

Warden House Primary School



This Risk Assessment has been constructed following government guidance published in August 2021

[Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/97222/contingency-framework-education-and-childcare-settings.pdf)

This Risk Assessment will be continuously reviewed in line with future government guidance and amended accordingly.

Covid-19 Risk Assessment			
Written by: Rob Hackett (Headteacher)		Purpose: Safe operation of Warden House Primary School during the Covid crisis.	
Date Written: July 2021 Updated January 2022)			
Identify Hazards – assessing the risk	Risk Rating <i>High / Medium / Low</i>	Control Measures – Reducing the risk	Outcome <i>High / Medium / Low</i>
Section 1 Public health advice to minimize coronavirus (COVID -19) risks			
Prevention			
Minimize 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.	High	<ul style="list-style-type: none"> Clear communication to staff and parents regarding in-school protocols.. If unwell at home, parents are expected to keep school fully informed of any covid test results for their child. In school, unwell pupils, with Covid symptoms, will be isolated in the school’s identified isolation room (headteacher’s office) until parent collects; supported by member of staff in full PPE 	Low
	High		Low
	High		Low
	High		Low

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		<ul style="list-style-type: none"> • If any child or adult is tested positive, parent must inform school who will gain guidance as necessary • The NHS website contains up-to-date guidance on who and when should isolate following exposure to a positive Covid 19 case. When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk) • All staff members, volunteers and (adult) provided with LFD tests and are requested to undertake these twice a week. – or weekly if advised to do so by NHS test and trace. 	
Clean hands thoroughly more often than usual	High High High High High	<ul style="list-style-type: none"> • Each class has own hand sanitizer and handwashing facilities for staff and pupils • Pupils, staff and visitors must sanitize hands on entry to school every morning and frequently throughout the day • Daily reminders of how to effectively sanitize and hand wash and support for younger pupils visuals and social stories used • PPE available for all staff if needed • Protocols and expectations shared with all visitors and resources readily available 	Low Low Low Low Low
Wear Face masks	Medium	<ul style="list-style-type: none"> • Pupils are not routinely expected to wear masks when attending school 	Low Low

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	Medium Medium	<ul style="list-style-type: none"> • The DfE 'expects and recommends' that staff and visitors continue to wear face coverings in enclosed and crowded spaces where they may come into contact with people they don't normally meet, such as on public or school transport. • Disposable face coverings are available in the office or through the site manager or cleaning team. 	Low
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Medium High	<ul style="list-style-type: none"> • Promoted through curriculum, signage and verbal reminders • Bins available in each classroom for tissue disposal that will be checked and emptied regularly during the day. 	Low Low
Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	High High High High Medium	<ul style="list-style-type: none"> • The school will continue to employ a full time cleaner to work across the duration of every school day. • Robust cleaning practices in all classes and office spaces following checklist agreed by site manager. • Cleaning team trained in cross infection protocols • Sufficient products and resources will be continuously available and maintained by the site manager. • Reduce use of shared areas, thoroughly cleaned after each use • Different playground equipment boxes available for each class to use will be maintained. 	Low Low Low Low Low
Where necessary, wear appropriate personal protective equipment (PPE)	Medium Medium	<ul style="list-style-type: none"> • PPE available for all staff in each classroom. • PPE also readily available in Isolation room as risks are heightened for staff. Staff asked to remain at 	Low Low

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		least 2 meters distance from any child isolated with symptoms.	
Response to any infection			
Engage with the NHS Test & trace process	Medium	<ul style="list-style-type: none"> ● Track and Trace protocols shared with all staff and parents. The school are no longer expected to deal with the tracking and tracing of close contacts of Covid-19 confirmed cases (although maybe required to assist with this in extreme circumstances). ● Anyone who displays symptoms of coronavirus must self-isolate and should get a full PCR test. 	Low
	Medium		Low
Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Medium	<ul style="list-style-type: none"> ● Isolation room set up for sole use should a child or staff member become ill. This will be closed and then cleaned thoroughly should a child need to use it following showing symptoms. The isolation room is located in the Headteacher's office. ● PPE readily available ● Digital scanning thermometer purchased and available to use. 	Low
	Medium Medium		Low Low
Contain any outbreak by following local health protection team advice	Medium	<ul style="list-style-type: none"> ● Kent Health Protection team notified if two or more cases arise in a 14-day period ● Best practice advice is for the school to contact PHE for advice should one case be confirmed. PHE will advise school on the contact tracing procedures and agree next steps for the school. 	Low
	Medium		Low

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		<ul style="list-style-type: none"> ● Further action – including implementation of the school’s outbreak management plan is likely if there are: ✓ 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period ✓ 10% of total school community test positive within a 10-day period 	
Section2: School Operations			
Wider public transport	Medium	<ul style="list-style-type: none"> ● Road Crossing Patrol supported by KCC training kept fully up to date with Warden House protocols and expectations ● Parents and children informed of KCC SCP protocols ● Any school trips planned will factor in additional risk assessments concerning travel arrangements and will ensure the latest advice is followed regarding any additional health and safety precautions that may be required. 	Low
	Medium		Low
	Medium		Low
Attendance	Medium	<ul style="list-style-type: none"> ● All children and staff are expected to attend school, full time. ● Clear communication through Risk Assessments and school letters to staff and families. ● Pastoral support from Senior Leaders, FLO and nurture TAs is available for families and staff who are anxious about attending school 	Low
	Medium		Low
	Medium		Low

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Supporting staff	Medium	<ul style="list-style-type: none"> ● Governing Body (RGB) and senior leaders will regularly review staff well-being and workload ● Additional support from supervision, FLO and counselling services available should they be deemed necessary ● All new guidance disseminated to all staff as and when it becomes available. 	Low
	Medium		Low
	Medium		Low
Supply teachers and other temporary or peripatetic teachers	Medium	<ul style="list-style-type: none"> ● Peripatetic teachers, volunteers and professional colleagues will all be informed of our protocols on arrival. ● Visitors – including peripatetic teachers, supply teacher and volunteers will be allowed to work within school as normal. ● Student teachers through CCCU and social work students will continue to be supported. 	Low
	Medium		Low
Safeguarding	Medium	<ul style="list-style-type: none"> ● Full Safeguarding policy review conducted in September in line with latest government updates to “Keeping Children Safe in Education” ● Safeguarding training for all staff from 1.9.2021 ● Safeguarding reviewed through Pastoral team ● All staff have access to and use My Concern 	Low
	Medium		Low
	Medium		Low
Educational visits	Medium	<ul style="list-style-type: none"> ● Government guidance indicates that non-residential school trips in the UK can take place following a detailed risk assessment in line with existing school policy. 	Low
	Medium		Low

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	Medium	<ul style="list-style-type: none"> • Each visit to be planned followed detailed consultation with the headteacher as part of the risk assessment process. • Residential and overseas trips are permitted. 	Low
School uniform	Low Medium	<ul style="list-style-type: none"> • All children will wear full school uniform • FLO support available for families in financial difficulties 	Low Low
	Medium	<ul style="list-style-type: none"> • Children will wear their PE kit to school on PE days in order to limit the amount of adult intervention taking place when supporting children changing. This will be reviewed at the end of term 4 2022 	Low
Extra-curricular provision	Medium	<ul style="list-style-type: none"> • Breakfast club and afterschool club to open for all pupils from September 2021 in line with government guidance. Jungle Club will also be available as normal during holiday periods- including pupils from other schools as required. 	Low
	Medium	<ul style="list-style-type: none"> • A separate updated risk assessment for Jungle Club has been completed. 	Low
	Medium	<ul style="list-style-type: none"> • Extra-curricular clubs will continue as usual. 	Low
Section3: Curriculum, behaviour and pastoral support			
Curriculum expectations	N/A	<ul style="list-style-type: none"> • The full curriculum will be taught from September 2021. • Robust assessment for learning to gauge pupils starting points and plan for catch up. 	N/A

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		<ul style="list-style-type: none">• Regular Pupil Progress Meetings take place to monitor progress, challenge performance and put additional support in place where children's learning has fallen behind that of their peers.• Remote learning is available immediately should a child be required to isolate at home but is well.	
Section 5: Contingency planning			
Process in the event of local outbreaks		<ul style="list-style-type: none">• An Outbreak Management Plan has been written and published on the school website that provides details as to how the school will respond in the event of a Covid outbreak across the wider school community. This is shared on the school website.• The school will respond directly to advice from the DfE and the Kent Health Protection team in the event of a significant Covid outbreak within the school community.	