Approval	12/03/2021
Date Provided to Unions	12/03/2021	Date of Review	02/04/2021