



St Anne's RC Primary
'We Grow Together in God's Love'



Covid Risk Assessment updated Nov 2021

Created: 26.8.21 written in line with DFE guidance found [here](#) and Oldham Council Risk assessment AUGUST 2021

Shared with staff: 1.9.21

To be reviewed: 1.10.21

Reviewed:22.9.21

Reviewed 4.10.21 in line with new guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#accountability-expectations>

Reviewed 29.11.21 in line with the new guidance from Gov 27th Nov 2021 (daily email 27.11.21)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036663/Schools_guidance_update_for_Omicron_-_29_Nov.pdf

Issue	Actions to be taken	Review/Monitoring
Mixing and bubbles	<p>From 1st September we will continue to group children as follows for most of the time as follows: EYFS KS1 Lower KS2 Upper KS2</p> <p>Where mixing is needed for the curriculum this can happen but kept to a minimum.</p> <p>Staff can cross bubbles to ensure delivery of broad and balanced curriculum but must ensure they do all they can to prevent spread of COVID.</p>	<p>22.9.21 Due to number of cases assemblies will continue to be virtual until cases reduce</p> <p>4.10.21 we are continuing bubbles until half term due to number of cases to reduce transmission</p> <p>29.11.21 bubbles will continue up until Christmas due to new variant. Assemblies will remain online and review after Christmas</p>

	<p>Break and lunch as follows until end of September when this will be reviewed</p> <p>Assemblies can take place face to face but in 'bubbles' or on google meet.</p>	
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		Class	Morning Playtime	Middays	
	<p>All children arrive at school between 8.45am and 9am to the classroom doors.</p> <p>Register close at 9.05</p>	Nursery	N/A	Miss Booth Miss Whittaker <u>Rahela M-W</u>	
		Reception	N/A	Mrs Nolan	
		Bubble 2	Year 1	10.30 - 10.45	Michelle Nicola
			Year 2		Mrs McGrady
		Bubble 3	Year 3	10.15 - 10.30	Estelle <u>Rahela (T/F)</u>
			Year 4		Estelle
		Bubble 4	Year 5	10.45 - 11.00	Lisa
			Year 6		Adele
Pick up and drop off	<p>We will continue to have one-way system around school. Enter at front gates near office and leave via the Nursery building gate. The gate to Balfour street will be closed.</p>			<p>4.10.21 this to continue</p> <p>29.11.21 staggered pick up and drop off to continue</p>	

	<p>Parents can drop off from 8.50-9.00 through classroom doors. Registers close at 9.05. Parents can collect from 3.00-3.10pm. All children exit through their doors as usual apart from year 4 who will exit on KS2 door to break up traffic outside KS2 classrooms</p>	
<p>Close contacts</p>	<p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p>	<p>22.9.21 Update from Tony Shepherd Oldham LA Dear School Leader,</p> <p>We are writing to provide a brief update on two matters where some of your colleagues have asked for clarity.</p> <p>Firstly, although there are 3 main symptoms of COVID – 19, unfortunately, there is no definitive list of secondary symptoms which some people experience. The advice given to schools is that if there is a change in how a person is feeling, or if they feel generally unwell, then taking a PCR test is advisable. There is no requirement for these people to stay away from the setting whilst they wait for the test result unless they are not well enough to attend, or it isn't advisable for them to attend e.g they have diarrhoea.</p> <p>Secondly, the new online case notification form is now available for you to use to inform Oldham Public Health of cases within your setting. This is accessed by following the</p>

		<p>link:https://forms.office.com/r/akv5y7YZFF.</p> <p>Notifying Oldham Public Health of cases in this way will ensure we have the correct information in order to track cases and support settings. In particular, this will allow us to identify outbreaks quickly and break the transmission of COVID-19 in settings. This form is easier to use than the old one as we are not asking for as much information and you can submit up to 5 case at a time.</p> <p>29.11.21 The current guidance on contact tracing and isolation remains in place. In addition to these, any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age. You will be contacted directly and told to isolate.</p>
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<p>Self isolation</p>	<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p>	<p>29.11.21 The current guidance on contact tracing and isolation remains in place. In addition to these, any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age. You will be contacted directly and told to isolate.</p>
<p>Non Vaccinated staff (NVS)</p> <p>22.9.21</p>	<p>Oldham LA has advised that non-vaccinated staff should self-isolate if have been in close contact to a positive case. At St Anne’s we will ensure that non vaccinated staff are protected by the following:</p> <ol style="list-style-type: none"> 1. NVS should keep to their class bubbles and not cross over bubbles 2. It is advised that NVS avoid the staff room at breaks and dinners to avoid mixing with other staff 3. NVS should not attend whole school assemblies/training if they cannot socially distance- they should access via zoom or google 4. NVS should continue to do LTF twice weekly as well as other member of staff they are in close contact with 5. It is advised that those working closely with NVS they also test atleast x2 per week 6. NVS should avoid face to face parent meetings- instead use zoom/google 7. NVS should limit contact with vulnerable staff in school where possible 	<p>Work expectations for NVS.</p> <p>Currently, staff that are unvaccinated and have to self-isolate will do so on full pay. Currently, self-isolation does not affect attendance.</p> <p>Non Vaccinated staff are not covered through supply cover scheme, so where possible cover should be in house.</p> <p>Non Vaccinated staff who are self-isolating are still expected to work from home. Work may be given by SLT/Phase leaders and may include, but not inclusive of:</p>

	<p>8. NVS should wear masks in communal areas to protect themselves and others.</p> <p>9. SLT should listen to any concerns regarding vaccination and direct NVS to seek advice from medical professional</p>	<ul style="list-style-type: none">● Online google meet booster session with children (a school laptop will be given if staff do not have access to laptop)● NVS still expected to join meetings, briefings, training via google or zoom● NVS should be contactable during their working hours● NVS may be given specific jobs, which may differ to their usual role, to enable these to be completed at home. <p>29.11.21 Non vaccinated staff: Vaccines are our best defence against COVID-19. They help protect young people and adults, and benefit those around them. Vaccination makes people less likely to catch the virus and less likely to pass it on.</p> <p>To book a vaccination, please visit: Book or manage a coronavirus (COVID-19) vaccination – NHS (www.nhs.uk). Non Vaccinated staff to continue to follow guidance of social distancing and limiting contact with others.</p>
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<p>Face coverings</p>	<p>If staff feel comfortable wearing face mask that is their discretion. If there is an outbreak, face covering maybe reintroduced in communal areas (see contingency plan) We will continue to promote parents to wear face coverings when entering the school building and it is optional for staff to wear when ,meeting with parents/visitors.</p>	<p>4.10.21 recommended for NVS</p> <p>29.11.21 Face coverings should be worn in communal areas and on classroom doors by ALL staff and visitors.</p>
<p>Prevention of spread</p>	<p>It is crucial we continue to promote good hygiene through frequent handwashing and hand santiser provided in all rooms in school. Staff should continue to build this into daily routines.</p> <p>Windows and doors to be left open as much as possible.</p> <p>Regular cleaning of handles, light switches etc to continue.</p> <p>Posters displayed throughout school to remind everyone of public health advice - including not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <p>Sinks and toilets regularly sanitised and bins for tissues are emptied throughout the day.</p> <p>All staff to be responsible for cleaning down equipment, tables, areas that they use.</p>	<p>Review of cleaning hours 22.9.21 to ensure adequate cleaning</p> <p>4.10.21 midday toilet cleaning</p> <p>29.11.21 all staff to be extra vigilant when cleaning, Neil to ensure spray bottles and wipes are in toilets are communal areas. Staff responsible to cleaning areas after use.</p>

<p>Positive cases</p>	<p>If any staff member or pupil present symptoms they MUST NOT come into school and book a PCR test even if you have had one or more vaccines.</p> <p>From 16th August family household do not need to self isolate if:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>However the person with confirmed case does. They must self isolate until the test results come back. If positive you must self isolate for 10 days (track and trace will advise)</p> <p>If you are isolating because of a positive test result but did not have any symptoms, and you develop COVID-19 symptoms within your isolation period, start a new 10 day isolation period by counting 10 full days from the day following your symptom onset. If you develop COVID-19 symptoms at any point after ending your first period of isolation you and your household should follow the steps in this guidance again.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own (meeting room) if possible and safe to do so. A window should be opened for fresh air ventilation if possible. They will use a separate bathroom (disabled toilet). This bathroom and meeting room will be cleaned and disinfected with standard cleaning products before being used by anyone else. Appropriate PPE should also be used if close contact is necessary. Parents advised to avoid public transport where possible If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case,</p>	<p>(4.10.21)Currently 10 children, 3 staff)</p> <p>2 NVS 1 Staff member x2 periods of 10 day isolation</p> <p>1 staff member extended 10 day isolation</p> <p>29.11.21 Julie to inform staff if child is positive so home learning can be set. AW/BJ to report to Oldham Covid Notification if positive case either child or staff. Warn and inform letter to be sent out.</p>
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	<p>a test will take place) or the child subsequently tests positive and the staff member is contacted by test and trace. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Where a child, young person or staff member tests positive, school to send 'warn and inform' letter to possible close contacts (see Covid Contingency plan)</p>	
Negative cases	<p>If staff or pupil test negative on PCR and they have no symptoms they can return to school.</p> <p>If your PCR test result is negative but you still have symptoms, you may have another viral illness such as a cold, flu or a stomach bug. You should stay at home until you feel well and for at least 2 more days if you have had diarrhoea or vomiting.</p>	
Testing after isolation	<p>Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test, unless they develop any new symptoms of COVID-19.</p> <p>If, however, you do have an LFD antigen test within 90 days of a previous positive COVID-19 PCR test, for example as part of a workplace or community testing programme, and the result of this test is positive, you and your household should self-isolate</p>	
Asymptomatic testing	<p>Staff should continue to test x2 weekly on Lateral Flow test until the end of September when this will be reviewed.</p>	<p>22.9.21 All staff to test on Sunday/Monday morning and Wednesday am or pm. They should send a picture to the whatsapp group showing results</p>

		<p>4.10.21 Asymptomatic testing DFE Guidance 27th Sept</p> <p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart. Testing remains voluntary but is strongly encouraged.</p> <p>29.11.21 Staff to continue to do LTF test twice a week and post in whatsapp group</p>
<p>Clinically vulnerable including pregnancy</p>	<p>Extra consideration given to people at higher risk and to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield however school will continue to support these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians.</p> <p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting.</p>	<p>4.10.21 x2 staff member risk assessment review wc 11.10.21- see sep risk assessment</p> <p>29.11.21 Clinically vulnerable and pregnancy: 1 member of staff self isolating at home due to guidance on 28 weeks pregnant and covid.</p>

	<p>Those who are CEV should continue to practice social distancing as much as possible and continue to take necessary precautions</p> <p>Separate risk assessment should be carried out for individuals who are CEV and concerns discussed with staff or parents of child</p>	<p>1 staff member to follow risk assessment-limit contact with other, wear mask in communal areas, follow social distancing</p>
Mental health support	<p>Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc.</p> <p>Guidance available from Public Health England here - shared with all staff.</p> <p>Bereavement policy in place and followed where applicable.</p> <p>Access to Employee Assistance Programme and counselling on self-referral basis.</p> <p>Staff reassure children and young people on regular basis.</p>	
Communication	<p>See Covid contingency plan</p> <p>Staff to be informed by whatsapp and notice board of positive cases</p> <p>Parents to be informed by Warn and Inform letter and text</p> <p>Governors to be informed by HT via email.</p> <p>Weekly updated communicated via briefings</p> <p>Open door policy for concerns</p> <p>CEV individual risk assessments to be reviewed when new guidance or in line with risk assessment</p> <p>Contact : COVID.trace@oldham.gov.uk</p>	<p>PH Oldham to be informed by contact form- https://forms.office.com/r/akv5y7YZFF.</p> <p>29.11.21 Julie to inform staff if child is positive so home learning can be set. AW/BJ to report to Oldham Covid Notification if positive case either child or staff. Warn and inform letter to be sent out.</p>
Remote education	<p>Any child who is self isolating must have access to home learning through google classroom or via packs. Class teachers must organize this- see home learning policy</p>	<p>22.9.21 All children who are self isolating must have access to google classroom and CT to check if they have been accessing work. In cases where</p>

		<p>they are not, a phone call must be made by SLT/ pastoral .</p> <p>Julie/office will now communicate those children who are self-isolating via whatsapp so CT know who to set work for.</p> <p>29.11.21 Julie to inform staff if child is positive so home learning can be set. AW/BJ to report to Oldham Covid Notification if positive case either child or staff. Warn and inform letter to be sent out.</p>
FSM	Children who are self isolating and receive FSM should continue to do so. A text will be sent for families to collect meals daily from the office.	
Educational visits	School trips can continue but staff must complete risk assessment at least 2 weeks before and include covid contingency plan- see EVC policy	
After school clubs	Can continue. For this half term they will continue to be in bubbles but this will be reviewed end of September	29.11.21 after school clubs continue in bubbles- review after Xmas
Visitors/contractors to school	<p>Contractors and visitors including Governors must complete COVID-19 screening form before entering premises. Where form suggest risk of infection, restrict access to building. A record of all visitors and contractors to the building will be kept</p> <p>Any visitors to the school asked to hand wash/hand sanitise on arrival and at appropriate intervals</p> <p>Meeting with contractors and governors to be held electronically/socially distanced where possible.</p>	29.11.21 all visitor to wear mask and do lateral flow test

<p>Children code of conduct</p>	<ol style="list-style-type: none"> 1. I will continue to follow the one way system 2. I will not bring anything other than my PE Kit, packed lunch, bag, homework diary and reading book from home 3. I will tell an adult if I feel unwell 4. Follow good respiratory hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it); AND follow good hand hygiene – use soap and water for 20 seconds/ hand sanitiser throughout the day; 5. Always wash my hands every time I come in off the yard, every time I use the toilet, before I eat something. 6. Follow the Normal School Rules and behave well at all times to maintain the safety of myself and others; 7. Follow these expectations and know 	<p>8.</p>
<p>Staff code of conduct</p>	<ol style="list-style-type: none"> 1. Staff to have read the risk assessment and contingency plan and address any issues with SLT 2. Staff will play their part to maintain a clean and safe environment: including immediately disinfecting surfaces and chairs if they have been touched by children; washing hands regularly and to teach children to do the same. 	<p>12.</p>

	<ol style="list-style-type: none">3. Staff to stay away from school if suffering Covid symptoms and to promptly arrange a test, informing school of the result as soon as possible.4. Staff to continue to do LFD twice weekly5. Staff with any concerns about their health (or that of others) to declare this to the school management as soon as possible.6. Staff to give online provision for children who cannot attend school.7. Staff to provide a curriculum that meets the needs of each child's well-being, mental health and academic needs.8. Staff to provide well ventilated teaching areas as far as feasibly possible.9. Staff to immediately alert the school office to contact parents/carers if any child displays symptoms of COVID-19.10. Staff to continue our clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy as well the expectations outlined in this agreement.11. Staff to communicate between home and school through notices, google classroom, tapestry, class Dojo, newsletters, text, email and the school website.	
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