



Kincaig Primary School Covid-19 Operational Risk Assessment



Assessment Conducted by	Mrs Karen Appleby Miss Lucy Cross	Job Title	Head Teacher Deputy Head Teacher	Covered by this Assessment	All members of Kincaig Primary School staff, pupils, visitors, contractors and volunteers.
Date of Assessment	30/11/2021	Review Interval	On-going	Date of next review	09/01/2022

Other Related Documents to be read in conjunction with this risk assessment:

Related Documents	
Government Guidance	<ul style="list-style-type: none">• Schools COVID-19 operational guidance – 17 August 2021• Schools COVID-19 operational guidance – 29 November 2021
Important Note The safety of our children, staff and parents is our prime consideration throughout this time. Please note that any reference to ‘staff’ in this document refers to every member of staff in school regardless of their individual role. Please read this risk assessment in conjunction with the risk assessments already completed prior to the outbreak of COVID-19 and the Staff handbook. These are additional measures which have been risk assessed to prevent the spread of infection and maintain social distancing as recommended in the government guidance. 01/12/2021 – UPDATE from Prime Minister The DfE have produced the following guidance - Schools coronavirus (COVID-19) operational guidance 29 November 2021	



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OUTBREAK MANAGEMENT PLAN

*******If an outbreak of COVID-19 occurs within a particular class or across school, Kinraig Primary School, acting on the advice of Public Health England and the Local Authority, will revert to some of the procedures outlined in the previous risk assessments. At this point information will be shared with key stake holders, parents and children on a need to know basis.*******

30/11/21 - Due to the numbers of staff and children who are testing positive to COVID- 19 I have decided to take some extra protective measures to keep our school community safe, please read the Outbreak Management Plan as recommended by Public Health England in conjunction with this risk assessment.

Risk Matrix

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

Areas of Concern	Risk Rating Prior to action (H/M/L)	Control Measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
1.1 Curriculum Organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened.	Medium	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Plans for intervention are in place for pupils who have fallen behind in their learning. 	Yes		Low
1.2 Governance and Policy					



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Governors are not fully informed or involved in making key decisions.	Medium	<ul style="list-style-type: none">Governors are briefed regularly on the latest government guidance and its implications for the school.Governing Bodies are involved in key decisions on re-opening.Full governing body meeting to be held over Zoom and minutes taken	Yes		Low
1.3 Communication Strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health.	Medium	Communication strategies for the following groups are in place: <ul style="list-style-type: none">For staff, governors, parents and pupils through email, social media, parent app, video calls, letters, telephone calls, home visitsLocal Authority through video calls, emails, telephone, HR, news bulletinsProfessional Associations & other partners through email, video calls, phone calls	Yes		Low
1.4 Public Transport					
Risk of children or staff travelling on public transport catching COVID-19	Medium	<ul style="list-style-type: none">Guidance is in place for pupils and parents on how social distancing can be observed on public transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class.	Yes		Low
1.5 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and on-going cleaning of surfaces are not undertaken to the standards required.	Medium	<ul style="list-style-type: none">A plan for cleaning staff has been agreed additional focus for a deep clean.An enhanced cleaning plan has been agreed and implemented which minimises the spread of infection.Cleaning Staff work hours and areas have been changed to minimise the spread of infection.	Yes		Low
1.6 Hygiene and Handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils do not wash their hands with sufficient frequency.	Medium	<ul style="list-style-type: none">An audit of handwashing facilities and sanitiser dispensers is undertaken before the school re-opens and additional supplies purchased if necessary.Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.	Yes		Low



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Pupils forget to wash their hands regularly and frequently.	Medium	<ul style="list-style-type: none">All staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.Posters and the slogan, 'Catch It, Bin it, Kill it' are displayed to reinforce the need to wash hands regularly and frequently.SLT/Class Teachers to monitor the extent to which handwashing is taking place on a regular and frequent basis.	Yes		Low
1.7 Testing and Managing Symptoms					
Testing is not used effectively to help manage staffing levels and support staff well-being.	Medium	<ul style="list-style-type: none">Staff are using Lateral Flow Tests twice a week on a Sunday and Wednesday evening.Will help to identify Asymptomatic staff and prevent spreading covid 19 infection	Yes		Low
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms.	Medium	<ul style="list-style-type: none">Robust collection and monitoring of absence data, including tracking return to school dates, is in place.Procedures are in place to deal with any pupil or staff displaying symptoms at school.Children and staff are placed in an isolation room while waiting for collection – Oasis Room and cleaned afterwards.Staff/pupils showing symptoms should be tested and appropriate action, in line with government guidance taken, should the tests prove positive or negative.Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms.A record of any COVID-19 symptoms in staff or pupils is reported to the Local Authority.	Yes		Low
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display signs of COVID-19.	Medium	<ul style="list-style-type: none">Staff and parents have received clear communications informing them of current government guidance on the actions to take should anyone displaying symptoms of COVID-19 and how this will be implemented in school.The guidance has been explained to all staff and parents as part of the induction process.Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Yes		Low
Staff, pupils and parents are not aware of the school's procedures should there be	Medium	<ul style="list-style-type: none">Staff and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in school.	Yes		Low



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a confirmed case of COVID-19 in the school.		<ul style="list-style-type: none"> The guidance has been explained to all staff and parents as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 			
1.8 First Aid/Designated Safeguarding Leads					
The lack of availability of Designated First Aiders, Paediatric First Aiders and Designated Safeguarding Leads put children's safety at risk.	Medium	<ul style="list-style-type: none"> All EYFS Staff hold Paediatric First Aid along with DHT. 3 Members of SLT, 4 Class Teachers and 10 Support Staff members hold First Aid Certificates. DSL's always on site Collaboration with Local Authority to provide additional support if these areas cannot be supported due to staff shortage. 	Yes		Low
1.9 Medical Rooms					
Medical rooms are not adequately equipped or configured to maintain infection control.	Medium	<ul style="list-style-type: none"> The Oasis room is designated for pupils with suspected COVID-19 whilst collection is arranged. Social distancing provisions and measures are in place within this room. Staff to wear full PPE at all times. Procedures are in place for the room to be cleaned after suspected COVID-19 cases, along with other affected areas including the toilets. 	Yes		Low
2.0 Communication with Parents					
Parents and Carers are not fully informed on the Health and Safety Requirements for re-opening the school.	Medium	<ul style="list-style-type: none"> As part of the overall communication strategy parents are kept up to date with information, guidance and the schools expectations on a weekly basis using a range of communication tools. Including Parent App, emails, social media, phone calls and letters A COVID-19 section on the school website is created and updated. 	Yes		Low
Parents and Carers may not fully understand their responsibilities should a child show symptoms of COVID-19.	Medium	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via Facebook, twitter, Parent APP notifications and the school website. 	Yes		Low
2.1 Personal Protective Equipment (PPE)					
Lack of provision of PPE for staff to use.	Medium	<p>PPE to be available for staff to use if they feel they need to use it.</p> <p>PPE will include:</p> <ul style="list-style-type: none"> Disposable masks 	Yes		Low



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		<ul style="list-style-type: none"> • Disposable gloves and aprons • Full face visors • Disposable overalls • PPE to be audited regularly by a member of SLT and replenished as needed. 			
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2.2 Toilets

Toilets not cleaned regularly and children not washing hands.	Medium	<ul style="list-style-type: none"> • Pupils are encouraged to access the toilets during class/ throughout the day to avoid queues. • The toilets are cleaned frequently. • Monitoring by cleaning staff to ensure a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly how to wash hands and young children are supervised in doing so. • Posters are displayed and Rhymes are taught to support children in the handwashing process. 	Yes		Low
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2.3 Staff with underlying health issues.

Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them.	Medium	<ul style="list-style-type: none"> • Members of staff with underlying health conditions have been asked to seek and act on the advice of the GP/Consultant/Midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as 'clinically vulnerable' and 'clinically extremely vulnerable.' • All staff with underlying health conditions that put them at an increased risk from COVID-19 are working from home in line 	Yes		Low
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2.4 Classroom Environments		with national guidance. Current government guidance is being applied.			
Classroom layouts need to reduce the risk of the spread of infection.	Medium	<ul style="list-style-type: none">• Ensure that classrooms are ventilated appropriately. Windows and doors need to be open at all times where possible to aid ventilation.• To carry out lessons outdoors if possible.• To support the government initiative in installing CO2 monitors in all classrooms.	Yes		Low