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|---|------------------------------|---------------------------|--|
| School | Sutton Park Primary School | Date of Assessment | 4 th January 2022 |
| The number of children on the premises | 371 | Shared Setting | 4 th January 2022 |
| Assessor | Liz Lee – Head teacher | Review Date | 31 st January 2022 |
| Task/Activity | COVID 19 Educational Setting | Persons at Risk | All School Staff. Pupils, parents and visitors |

DfE Guidance for Operating Schools (August 2021)

4 key control measures:

- 1) Ensuring good hygiene for all
- 2) Maintaining cleaning regimes
- 3) Keep occupied spaces well ventilated
- 4) Following public health advice on testing, self-isolation and managing confirmed cases

| 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 |
| 1. Infection risk of contracting Covid 19 by coming into contact with a positive case | 4 | 5 | 20 | <p><u>System of controls - Point 3 and 4</u></p> <p>Lateral flow testing in place for all staff and regular volunteers</p> <p>Circulation of Public Health documentation and procedures to community</p> | <p>Twice weekly timetable of LFD Tests for staff to continue until end of September in first instance (continue into the spring term – Sunday and Weds by 9pm (call EL 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 EL Lead and SE Covid Admin Lead</p> <p>Regular newsletter which gives guidance to parents on latest advice re isolation - LA Update /public health document for parents</p> <p>Tracking of pupil attendance – see flow chart (SB Lead) Out of hours contact distributed to all staff and parents to report any Covid related issues or cases appropriate advice to given. NHS responsible for track and trace</p> <p>Suspected case in school – see Covid 19 guidance (January 2022) Isolation room to remain (positioned in parents centre) 1 person to remain and accompany child (staff member debriefed and action determined)</p> <p>Staff member, child or volunteer tests positive – isolate 7 days, if negative LFT on day 6 and 7 can return to school. Close contacts do not need to isolate but advised to seek PCR test and complete daily LFT for 7 days.</p> | 2 | 4 | 8 |

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| | | | | | <p>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.</p> <p>Visitors to site Visitors will only be admitted with prior arrangement. For track and trace purposes their details will be kept for 21 days(on inventory system) Visitors to continue with mask wearing inside the building in communal areas</p> | | | |
| Infection Risk of contracting Covid 19 from travelling to and from school | 1 | 4 | 12 | <p>Signage and social distance measures in place for drop off and pick up of pupils.</p> <p>No parents to enter the school building without an appointment</p> | <p>Gates to be unlocked 5 minutes before the start of the school day to prevent mixing of year groups.</p> <p>Four gates to be open – GW to open Flemingdale, WM to open Y3/4 and LW to open EYFS.</p> <p>Children to have hands sanitised on entry and exit</p> <p>Teachers to go out on the playground and meet the children before the start of the school day to limit the number of people around the doors and one class to enter at a time. Staff to wear masks when going to meet children. Parents requested to wear mask if speaking to member of staff.</p> <p>1 way system remains in place inside the building</p> | 1 | 4 | 4 |

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| | | | | | <p>Lunchtimes - hall area to be cleared by 1 year group and cleaned before next year group arrives. Each Year group has own zone to eat. Timetable completed by LW.</p> <p>Communication via telephone to parents and platforms in first instance</p> <p>Appointments pre arranged and risk assessed as to necessity Visitors can enter via prior arrangement ONLY and must adhere to procedures.</p> | | | |
| <p>Infection Risk of contracting Covid 19 from moving around the school building</p> | 3 | 5 | 15 | <p>System of controls - Point 3 Staggered lunch and playtimes for each Phase</p> <p>Limit the numbers of staff using shared areas such as staffrooms and offices.</p> | <p>Staff to wear masks in communal areas and when on the playground at the start and end of the day.</p> <p>Use of CO2 monitors (Autumn) to monitor air flow and identify places with potential poor air quality- staff room, well-being room) Ventilation and good respiratory hygiene – all windows opened am by GW/cleaners and closed by class teacher , 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 Continue to ensure good ventilation, opening of windows and doors. When classroom is empty, open all doors and windows to make sure room has chance to ventilate.</p> <p>Assemblies All in person assemblies suspended until spring term. <u>Monday</u> Singing in classroom. <u>Tuesday</u> attendance-(virtual) <u>Friday</u> – praise assembly (virtual)</p> | 1 | 5 | 5 |

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| | | | 15 | Schools may consider operating one way systems, where possible, for shared areas such as corridors and stairs. | <p>PE – timetabled – See SB rota for hall</p> <p>Music Service – Children to wash hands prior and after lesson in the adjacent toilet. Hand sanitizer and wipes in all teaching spaces.</p> <p>Lunchtimes – Children eat lunch in hall with class and packed lunches eat with hot lunches</p> <p>Staff room –Staffroom out of use, staff to remain in year group bubbles only.</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</p> | <p>Catch it, Bin it, Kill it posters and signage in all areas Tissues and pedal bins in all classrooms and main communal areas Children re inducted with RA in action and Sutton Park expectations on 8th Sept 2021</p> <p>Breakfast Club and afterschool club –children to remain in Year groups. Breakfast club must be booked.</p> <p>Dining tables to be cleaned thoroughly between settings.</p> | 2 | 5 | 10 |

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| | | | | allocated classes or phases <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. | Children in intervention groups – group small and in well ventilated spaces. Children sanitise on entry and exit to room. Any equipment to be wiped down. All teaching rooms have: Hand sanitiser Wipes Sink Paper towels Pedal bins Signage Hygiene and handwashing Clear arrival and signing procedures for staff in place Children wash hands on the hour – adults on the half hour Sanitize/wash on arrival before entering the building, after lunch and before leaving and when they change rooms (ie after intervention) Face coverings. All adults to wear masks in communal areas of the school. Updated /Covid 19 isolation rules and procedures communicated (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) Daily LFT's needed for 7 days. 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 form | | | |

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| | | | | | Public health Dept and contingency plan (may revert back to bubbles, zones for effected cases, deep clean, masks etc)- see previous RA for March to July 21 Staff circle paused. Staff meetings on line. | | | |
| Infection Risk of contracting Covid 19 from surfaces. | 3 | 5 | 15 | Increased level of cleaning, including a cleaner onsite whilst buildings are occupied. All surfaces to be thoroughly cleaned at the end and beginning of each day, including door handles etc.. Full deep clean of areas where confirmed Covid 19 has been identified. | Cleaner on site 10-2.30 to clean high touch areas. Main clean takes place at 6am prior to school opening Staff to remain in classrooms where possible if staying on site after 4:15pm Birthday buns can be brought in but must be sealed and shop bought and consumed on premises following handwashing Risk assessments completed for high risk children (RR to lead) Positive handling plans reviewed and communicated (RR/LW) Shared resources thoroughly cleaned after each use. Computers/ipads to be wiped with anti-viral wipes (can be done by children). Ensure hands are sanitised before use. FS – resources to be cleaned by cleaner during lunch break. | 2 | 5 | 10 |

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| Risk of contracting Covid 19 from a pupil or adult displaying symptoms | 4 | 5 | 20 | <p><u>System of controls - Point 1 measure</u> Allocation of a room/space within the building for isolation of individual displaying symptoms.</p> <p>All trust schools to follow flow charts in response to suspected cases. Supervision, until pupil/adult, leaves the building to be done at distance where possible and with appropriate PPE.</p> <p>Individuals to report any family</p> | <p>1x isolation room (ASU) Equipment replenished and checked daily- NF to lead</p> <p>PPE in isolation room for staff and children PPE available and staff trained as part of induction and guidance Intimate care plans updated (RR)</p> <p>Ensure all staff are clear with procedures and flow charts EL informed immediately if any suspected symptomatic people Circulate procedures to parents. Risk assessment available to parents</p> <p>Staff vigilance and awareness of circumstance and symptoms- staff responsibility to inform EL/AH to take action</p> <p>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)</p> | 2 | 5 | 10 |

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| | | | 15 | <p>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> <p>Individuals bubble to not return to work if symptoms of individuals are confirmed as Covid 19.</p> | | | 5 | |
| Risk of contracting Covid 19 | 3 | 5 | 15 | Staff to use appropriate PPE when attending | Visors for high risk activity if staff request (nappy changing, child vomiting etc made available | 1 | 5 | 5 |

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| from a pupil /adult who requires medical attention and or personal care. | | | | to individuals who require care. | Aprons, gloves for PPE and disposed of appropriately after use. Double Bin bagged and disposed as per DFE Guidance SE to ensure all PPE is in stock and replenish | | | |
| 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. | Fire evacuation procedures revert to pre covid plan – no one way system in event of emergency exit via nearest exit Critical incident plan updated and accessible with cascade of staff -EL | 1 | 5 | 5 |
| Risk of staff, children and any visitors not adhering to procedures | 3 | 5 | 15 | Ensure all staff have seen and understood COV id risk assessment Place adequate signage is | Newsletter to parents for each class with procedures Posters displayed around the site Messages via T2P, Facebook, twitter and website | 2 | 5 | 10 |

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| | | | 15 | displayed around school for staff, parents and children to adhere to. | | | | 10 |
| Risk of vulnerable staff pupils or those living with vulnerable peopled contracting COVID | 3 | 5 | 15 | 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.
- 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.

| | | | | | |
|---------------|--------|----------|----------|--------|-----------|
| 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 |
| | Remote | Unlikely | Possible | Likely | Certainty |