

General Covid-19 Risk Assessment

Headteacher: Kristy Wharton

Section: Maintained Primary School - SCC

Assessment Ref: Schools Covid-19 RA V3 for March 2021 Reopening

Site/Location of Task: Mason Moor Primary School, Helvellyn Road, SO16 4AS

General guidance/recommendations for the full reopening of all schools in March 2021 during Covid-19 Pandemic

This guidance is intended to support schools, both mainstream and alternative provision, to prepare for reopening on 8th March 2021 and it applies to local authority-maintained schools and non-maintained schools.

Where this guidance refers to schools, that does not include maintained nursery schools or pre-reception classes.

Separate guidance is available for:

- [early years and childcare settings](#)
- [further education colleges and providers](#)

Full government guidance can be found via the links below and should be read alongside this guidance.

[Schools Coronavirus Operation Guidance](#)

[Actions-For Schools During the Coronavirus Outbreak - Guidance for Full Opening of Schools](#)

(standard Risk Assessments should continue to be referred to for all non-Covid-19 risks)

List those who may be at risk / harmed: Employees, visitors, contractors, member of public

Assessor's Name	Assessor's Signature	Assessment Date
Kristy Wharton		4 th March 2021

As part of planning for the full return of all schools, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19).

Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are: effective

- working as planned
- updated appropriately considering any issues identified and changes in public health advice

For the governments full guidance on reopening schools please refer to [Schools Coronavirus Operation Guidance](#).

Coronavirus (COVID-19) Specific Risk Assessment

Sharing your risk assessment

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

Monitoring and review of risk controls

It is important that employers know how effective their risk controls are. They should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

No.	Hazard (H) Description Briefly describe how the hazard could be realised, i.e. describe the potential accident. Include a description of the reasonably foreseeable injury	H 1-5	Control Measures - Likelihood (L) Factors Detail the following - Existing controls (Do they work?); Consider Safe Working Procedures (SWP), frequency; environmental factors; previous hazardous events; accident statistics etc.	L 1-6	Risk = HxL	Further action / control req'd? Y/N
01A	<u>Staff who are Clinically Extremely Vulnerable (CEV)</u>	3	<p>Staff who are clinically extremely vulnerable CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take.</p> <p>Mason Moor Primary School talk to their staff about how they will be supported, including to work from home where possible.</p> <p>Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>The shielding guidance is reviewed regularly. CEV individuals will be advised in advance of any extension or end date to inform them of changes or continuation of the guidance.</p> <p>CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation. When immunised, Mason Moor Primary School will advise staff members to speak to their medical professionals regarding when they can return to work. This will be in consultation with the both parties and an individual risk assessment will be written and signed.</p>	2	6 Low	
01B	<u>Children who are Clinically Extremely Vulnerable (CEV)</u>	3	<p>It is understood from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate following review with a clinician.</p> <p>The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.</p> <p>At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated.</p> <p>There are currently no pupils at Mason Moor Primary School that are classed as CEV.</p>	1	3 Low	
02	<u>Staff who are Clinically Vulnerable (CV)</u>	3	<p>Staff who are clinically vulnerable CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p>	2	6 Low	Further information on the System of Controls can be found on pg 8 of the Schools Coronavirus Operational Guidance

03	<u>Pregnancy</u>	3	<p>Pregnancy You will need to follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice.</p> <p>Mason Moor Primary School's risk assessment already considers any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If the school is notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, leaders will check the workplace risk assessment to see if any new risks have arisen. An assessment may help identify any additional action that needs to be taken to mitigate risks.</p> <p>Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, will be included and managed as part of the general workplace risk assessment. The school will take appropriate sensible action to reduce, remove or control the risks.</p> <p>As part of the risk assessment, the school will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.</p> <p>Pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19).</p> <p>Mason Moor Primary School will follow the same principles for pregnant pupils, in line with their wider health and safety obligations.</p>	2	6 Low	Read more guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynecologists.
04	<u>Staff who may otherwise be at increased risk from Coronavirus (Covid-19)</u>	3	<p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19).</p> <p>Those at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and will be receiving a letter to confirm this.</p> <p>For others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school as long as the system of controls set out in this guidance are in place. These risks will continue to be monitored by leaders alongside members of staff. Staff members are asked to keep leaders informed of any changes in circumstances.</p> <p>Staff who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home.</p>	2	6 Low	Further information on the System of Controls can be found on page 8 of the Schools Coronavirus Operational Guidance
05	<u>Covid-19 (Coronavirus)</u> Infection control if concerns regarding exposure to the virus	3	If staff members or pupils have symptoms of COVID-19 however mild, they are advised to get a test as soon as possible. They must stay at home until you get the result.	2	Low 6	For further government guidance on Covid-19 visit;

			<p>Stay at Home Guidance on GOV.UK to self-isolate for the appropriate period and arrange for a test to be carried out</p> <p>Do not go to a GP surgery, pharmacy or hospital.</p> <p>For full guidance on staying at home and when it is safe to return to work see NHS - Self Isolation Guidance, which includes guidance on what to do if someone in your household or support bubble has symptoms.</p> <p>If you feel you cannot cope with your symptoms at home, or your condition gets worse, then use the NHS 111 online COVID-19 service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.</p> <p>If you develop COVID-19 symptoms again at any point after ending your first period of isolation (self or household) then you must follow the NHS - Self Isolation Guidance again.</p>			<p>Coronavirus (COVID-19): guidance - GOV.UK (www.gov.uk) https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 For further SCC guidance visit; Young Southampton Schools Guidance Young Southampton Coronavirus Microsite</p>
o6	<p><u>Infection Protection and Control</u> General risk of exposure to disease through contact with others and/or touching contaminated surfaces</p>	3	<p>Preventing the spread of Covid-19 (Coronavirus) involves dealing with direct transmission (i.e. close contact with those sneezing and coughing) and indirect transmission through touching contaminated surfaces.</p> <p>Wash hands thoroughly using hot water and soap frequently during the day, especially on arrival at school and on re-entering after lunch or other absences. Avoid touching the face.</p> <p>Observe government guidelines regarding social distancing where possible.</p>	2	6 Low	<p>For further information refer to Schools Coronavirus Operational Guidance</p>
o7	<p><u>Hygiene</u> General risk of exposure to disease through contact with others and/or touching contaminated surfaces</p>	3	<ul style="list-style-type: none"> ● Mason Moor Primary School will ensure that sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments ● Surfaces are cleaned that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal ● Mason Moor Primary School ensures that all adults and children: <ul style="list-style-type: none"> o frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning o clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing o are encouraged not to touch their mouth, eyes and nose o use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') ● Mason Moor Primary School ensures that help is available for children and young people who have trouble cleaning their hands independently ● The school considers how to encourage young children to learn and practise these habits through games, songs and repetition ● The school ensures that bins for tissues are emptied throughout the day <p>There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</p>	2	6 Low	

o8	<p>General Office General risk of exposure to disease through contact with others and/or touching contaminated surfaces due to limited space and shared equipment</p>	3	<p>Daily Screen Equipment – ensure all workstations and equipment are thoroughly cleaned with antibacterial wipes before each use, even if it was used by the same person the day before. This includes the desk surface, keyboard, mouse and telephone handset and buttons, including the mouth and ear pieces.</p> <p>All offices, working areas and communal areas have a limit on occupancy.</p> <p>There should be no hot-desking, use the same desk each time where possible. Maintain social distancing.</p> <p>Printers – wipe printer buttons with antibacterial wipes before touching. Avoid queuing to use the printer if possible but if you need to queue, observe social distancing at all times.</p> <p>Face masks should be worn at all time by adults in communal areas, corridors and in areas where social distancing cannot be maintained i.e. in office or other staff areas with limited space.</p> <p>It should be noted that current government advice is that PPE is not considered necessary in schools in general, i.e. staff in general contact with children and young people, such as teaching or supervising play etc.</p>	1	3 Low	
o9	<p>Staff room and refreshment areas General risk of exposure to disease through contact with others and/or touching contaminated surfaces due to limited space and shared equipment (taps, kettles, fridges etc.)</p>	3	<p>Use of staff rooms must be kept to a minimum, although staff must still have a break of a reasonable length during the day. Maintain social distancing.</p> <p>Where possible, breaks are staggered to reduce occupancy and use as much as possible.</p> <p>Avoid queuing to use kitchen equipment, including kettles, fridges and sinks etc. where possible but if you need to queue, observe social distancing at all times where possible.</p> <p>Water bottles and other personal containers should not be refilled from water coolers or taps unless they have been thoroughly washed in hot soapy water beforehand.</p>	2	6 Low	
10	<p>Minimising Contact General risk of exposure to disease through contact with others and/or touching contaminated surfaces due to limited space and shared equipment</p>	3	<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Mason Moor Primary School will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle Mason Moor Primary School applies is reducing the number of contacts between pupils and staff. This is achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the:</p> <ul style="list-style-type: none"> ● pupil's ability to distance ● layout of the building ● feasibility of keeping distinct groups separate while offering a broad curriculum 	2	6 Low	

			<p>Mason Moor Primary School maintains consistent groups inside phase bubbles to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. These groups or 'bubbles' do not mix. This makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible. These groups have been planned to achieve the greatest reduction in contact and mixing while ensuring breath of teaching and access for support is in place at the expected level.</p> <p>Younger pupils and those with complex needs may not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <p>The cleaning of specific areas have been individually considered as they are used as shared spaces:</p> <ul style="list-style-type: none"> ● playgrounds ● dining halls ● toilets ● the copse (soft intervention room) ● the garden room (gross motor intervention room) <p>Siblings may be in different groups as grouping are based on cohort rather than families groupings.</p> <p>All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible.</p>			
11	<p><u>Classrooms</u> General risk of exposure to disease through contact with others and/or touching contaminated surfaces due to limited space and shared equipment</p>	3	<p><u>Measures within the Classroom</u></p> <p>Maintaining a distance between people while inside and reducing the amount of time they are in face-to-face contact lowers the risk of transmission. Ideally, adults should maintain 2 metre distance from each other and from children. We know that this is not always possible, particularly when working with pupils who need close contact care. Provide educational and care support for these pupils as normal, with other increased hygiene protocols in place to minimise the risk of transmission.</p> <p>Where possible, pupils should also be supported to maintain distance and not touch staff and their peers. This will not be possible for the youngest children, and some children and young people with complex needs. It may also not be feasible where space does not allow. Doing this where you can, even some of the time, will help.</p> <p>Classroom layouts should be planned to support social distancing. That should include seating pupils side by side and facing forwards, rather than face-to-face or side on. It might also include moving unnecessary furniture out of the classroom to make more space.</p>	2	6 Low	

12	<p><u>Maintaining Social Groups</u> General risk of exposure to disease through contact with others and/or touching contaminated surfaces due to limited space and shared equipment</p>	3	<p>Mason Moor Primary School will not have large gatherings such as assemblies or collective worship with more than one bubble.</p> <p>When timetabling, groups should be kept apart and movement around the school kept to a minimum. While passing briefly in the corridor or playground is low risk, pupils are reminded to avoid creating busy corridors, entrances and exits. Mason Moor Primary School has staggered break times and lunch times. Time for cleaning surfaces in the dining hall between groups is planned into the dinner rota.</p>	2	6 Low	
13	<p><u>Ventilation</u> Increased risk of exposure to disease in enclosed spaces</p>	3	<p>Keep occupied spaces well ventilated. Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area.</p> <p>Class teachers ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> ● natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air ● natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> ● opening high level windows in colder weather in preference to low level to reduce draughts ● increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) ● providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform ● rearranging furniture where possible to avoid direct draughts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>	2	6 Low	<p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information.</p>

14	<p><u>General movement around schools.</u> General risk of exposure to disease through contact with others and/or touching contaminated surfaces due to limited space and shared equipment</p>	3	<p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> ● Accessing rooms directly from outside where possible ● walking on the left hand side of corridors ● Staggering breaks to ensure that any corridors or circulation routes used have a limited number of children and young people using them at any time ● Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. ● Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time ● Outdoor play equipment is not used in the setting. 	2	6 Low	
15	<p><u>Sharing of Equipment and Resources.</u> General risk of exposure to disease through contact with others and/or touching contaminated surfaces due to limited space and shared equipment</p>	3	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble. These are cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment are cleaned frequently.</p> <p>When sharing equipment between different bubbles, they are either:</p> <ul style="list-style-type: none"> ● clean it before it is moved between bubbles ● allow them to be left unused for a period of 48 hours (72 hours for plastics) <p>or ideally both.</p> <p>Where cleaning or disinfecting equipment is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> ● restricted to one user ● left unused for a period of 48 hours (72 hours for plastics) between use by different individuals <p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</p> <ul style="list-style-type: none"> ● lunch boxes ● hats and coats ● reading books ● mobile phones <p>Bags are allowed but only if they are really needed and are the smallest size possible.</p>	2	6 Low	

			Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.			
16	<p><u>Physical Activities in schools including Educational and School Sports (PE)</u></p> <p>General risk of exposure to disease through contact with others and/or touching contaminated surfaces.</p>	3	<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>PE lessons can be held indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls.</p> <p>For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Where Mason Moor Primary School has team sports, it will only consider those 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 i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. Competition between different schools should not take place until wider grassroots sport for under 18s is permitted.</p> <p>When working with external coaches, clubs and organisations for curricular and extra-curricular activities, the leadership team satisfied that it is safe to do.</p>	2	6 Low	Refer to: guidance on grassroot sports for public and sport providers, safe provision and facilities , and guidance from Sport England advice from organisations such as the Association for Physical Education and the Youth Sport Trust guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents using changing rooms safely
17	<p><u>Arrival and departure from school</u></p> <p>General risk of exposure to disease through contact with others and/or touching contaminated surfaces due to limited space</p>	3	<p>Mason Moor Primary School uses staggered starts and finish times to keep groups apart as they arrive and leave. These do not reduce the amount of overall teaching time.</p> <p>Parents / carers are regularly reminded to not:</p> <ul style="list-style-type: none"> gather at the gates come onto the site without an appointment <p>Where possible only one parent or carer should attend the school to drop off or pick up and where someone else is available at home to look after them, siblings should not accompany parents or carers at these times.</p> <p>Where parents wish to speak to a teacher, they should ensure they maintain social distancing where possible.</p>	3	9 Med	The transport to schools and other places of education guidance requires those involved in the provision of dedicated transport to schools to identify the risks. You should adopt measures to address those risks in a way that works in the local circumstances.

			<p><u>Travelling to the setting</u> Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so. Where pupils and staff need to use public transport, they should follow the safer travel guidance for passengers.</p> <p><u>Other considerations</u> Some pupils with SEND (whether with EHC plans or on SEN support) will need specific help and preparation for the changes to routine that these measures will involve. Staff plan to meet these needs, for example using social stories. To make sure pupils with medical conditions are fully supported, the school works with:</p> <ul style="list-style-type: none"> • local authorities • health professionals • regional schools' commissioners • other services <p>Individual healthcare plans are used to help pupils receive an education in line with their peers. In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility.</p> <p>Mason Moor Primary School has considered how to manage other visitors to the site, such as contractors, catering staff and deliveries, who may be working throughout the school and across different groups. This will require close co-operation between schools and the other relevant employers.</p> <p>We ensure we have discussions with key contractors about the school's control measures and ways of working. They should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen safely outside of school hours, they should. A record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p>			<p>Distancing should be maximised and mixing of groups should be minimised where possible and practical.</p> <p>Further information is available in the guidance on supporting pupils at school with medical conditions. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. They, as well as supply teachers, peripatetic teachers or other temporary staff, can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. Such specialists will be aware of the PPE most appropriate for their role.</p>
18	<u>Personal Protective Equipment (PPE) in relation to Covid-19</u>	3	Mason Moor Primary School ensures individuals wear the appropriate personal protective equipment (PPE) where necessary.	2	6 Low	The guidance on safe working in education, childcare and children's social care provides more

			<p>Face coverings are not classified as PPE (personal protective equipment). All staff members are asked to wear face coverings when moving around the internal building but do not need to wear them when to are in a room to work. All stakeholders have the option to wear face coverings throughout the day if they so wish - this will not be challenged.</p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</p> <p>Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:</p> <ul style="list-style-type: none"> a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained <p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.</p>			<p>information about preventing and controlling infection. This includes:</p> <ul style="list-style-type: none"> when and how PPE should be used what type of PPE to use how to source it
19	<u>Asymptomatic Testing</u>	1	<p>Mason Moor Primary School promotes and engages in asymptomatic testing, where available. Rapid testing remains a vital part of our plan to suppress this virus (see section below)</p> <p><u>Systems of Controls – Response to any infection</u></p> <p>Mason Moor Primary School promotes and engages with the NHS Test and Trace process Staff members, parents and carers will need to;</p> <ul style="list-style-type: none"> book a test if they or their child has symptoms - the main symptoms are: <ul style="list-style-type: none"> a high temperature a new continuous cough a loss or change to your sense of smell or taste self-isolate immediately and not come to school if: <ul style="list-style-type: none"> they develop symptoms they have been in close contact with someone who tests positive for coronavirus (COVID-19) anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19) they are required to do so having recently travelled from certain other countries they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or they are asked by NHS Test and Trace 	1	1 Low	<p>Schools should follow the guidance set out for their settings:</p> <ul style="list-style-type: none"> Primary schools, school-based nurseries and maintained nursery schools Secondary schools and colleges Specialist settings
20	<u>Asymptomatic Testing Coronavirus (COVID-19) in Schools</u>	1	<p>Staff at Mason Moor Primary School have the option, and have been advised to take this option, to use Lateral Flow Devices (LFD)s to help to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. Any member of staff that chooses not to take up this option, is reminded all the other preventative actions they must take to minimise the risks of being infected with COVID-19.</p>	1	1 Low	

			<p>The lateral flow devices used have received regulatory approval from the MHRA for self use.</p> <p>Home test kits are available for all staff. The School Business Managers ensure that stocks of these test kits are kept at an adequate level so that there are no breaks in testing.</p> <p><u>Home testing</u> Staff at Mason Moor Primary School are supplied with LFD test kits to self-swab and test themselves twice a week at home.</p> <p>Staff must report their result 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.</p> <p>Staff should also share their result, whether void, positive or negative, with their school to help with contact tracing.</p> <p>Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.</p> <p>Primary age pupils will not be tested with LFDs. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab.</p>			
21	<u>Managing Confirmed Cases of Coronavirus (COVID-19) Amongst the School Community</u>	3	<p>Mason Moor Primary School will take swift action if it is made aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.</p> <p>mason moor primary school will contact the dedicated advice service introduced by Public Health England (PHE) in response to a positive case.</p> <p>Mason Moor Primary School will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: 	2	6 Low	Further guidance is available on testing and tracing for coronavirus (COVID-19) .

			<ul style="list-style-type: none"> o face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre o been within 1 metre for 1 minute or longer without face-to-face contact o sexual contacts o been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) o travelled in the same vehicle or a plane <p>Mason Moor Primary School keeps a record of pupils and staff in each bubble, and any close contact that takes place between pupils and staff in different groups.</p> <p>Where pupils are self-isolating, Mason Moor Primary School has a system to ensure the daily is supported in terms of food, computing and technology needs and access to education support.</p> <p>Mason Moor Primary School will use the template letter containing the advice of the health protection team, to send to parents and staff if needed. Mason Moor Primary School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days • if the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19) infection 			
22	<u>Reporting actual or suspected cases of coronavirus (COVID-19) through the education setting status form</u>	1	<p>Mason Moor Primary School completes the educational setting status form on a daily basis.</p> <p>See guidance on how to submit the educational settings status form for more information</p>	1	1 Low	
23	<u>Admitting children and staff back to the school</u>	3	<p>The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia.</p>	2	6 Low	

			<p>This is because a cough or anosmia can last for several weeks once the infection has gone.</p> <p>If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice.</p> <p>Mason Moor Primary School will not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation.</p> <p>In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend school, given the potential risk to others. In the event that a parent or carer insists on a pupil attending school. At Mason Moor Primary School, if the SLT believe that admitting a stakeholder back into the building could lead to the possibility of others becoming infected, they may take the decision to refuse the person. This has to be a reasonable judgements and would carefully considered in the light of all the circumstances and current public health advice.</p>			
24	<p><u>Covid-19 (Coronavirus) related illness in setting</u> Risk from children and/or staff who may develop symptoms whilst in the setting</p>	3	<p>If anyone becomes unwell with a new, continuous cough or a high temperature or sudden loss of taste/smell in Mason Moor Primary School, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, Mason Moor Primary School will call 999 if they are seriously ill or injured or their life is at risk.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, loss of taste/smell, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The affected area will be cleaned with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>	3	9 Med	See the COVID-19: cleaning of non-healthcare settings guidance .
25	<p><u>Response to an infection</u> Virus may be transmitted through large groups of people unless strict controls are in place</p>	3	<p>Mason Moor Primary School understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. School regularly informs staff members and parents/carers understand that they will need to be ready and willing to:</p>	2	6 Low	Anyone who displays symptoms of coronavirus (COVID-19) can and

			<ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 			<p>should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p>
26	<p>First Aid Potential for reduced First Aid cover during pandemic if staff are ill or self-isolating</p>	3	<p>First Aid cover has been reviewed to ensure adequate provision is in place at all times with temporary arrangements put in place if appropriate. Special consideration is given to children and young people with special medical needs and paediatric requirements.</p> <p>As per usual arrangements, where appropriate First Aiders, and other staff who may deal with minor injuries or illnesses, should ensure they wear PPE (including a face mask if considered appropriate) when providing first aid.</p> <p><u>Covid-19: advice for first aiders</u></p> <p>1. Be aware of the risks to yourself and others</p> <p>When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person but similar viruses are spread in cough droplets.</p> <p>2. Keep yourself safe</p> <p>In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.</p> <p>The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. You can read their full advice on their website here.</p> <p>Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</p> <ul style="list-style-type: none"> o Wear face masks if possible if you are unable to maintain social distancing to treat a person o Wear gloves or cover hands when dealing with open wounds 	2	6 Low	

		<ul style="list-style-type: none"> o Cover cuts and grazes on your hands with waterproof dressing o Dispose of all waste safely o Do not touch a wound with your bare hand o Do not touch any part of a dressing that will come in contact with a wound. <p>3. Give early treatment</p> <p>The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.</p> <p>4. Keep yourself informed and updated</p> <p>As this is a new disease this is an ever changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.</p> <ul style="list-style-type: none"> o Click here to visit NHS 111 o Click here to visit Gov.uk o Click here to visit Resuscitation Council <p>Remember your own needs</p> <p>These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. In order to help others you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take out time to look after yourself.</p> <p>5. If you think you may have been exposed to or contracted Covid-19</p> <p>If you are symptomatic for Covid-19 (Coronavirus), i.e. are showing signs of high fever, new and persistent cough and breathing difficulties, sudden loss of taste/smell, you should inform your line manager and arrange to self-isolate for 7 days with immediate effect. You can book also a test to confirm whether you have the virus or not by visiting https://self-referral.test-for-Covid-19(Coronavirus).service.gov.uk/. Members of your household who are symptomatic can also be tested to confirm whether they have the virus. If all symptomatic persons in your household test negative, you can return to work.</p>				
27	<p><u>Fire and Emergency Evacuation Procedures</u></p> <p>There may be the potential for increased risks from fire due to temporary arrangements in place in schools such as reduced staff</p>	5	<p>A current Fire Risk Assessment (FRA) is in place and where possible remedial actions have been completed (Feb 21)</p> <p>The FRA and current Fire and Emergency Evacuation procedures have been reviewed in conjunction with other changes being implemented during the Covid-19 pandemic.</p>	2	<p>10 Med</p>	<p>Schools who have subscribed to the Property Term Servicing Agreement can continue to receive guidance and</p>

	numbers and staff and children and young people being located in different areas than usual.		<p>A fire drill was carried out on Friday 8th January 21 to provide awareness and familiarity for staff, children and young people alike. Another is planned before Easter holiday 21.</p> <p>Personal Emergency Evacuation Plans (PEEP) in place for staff and/or children have been reviewed to ensure they remain effective under any temporary arrangements.</p>			support with regards to their FRA and remedial actions as usual.
28	<p><u>Stress, fatigue, verbal abuse</u> Increased risk of stress during Covid-19 pandemic leading to staff being adversely affected by factors such as continuing change and lack of job control, conflicting demands between home and work and increased risk of verbal abuse from parents who are frustrated or frightened during the crisis</p>	3	<p>Staff can talk to line manager if they are feeling unwell or ill at ease about things at work and or conflicting demands between home and work or concerns regarding their personal safety during the Covid-19 pandemic.</p> <p>Where necessary further guidance and support can be found through HR with regards to conflicting demands.</p> <p>Normal policy applies for dealing with verbal abuse from parents or anyone else. However de-escalation techniques should be used where possible in recognition that some parents may feel threatened or frustrated by the temporary arrangements in place, conflicting information in media and fear for their children's and their safety.</p>	3	9 Med	<p>Staff signposted to support services, EAP (Employee Assistance Programme) - https://healthassured.co.uk/wp-content/plugins/healthassured/sl.php?lg=southamptoncc&lp=southamptoncc&lid=4093</p> <p>Refer to Covid-19 (Coronavirus) wellbeing web pages - http://staffinfo.southampton.gov.uk/supporting-our-staff/coronavirus-covid19/our-wellbeing/ If you cannot access these pages please email the H&S team (health.and.safety@southampton.gov.uk) with your query and they will endeavour to provide you with the information you require.</p>
29	<u>SEND Guidance in relation to Covid-19</u>	3	Individual risk assessments have been carried out by the SENDCo for all pupils with an EHCP. in light of the pandemic.	2	6 Low	https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance

			Reference is made to the GOV.UK guidance on risk assessments for settings managing children and young people with an education, health and care (EHC) plan during the Covid-19 (Coronavirus) outbreak.			
30	<u>Legionnaires Disease – Risk from re-opening schools following temporary closure or reduced occupancy</u>	3	<p>Opening after reduced occupancy It is important that you undertake all the usual building checks to make the school safe. If buildings have been closed or had reduced occupancy, water system stagnation can occur due to lack of use. This can increase the risk of Legionnaires’ disease.</p> <p>Advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers’ guidance on emerging from lockdown.</p> <p>The school has a log of when each tap or water outlet has been flushed for 3 minutes weekly.</p>	2	6 Low	
31	<u>Guidance for managing music, dance and drama in school</u>	3	<p>Teaching music, dance and drama as part of your school curriculum, can continue, however there may be additional risks of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.</p> <p>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts.</p> <p>Particular care in music, dance and drama lessons should be taken to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama.</p> <p>Mason Moor Primary School keeps any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly.</p> <p>Performances with live audiences will not be held, instead alternatives such as live streaming or recording performances, subject to the usual safeguarding considerations and parental permission will be used.</p>	3	9 Med	
32	<u>Meetings</u> Increased risk of close contact due to limited space and numbers of persons attending	3	Face to face meetings are avoided where at all possible but where this is not possible, it should be ensured that government guidance regarding social distancing is observed.	2	6 Low	
33	<u>Increased working from home during Covid-19 pandemic</u> Risk to all staff when working from home from non-managed premises. Potential injuries due to unsafe electrical equipment,	3	<p>Employees to ensure they work in a safe environment at home as far as reasonably practicable and to inform their line manager if there is any reason why this may not be possible, i.e. no suitable place to work, unsafe equipment, lack of security or any other risks.</p> <p>Contact arrangements discussed and agreed with line manager as appropriate.</p>	2	6 Low	If home is not suitable for working from for short or longer periods of time employees may need to work from the office instead,

	lone working, not being able to summon help in the event of falling ill or suffering an injury, risks associated with working for long periods of time in an unsuitable location or with unsuitable work equipment		<p>Employees to ensure they work safely and avoid using IT equipment for long periods in unsuitable locations.</p> <p>A Risk Assessment for Flexible Homeworking is available on the H&S Forms Page on Young Southampton</p>			however during the Covid-19 (Coronavirus) pandemic this may not be possible, therefore please discuss with your line manager and refer to the DSE Microsite for further information
34	<p><u>Covid-19 Related Incident Reporting</u> All staff are at risk of the virus whether at work or in the wider community</p>	3	<p>All normal accidents or incidents should continue to be reported as usual using the online reporting system (HSMS).</p> <p>Where there is reasonable evidence that any reported case of Covid-19 is resultant of occupational exposure, this should be reported on HSMS, where it will be considered against RIDDOR guidance issued by the HSE.</p> <p>The headteacher or their nominated deputy (The School Business Manager) will review all incidents reported and take necessary actions as appropriate to prevent further occurrences where possible.</p> <p><i>A report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) should only be made when:</i></p> <ul style="list-style-type: none"> • <i>an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</i> • <i>a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.</i> • <i>a worker dies as a result of occupational exposure to coronavirus.</i> 	2	6 Low	RIDDOR reporting of COVID-19
35	<p><u>School Cleaning during Covid-19 (Coronavirus) outbreak</u> Increased risk to cleaning staff from contracting Covid-19 (Coronavirus) during cleaning activities</p>	3	<p>Increased cleaning take place to reduce the risk of infection.</p> <p>PPE requirements in relation to cleaning in schools may be slightly different to usual during the Covid-19 (Coronavirus) outbreak. Further information can be found via this link Schools - What PPE to Wear During Coronavirus Outbreak</p>	2	6 Low	<p>Follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>For further guidance see: School Cleaning – Little and Often School Cleaning Manual – January 2020</p>

36	Air conditioning Risk of transmitting Covid-19 (Coronavirus) through air conditioning systems	3	HSE Guidance states that the risk of air conditioning spreading coronavirus is extremely low. Mason Moor Primary School has not adjusted other types of air conditioning systems. Good ventilation is encouraged to help reduce the risk of spreading coronavirus. .	2	6 Low	For regular HSE updates on coronavirus visit HSE website
37	Site Management during Covid-19 (Coronavirus) outbreak	3	if Mason Moor Primary School is closed or only partially open, it will ensure that statutory compliance is complied with as per normal arrangements, including the ongoing need to ensure legionella controls are continued as normal and servicing and maintenance of boilers, LEV's etc. continue in line with their normal inspection and maintenance schedule.	2	6 Low	
38	Visitors Increased risk due to unknown health or exposure	3	Visitors to the school are limited to essential only, i.e. Property Service and/or contractors for essential maintenance and inspection and essential deliveries. All visitors are asked to adhere to hygiene rules at the site, i.e. use sanitiser on arrival as provided by reception or if this is not possible or suitable, to wash their hands on arrival for 20 seconds using soap and hot water.	3	9 Med	

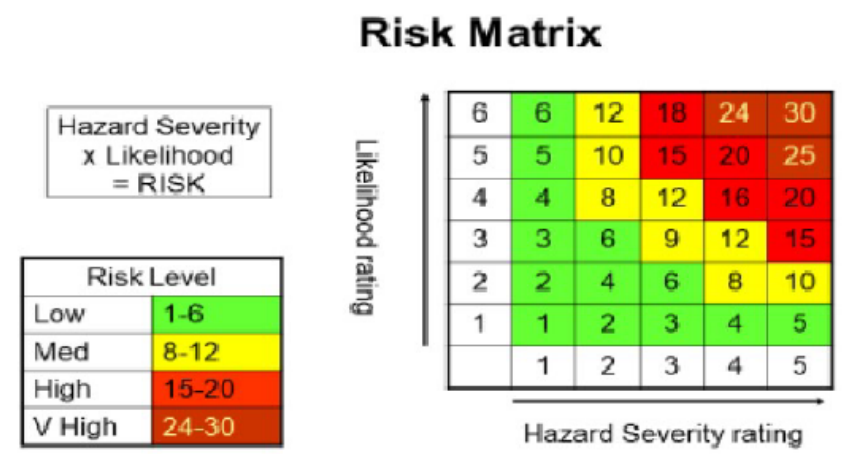
Hazard Impact Severity/Consequence if exposed to risk

Severity of the hazard if incident occurs		
Rating	Possible qualitative equivalent	Examples
1	No Harm	No injury, damage, or sickness or other loss, i.e. of working equipment.
2	Minor Harm - First Aid	First aid injury or illness, minor damage or loss. For example, scratch, bruise, minor cut, minor burns. Normal work possible after first aid treatment.
3	Serious Harm - Over 3 day injury	Minor fractures (fingers & toes), temporarily disabling back injuries. Accidents result in an over 'three-day' injury or illness, substantial damage or loss.
4	Major harm	Major fractures (limbs, vertebrae etc.), eye injury, longer term disability long term sickness absence.
5	Catastrophic Harm Fatality	Fatality, permanent disabling illness, blindness, catastrophic damage or loss e.g. loss of limb

Likelihood of being exposed to risk

Likelihood of incident occurring		
Rating	Possible qualitative equivalent	Examples
1	Remote	Highly unlikely to occur
2	Rare	May occur in exceptional circumstances
3	Unlikely	Unlikely but could occur at some time
4	Possible	Fairly likely to occur at some time or in some circumstances
5	Likely	Will probably occur at some time or in some circumstances
6	Highly Likely	Highly likely to occur

Health and Safety 6x5 Risk Matrix



Risk Control Plan

Risk level	Guidance on necessary action and timescale
Low (1-6)	Unlikely to cause serious injury, any actions need to be completed within 6 months. Periodic review to ensure controls are maintained
Medium (8-12)	Will cause injury at some point; consideration should be given as to whether the risks can be lowered, actions to be completed within 1 month, regular review of controls to ensure they are maintained particularly if the risk levels are associated with harmful consequences.
High (16-20)	Likely to cause injury, substantial efforts required to reduce risk. Controls to be implemented as a priority.
High (25-30)	Will cause serious injury or worse, consider stopping, suspending or restricting the activity all risk reduction actions are immediate detailed planning and regular monitoring of controls. Temporary controls might be appropriate in the short term such as increased supervision.