



North Wolds Federation COVID Risk Assessment (Version 1.12)

Operation Description:	March 2022 Living With COVID19 Risk Assessment
Operation Location:	Nettleton Community Primary School and Market Rasen C of E Primary School
Persons at Risk:	LCC employees, pupils, parents/carers, visitors, contractors

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **tables below**, consider **Severity (S)** and **Likelihood (L)** **without** Control Measures. **Multiply** (S x L)

If applicable, **add** the **Weighting** figure.

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) and, if applicable, **add** the **Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4				15 - 19	High Risk
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 – 14	Medium Risk
Injury (requiring treatment and/ or absence less than 3 days) = 2		Unlikely = 2				4 – 8	Low Risk
Minor Injury = 1		Very Unlikely = 1		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		1 - 3	Very Low risk

HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S x L + W = R					S x L + W = R			
School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.	4	3	0	12	<ul style="list-style-type: none">Daily checks will be made of:<ul style="list-style-type: none">Government websites (Gov.uk) or LCC websiteAS/NA to read, disseminate and act upon daily DFE COVID19 update.Any changes in national/LCC advice and guidance to be shared with the Head, Board of Governors etc. for appropriate action. (AS/NA)Staff will be updated in a timely manner, using email, letters etc. as necessary. Pupils will be updated verbally. Parents will be updated via wisePAY. (AS/NA)	4	1	0	4
Staff are not aware of the protective measures that are in place from 24 th February 2022..	5	4	0	20	<ul style="list-style-type: none">All staff had full training reminder of the protective measures that will stay in place post 24th February 2022<ul style="list-style-type: none">VentilationCO2 Monitors (Staff to report readings 800+)HandwashingIn day cleaningEnhanced cleaningFollowing Government guidance (April 22 22 update)Reminders regularly given via e-mail and TEAMS.Weekly agenda item at professional development meetings and SLT captures feedback on the success or the protective measures in place from September 2021. (AS/NA)Plan is regularly reviewed and updated and sent to staff each time it is updated.All new staff have training on the reopening plan and risk assessment.	5	1	0	5

Cleaning may not be in line with DFE guidance.	5	4	0	20	<ul style="list-style-type: none">Cleaning schedule, as outlined in the reopening plan, continues to meet the guidance in Implementing protective measures in education and childcare settings. (NA/CF/BD/SS)School will follows the advice from PHE. (Staff)Staff will be provided refresher training on in day cleaning February 2021 (NA) and regular reminders.<ul style="list-style-type: none">TablesTapsDoor handlesComputing equipmentSurfacesResources	5	2	0	10								
School meets the criteria to contact the Public Health Team	5	5	0	20	<ul style="list-style-type: none">The criteria to contact the Public Health Team:<table><tr><th>Setting Type</th><th>Reporting Threshold</th></tr><tr><td></td><td><i>Where the following, who are likely to have mixed closely with each other, test positive within a 10 day period:</i></td></tr><tr><td>Most education and childcare settings:</td><td>5 children, pupils, students and staff OR 10% of setting population</td></tr><tr><td>Special schools, residential settings, and settings that operate with 20 or fewer people:</td><td>2 children, pupils, students and staff</td></tr></table> <p>In the event your setting meets the reporting threshold above you should report this to the LCC Health Protection Team in the usual way, either by calling 01522 552993 or emailing healthprotectionteam@lincolnshire.gov.uk</p>	Setting Type	Reporting Threshold		<i>Where the following, who are likely to have mixed closely with each other, test positive within a 10 day period:</i>	Most education and childcare settings:	5 children, pupils, students and staff OR 10% of setting population	Special schools, residential settings, and settings that operate with 20 or fewer people:	2 children, pupils, students and staff	4	4	0	8
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Those in school may not follow the enhanced hand hygiene procedures.	5	4	0	20	<ul style="list-style-type: none">All staff will have had refresher training in February 2022 on hand hygiene as outlined in the reopening plan. (NA)Children will have frequent reminders during the day about the importance of hand hygiene. (Teachers)Ample supplies of sanitiser have been sourced to support with hand hygiene. (CF)Any children struggling with the enhanced hand hygiene procedures will be referred to LMG for support. (LMG)Visitors will be made aware of our hand hygiene expectations (GH/KTB/CF)	5	2	0	10								

Staff failing to report feeling unwell and attend school, potentially spreading COVID-19	5	3	0	15	<ul style="list-style-type: none"> Staff are aware of the importance of following the guidance regarding COVID19 from e-mails and staff meeting reminders. <p>People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)</p>	4	1	0	4
An individual (Staff or Pupil) starts to show symptoms of COVID-19 whilst at school potentially exposing others to the virus.	5	4	0	20	<ul style="list-style-type: none"> If an individual displays COVID symptoms they would be sent home in line with other respiratory illnesses. 	5	2	0	10
A pupil attends school with COVID 19.	5	4	0	20	<ul style="list-style-type: none"> Parents are aware of the below from Wisepay communications. <ul style="list-style-type: none"> It is no longer recommended that children and young people are tested for COVID unless directed to by a health professional. If a child or young person has a positive COVID test result they should stay at home and avoid contact with other people for 3 days after the day they took the test. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower and they can return to school. As part of the government's COVID response, the guidance to schools changed in line with the rest of the country. Students with mild respiratory symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend school. Students who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can, and are able to return to school when they no longer have a high temperature and are well enough to attend People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk) 	5	2	0	10

COVID 19 virus spreading more effectively if it were present inside than outside.	5	3	0	15	<ul style="list-style-type: none"> Staff are aware that rooms need to be well ventilated. (Fire doors should <u>not</u> be propped open) (Teachers) 	5	2	0	10
Staff may not understand where PPE should be used or have access to it.	5	4	0	20	<ul style="list-style-type: none"> Arrangements have been made for the very small number of cases when PPE may be needed. (AS) <ul style="list-style-type: none"> If a child is showing COVID 19 symptoms and needs to be supported in the safe/isolation room. Staff are aware that the PPE for the above purposes can be found in the main offices. (NA) Office staff to regularly check the PPE is there and in a good condition to use. (CF/GH/KTB) 	5	2	0	10
Low numbers of staff available to return to work.	4	3	0	12	<ul style="list-style-type: none"> Head of School will review staff absences and will report to the executive Headteacher if there is any concern regarding capacity or ability to open. Teaching assistants can be used to lead groups or cover lessons under the direct supervision of a qualified or nominated teacher. (NA) Supply teachers can be used. If long term supply is needed school will aim to use the same person every day. (AS/NA/CF) 	4	2	0	8
Low staffing numbers result in school not being able to meet catering requirements (FSM, UIFSM, Other Meals)	4	4	0	16	<ul style="list-style-type: none"> We have a person trained to cover the Kitchen Supervisor if she is unavailable to work due to COVID19. (AW) Most Teaching Assistants and all MSAs have a L2 hygiene certificate to provide support if the Kitchen Assistant is not available to work due to COVID19. (CF/EB to Organise) If capacity is significantly reduced meals will be provided in this priority order (EB) <ul style="list-style-type: none"> FSM (Around 70 meals across the Federation) UIFSM (Around 130 meals across the Federation) Other Meals (Around 40 meals across the Federation) T&C Kiddies (Around 20 Meals) 	4	3	0	12

Low staffing numbers result in each site not having a DSL available.	3	4	0	12	<ul style="list-style-type: none"> At MR there are 3 DSLs AS, NA and GE. If one is away the other will assume the role. (NC/NA) At NCPS there are 3 DSLs AS, DJ and AP. If any DSL is isolating at home but well enough to work they would complete the role from home making access of the remote technology (MS TEAMS/CPOMS). Staff would be updated on any change to procedure at this time. (NA) If in the unlikely situation that none of the DSLs were able to work school has a reciprocal agreement with Mr Andrew Cook at Kelsey Primary School to assume the role. Staff will be updated on changes to procedures in this instance. (NA) 	3	3	0	9
Low number of staff on site results in no paediatric first aider	5	3	0	15	<ul style="list-style-type: none"> At both sites we have several paediatric first aiders. (CF) (See SCR records) Office staff will ensure as they process staff absence that we have paediatric first aiders on site at all times. (CF/GH/KTB) 	5	2	0	10
Site cannot be maintained due to site manager being off work due to COVID 19	5	4	0	20	<ul style="list-style-type: none"> Site manager at partner school to support if possible If not source alternatively trained person via agency. (CF) 	5	2	0	10
School is unable to provide training to staff	4	4	0	16	<ul style="list-style-type: none"> Staff training will move to a mixture of face to face and MS Teams. (NA) School will contact with LCSB for replacements for compulsory face to face training for DSLs. (NA) 	4	2	0	8
Pupils passing on the virus as a result of not follow respiratory hygiene guidance	5	4	0	20	<ul style="list-style-type: none"> All staff will cover the catch it, bin it, kill it approach in the September 2021 reopening training. (All staff) Children will be taught the catch it, bin it, kill it approach at the beginning of the school year and be given regularly reminders ongoing. (Teachers) All classrooms and offices will have a dedicated lidded bin for used tissues which will be disposed of following the guidance. (BD/SS) 	5	2	0	10

Shared use of toilets increases transmission of virus if it was in school	5	3	0	15	<ul style="list-style-type: none"> School is following guidance in Operational Guidance for Schools (September 2021). (AS) School is going beyond the guidance and allocating classes to specific toilets. (AS/CF/BD/SS) Children are encouraged to socially distance in toilets. (Staff) The toilets are cleaned more often than usual. Additional cleans mid-morning and mid-afternoon. (CF/SS/BD) 	5	2	0	10
School is unable to meet the EHCP requirements when incorporating COVID 19 guidance.	4	3	0	12	<ul style="list-style-type: none"> LMG will review the EHCPs and liaise with class teachers and Learning Support assistants to ensure all areas of the plan can be met. (LMG) If all areas of the plan can't be met LMG will have a discussion with the pupils, parents and LA caseworker to discuss flexibility to the plan during the COVID19 pandemic. (LMG) 	4	2	0	8
Potential increase in student behaviour incidents	4	3	0	12	<ul style="list-style-type: none"> Enhanced amount of PSHE and routines re-teaching in September 2021. (DT/LMG) Staff retrained on the behaviour policy and COVID 19 behaviour Appendix in the Sept 2021 INSET training. (NA) Risk Assessments in place for children with challenging behaviours. (LMG) Behaviour incidents recorded on CPOMS and reviewed weekly by s/g team (NA/NC) 	4	2	0	8
Pupils missing school as parents are unwilling to send children to school.	4	4	0	16	<ul style="list-style-type: none"> School have communicated to parents government expectation that school attendance is compulsory. (NA) School to resume weekly attendance meetings and follow up non-attendance in the usual manner. (NA/DJ/NA) 	4	3	0	12
Schools to be issued with CO2 monitors to improve ventilation	5	4	0	9	<ul style="list-style-type: none"> Further information will be issued from September Staff need to be made aware of reading levels and making amendments Windows will continue to be open to ensure good ventilation Staff will report if CO2 monitors exceed readings of 800 	3	3	0	6

School:	The North Wolds Federation (Market Rasen C of E & Nettleton Community Primary)	
Headteacher:	Andrew Smith	Signature:
Chair of Governors:	Mike Eckersley	Signature:
Last Update	21/04/22	

