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## CCI Risk Assessment – COVID

Date Last Updated: 3.11.21

Date last shared with staff: November 2021

Date shared with governors: November 2021

Key Updates relating to: South Gloucestershire Updated Guidance and DfE Guidance

<b>Section 1</b> Spread of COVID through staff or pupils in school	<b>Section 2</b> Spread of germs through poor cleanliness of school	<b>Section 3</b> Spread of germs through poor self-hygiene	
<b>Section 4</b> Spread of germs through poor social distancing	<b>Section 5</b> Spread of germs through shared resources or equipment	<b>Section 6</b> Spread of germs through external visitors and contractors	<b>Section 7</b> Impact on Mental Health and Wellbeing

What is the hazard?	Area of school life affected	Who is directly affected ?	How is the hazard being mitigated?	What actions need to happen next? (RAG Rated)	Comments / Next Steps
<b>Spread of COVID through staff or pupils in school</b>	Drop off and pick up each day	Staff, Parents and Pupils	<p>Office team to submit daily DfE attendance return if requested. Any after 9.05am report to office. Registration timings as below. Use signage to support drop off, collection and social distancing.</p> <p>One-way system outside encouraged – in through front gate and out through back gate.</p> <ul style="list-style-type: none"> <li>Children can arrive at any time between 8:50am and 9am</li> <li>Children can be collected at 3.15.</li> </ul>	<ul style="list-style-type: none"> <li>AM to communicate with parents</li> <li>Any unaccounted child must be called.</li> <li>CE to complete daily DfE return if required.</li> </ul>	<b>HT/DHT to review termly and share with staff</b>



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			<ul style="list-style-type: none"> <li>All adults who drop off to wear masks unless exempt and staff to wear masks when greeting families.</li> </ul>		
First aid, illness and medication	Staff and Pupils	<p>Staff to wear masks when administrating first aid.</p> <p>Staff can choose to wear PPE for first aid or administering of medicines. PPE disposed of in a bag. Donning and doffing guidance to be displayed and emailed to staff. aider on site at all times.</p>	<ul style="list-style-type: none"> <li>Book first aid training for staff who were absent or new staff if necessary.</li> </ul>	<b>HT/DHT to review termly and share with staff</b>	
Pupil with COVID symptoms	Staff and Pupils	<p>A child with symptoms will be isolated from the class (outside if possible) and parent/carers contacted to collect and arrange PCR testing. If positive, NHS Test and Trace will determine who needs to isolate. If they do not get a PCR test advice is that they should isolate for 10 days. They attend school whilst awaiting PCR result.</p>	<ul style="list-style-type: none"> <li>Head attending ongoing HT briefings</li> </ul>	<b>HT/DHT to review termly and share with staff</b>	
Staff illness	Staff	<p>Staff reminded not to come to work with any symptoms and to get tested as soon as possible.</p> <p>Anyone who is a close contact of a positive case does not need to isolate until they receive their own PCR test result, unless they have symptoms. If negative <u>and</u> the person has had two vaccinations, then they may return to work. If positive, they must also isolate and alert NHS Test and Trace. If they have not had both vaccines they must isolate for 10 days.</p> <p>Anyone who is a close contact of a positive case of Omnicron should isolate and have a PCR test before returning to work.</p> <p>In the event of several senior leaders having to isolate at the same time, there is capacity from the Juniors' senior</p>	<ul style="list-style-type: none"> <li>Clearly communicate new changes with staff</li> <li>Attend summer briefing</li> </ul>	<b>HT/DHT to review termly and share with staff</b>	



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			<p>staff to fulfil some of the face to face aspects of the role if required. CCI SLT would be available via email and phone unless they were unwell.</p> <p>In the event of the DSL and DDSL having to isolate, please refer safeguarding concerns to SENCO then KS leaders. If all five were absent, we would email further details of who would fulfil the safeguarding role.</p>		
	Arbor and attendance	Staff	Follow LA directives. Class teachers to take the register on Arbor and Parent Pay each morning and afternoon. Office Team to chase missing marks and complete daily DfE return.	<ul style="list-style-type: none"> <li>Communicate with staff</li> <li>Confirm X codes and meanings from September</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Staff at increased risk	Staff	We will work with anyone who is clinically extremely vulnerable or pregnant to ensure that any reasonable adjustments are in place and OT/LA guidance is followed.	<ul style="list-style-type: none"> <li>Prepare additional risk assessments as required</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Managing a local or national lockdown	Staff and pupils	See COVID contingency plan. ~This will be regularly reviewed.	<ul style="list-style-type: none"> <li>Bubble system will be reintroduced if required</li> <li>Review regularly</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Contact Tracing	Staff, pupils and visitors	<p>Contact tracing will be entirely managed by NHS Test and Trace. All recommendations will be followed. For all staff absence related to COVID, the short-term leave of absence policy will be applied.</p> <p>If a parent called the school during the day to inform us of a positive result or of the onset of symptoms, then the child will be asked to complete a PCR test as soon as possible Parents should remain in their car.</p>	<ul style="list-style-type: none"> <li>Guidance shared with staff.</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>



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	Lateral flow testing safety	Staff	<p>All staff will be provided with information about how to safely test themselves at home (this information will come directly from the NHS/Department of Health and Social Care). This will continue in term 1 or until otherwise directed by the LA.</p> <p>Information about latex allergies, animal materials and the solution will be provided in the initial briefing.</p>	<ul style="list-style-type: none"> <li>• Instructions for Use v1.3.2 provided with all kits.</li> <li>• Refresher training on INSET and handout new kits</li> <li>• New staff training</li> </ul>	<p><b>HT/DHT to review weekly and share with staff</b></p>
	Non-reporting of lateral flow testing	Staff	<p>Clear procedures will be put into place for the reporting of lateral flow device test results. We recommend that tests are taken at the same time on Wednesdays and Sundays to ensure testing isn't missed. All staff who decide to join the testing programme <b>must</b> follow these to ensure that anyone who has received a positive LFD test result does not attend school and pass on coronavirus to colleagues, children and visitors.</p> <p>If a test is negative, the staff member must alert Track and Trace (<a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a>) as well as the school using the dedicated inbox <a href="mailto:ccjtestresults@sgmail.org.uk">ccjtestresults@sgmail.org.uk</a>.</p> <p>Void tests must also be reported to both Track and Trace (<a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a>) and <a href="mailto:ccjtestresults@sgmail.org.uk">ccjtestresults@sgmail.org.uk</a>. In the event of a second void result, the staff member must again alert T&amp;T and school as well as isolate and book a confirmatory PCR test at a test centre - <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a>.</p>	<ul style="list-style-type: none"> <li>• Reminder texts when test results aren't provided</li> <li>• Clear log so results created and maintained in accordance with the privacy notice and GDPR</li> <li>• Staff attend briefing and given copies of briefing materials (PowerPoint) to ensure they know and understand reporting procedures and responsibilities.</li> <li>• Clarify if these will be reported to LA</li> </ul>	<p><b>HT/DHT to review weekly and share with staff</b></p>



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			<p>Positive tests must be reported to both Track and Trace (<a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a>) and by telephone to Anna (or Gareth if Anna is non-contactable). The staff member, their household and any support or childcare bubbles must isolate immediately and the staff member must book a confirmatory PCR test at a test centre - <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a>. If the confirmatory test result is positive, the household isolation continues. If the confirmatory test result is negative, the staff member and household can stop isolating and return to work.</p>		
	Use and storage of personal data	Staff	<p>All staff will be given a privacy notice and records will be kept in accordance with the recommendations from the DfE using the same format sent to all schools. We will maintain a test kit log which will record staff names against the details of the testing kit which has been provided. The school will also record results on a COVID-19 results register. Data will be kept securely on the school drive and will be password protected so that it is not shared beyond the headteacher, COVID-19 coordinator and registration assistants. The school will retain these records for a period of twelve (12) months from the date of the last entries made by the school. The school will only share data with the DHSC to identify which test kit has been given to which individual in the event of a product recall. The school will not share its internal COVID-19 results register with the DHSC. Data protection law rights will apply. Staff can request to see the records that we keep by submitting a request to <a href="mailto:christchurchjuniors@gmail.org.uk">christchurchjuniors@gmail.org.uk</a>. Data submitted by staff to NHS Track and Trace will be retained</p>	<ul style="list-style-type: none"> <li>• Password protected spreadsheets created and accessed only by headteacher, COVID-19 coordinator and registration assistants</li> </ul>	<p><b>HT/DHT to review weekly and share with staff</b></p>



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			for 8 years and may be shared with the DHSC, NHS, PHE, GPs and local government.		
<b>Spread of germs through poor cleanliness of school</b>	Cleaning	Staff	Integra will clean after school each day. Surfaces should be kept clear to enable access for cleaning staff daily.	<ul style="list-style-type: none"> <li>• Communicate with staff</li> <li>• Clear surfaces</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Cleaning Products	Staff and Pupils	<p>Ensure that cleaning products such as disinfectant and wipes are available at all times for staff to use if they need to between cleans e.g. handles.</p> <p>Ensure cleaning products are kept away from children as far as possible e.g. high shelves, teachers cupboards, staff room.</p> <p>Safety data sheet will also help with potential reactions to the product. Integra will clean after school each day.</p>	<ul style="list-style-type: none"> <li>• CE to keep COSHH up to date</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Hand Gel	Pupils	<p>Hand gel will be available in all rooms and is for use by staff and pupils. Hand gel or hand washing is available upon arrival at school. Hand gel is not as effective as hand washing and this will be reiterated with pupils and only used when hand washing cannot take place with effective social distancing.</p> <p>Therefore the following are in place:</p> <ul style="list-style-type: none"> <li>-Staff supervise the administration and use of hand gel including them thoroughly rubbing it into hands until it has dried</li> <li>-Staff should not dispense hand gel onto broken skin. Pupils with broken skin should be asked to wash their hands with soap and water</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with staff</li> <li>• Share COSHH sheets with all staff</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>



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			<p>-Staff should only give pupils hand gel purchased by the school to ensure that appropriate information including COSHH is readily available.</p> <p>-COSHH data sheets must be available should a child ingest the product or get it in their eyes.</p> <p>-Hand gel is kept on a high shelf out of reach while the classroom is not in use and monitored by a staff member</p> <p>-Hand gel is stored away from heat and flames (classroom cupboards when room not in use)</p> <p>-Keep in original container. If it is safer to dispense into smaller containers due to availability issues then all containers must contain the same warnings / labelling information as the original</p> <p>-Storage of hand gel in in the Caretaker's room. This room is to be locked so that pupils do not have access.</p> <p>-Spillages are cleared up immediately</p>		
	Ventilation	Staff	<p>Ventilation is still one of the best measures to minimise risk of transmission. All rooms should have windows open and when children are outside at breaktimes the rooms should be well ventilated with doors open. Windows should be kept open wherever possible. CO2 monitors will be installed as directed when they are provided by the Government.</p>	<ul style="list-style-type: none"> <li>• Posters displayed as a reminder</li> </ul>	<p><b>HT/DHT to review weekly and share with staff</b></p>
	Pupil Toilets	Staff	<ul style="list-style-type: none"> <li>• Wipe taps, handles and flushes twice daily</li> <li>• Disinfectant wipes available</li> <li>• Ensure soap available in toilets each day</li> </ul> <p>Integra will clean after school each day.</p>	<ul style="list-style-type: none"> <li>• Install PIR lighting for staff and child toilets</li> </ul>	<p><b>HT/DHT to review weekly and share with staff</b></p>



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			Toilets will be allocated to classes or by gender. They are only shared by a maximum of 2 classes/		
	Keypads – gate, photocopier and entry points	Staff	Gates etc still have to be in use to ensure safeguarding. Front gate and internal door by reception to be kept engaged. Hand sanitiser by hatch. Hand sanitiser in all classrooms and by the photocopier. Staff should sanitise hands before and after using the photocopiers and may wish to use gloves.	<ul style="list-style-type: none"> <li>Communicate with staff</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Professional cleaning	Staff	Touch points will be cleaned thoroughly at the beginning and end of every day e.g. handles and buttons. Additional cleaning products will be in every classroom and key shared rooms.	<ul style="list-style-type: none"> <li>Check additional cleaning products are still in every room.</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
<b>Spread of germs through poor self-hygiene</b>	Handwashing	Staff and Pupils	Handwashing must be done regularly and with water and soap. This includes when they enter the school, before they eat, after they eat, when they have visited the toilet or when they cough/sneeze. Paper towels in class and in all toilets. Explicitly teach hygiene arrangements. Ensure that this is happening throughout the day while adhering to all safeguarding protocol.	<ul style="list-style-type: none"> <li>Communicate with staff.</li> <li>Cleaning aids in every classroom.</li> <li>Hand washing posters at every entrance</li> <li>Handwashing guidelines at every sink</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Clothes washing	Staff and Pupils	All pupils in school uniform or PE kit. Parents to be communicated about this too. External door open for ventilation. No changing during the day. Pupils will attend school in their full PE kit on the days that they are due to do PE.	<ul style="list-style-type: none"> <li>Communicate with parents</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Water	Pupils	Water bottles are kept in trays by sink. All children to bring their own water bottles – school ones available. Take bottles home daily.	<ul style="list-style-type: none"> <li>Text/inform parents</li> <li>Purple trays in classrooms</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>



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<b>Spread of germs through poor social distancing</b>	Lining up	Staff and Pupils	All classes will line up at the end of their playtime/lunchtime slot in separate lines on the playground. Legendary lining up is encouraged.	<ul style="list-style-type: none"> <li>Use Hand sanitiser</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Reintroduction of face coverings	Staff and children	Staff to wear masks in communal areas around the school.	<ul style="list-style-type: none"> <li>Guidance issued to staff and parents.</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Whole school gatherings	Staff and children	Move to online Collective Worships and year group only events inside.	<ul style="list-style-type: none"> <li>Guidance issued to staff and parents.</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Whole staff gatherings	Staff	Move to online meetings or socially distanced smaller group meetings with face coverings.	<ul style="list-style-type: none"> <li>Guidance issued to staff and parents.</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Cars, gathering and transport	Staff and Parents	No parent will be able to drive on to site unless they are unable to bring their child to the classrooms doors. No gathering or waiting on the playground or at the gates. Pedestrian gate will be reopened.	<ul style="list-style-type: none"> <li>Signage on gates</li> <li>Communicate to parents</li> <li>SLT on gates for the first week and as necessary</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Lunchtimes eating and playing	Staff and Pupils	Children will now be eating lunch in the hall. See COVID contingency plan for more information about restrictions that will be reintroduced if needed.	<ul style="list-style-type: none"> <li>Rota for lunchtimes</li> <li>Rota for zones</li> <li>Staffing for lunchtimes</li> <li>Communication with parents</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Collection / pupils walking home	Staff, Pupils and Parents	OCOOSC children collected from classes and taken straight to the Elliot buildings.	<ul style="list-style-type: none"> <li>Communicate with Oldbury Court</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>



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	/ Oldbury Court				
	Staff meetings/SLT	Staff	Staff meetings and SLT meetings can take place face-to-face but should be in a well-ventilated space and socially distanced if possible.	<ul style="list-style-type: none"> <li>Communicate with staff</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Front desk and visitors/parents	Staff and Parents	Parents and visitors should sign in sheet provided. If the outbreak management plan is enacted, there may be restrictions on visitors and parents entering the school site.	<ul style="list-style-type: none"> <li>Communicate with parents and staff</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Staff room	Staff	New staff room open and all staff use one room unless directed. See outbreak management measures for details on restrictions if needed. <b>Staff to clean in between use.</b>	<ul style="list-style-type: none"> <li>All furniture replaced</li> <li>Communicate with staff</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Events – camp, trip etc	Staff and Pupils	Day trips may take place subject to a full risk assessment and in accordance with latest DfE guidance. Assemblies may take place in hall.	<ul style="list-style-type: none"> <li>Communicate with parents</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Commitments – swimming, Ukulele, bike ability, music lessons	Staff and Pupils	All trips and clubs, singing and swimming may take place again <b>but these will be with no more than one year group and will mostly be outside.</b>	<ul style="list-style-type: none"> <li>Communicate with staff and parents</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Emergency procedures	Staff and Pupils	Fire and lock down will still go ahead as usual.	<ul style="list-style-type: none"> <li>Communication with staff and children</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
<b>Spread of germs</b>	Shared staffing through	Staff and pupils	Staff can work with children from any class. Restrictions on bubbles may be reintroduced if there is an outbreak.	<ul style="list-style-type: none"> <li>Communicate with staff</li> <li>Re-timetable interventions</li> </ul>	<b>HT/DHT to review weekly</b>



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<b>through shared resources or equipment</b>	group and bubble system			<ul style="list-style-type: none"> <li>Re-organise TA Timetables</li> </ul>	<b>and share with staff</b>
	Cloakrooms	Staff and Pupils	Cloakrooms will be in use again but children continue to be encouraged only to bring coat, water bottle, snack, packed lunch and reading books.	<ul style="list-style-type: none"> <li>Communicate with staff and parents</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Staff room	Staff	Staff room will be ventilated and hand gel/anti-bacterial wipes will be provided in shared communal spaces such as the staff room. Staff can choose to wear masks in all shared areas such as toilets, staff rooms, photocopiers.	<ul style="list-style-type: none"> <li>DR stock check towels and soap</li> <li>Wipes and spray in SR</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Internal shared areas – IT suite, hall, library, meadow, LB/UB areas	Staff and Pupils	The bubble system will no longer be in place and all areas can be used as timetabled/booked by staff.	<ul style="list-style-type: none"> <li>Communicate with staff</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	External shared areas – sensory room, IT Suite and playground	Staff and Pupils	The bubble system will no longer be in place and all areas can be used as timetabled/booked by staff.	<ul style="list-style-type: none"> <li>Communicate with staff</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Remote learning	Staff, Parents and Pupils	Continue with remote learning for children who are self-isolating. Videos and emails will be provided. No work to be issued to families who do not have a medical or track and trace reason to isolate. No paper based homework so there is no transfer of sheets or books from children's homes. We will contact parents where children are not engaging with home learning. Gareth Jones will be named	<ul style="list-style-type: none"> <li>Communicate to parents.</li> <li>Ensure all work packs from previous weeks online.</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>



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			person who is responsible for remote education as required by the DfE.		
<b>Spread of germs through external visitors and contractors</b>	Catering	Staff, Parents and Pupils	Children bring own lunch but school lunch will be available (for FSM free of charge). Hot lunches can be provided by the kitchen if pre-ordered.	<ul style="list-style-type: none"> <li>Contact Integra and read LA directives</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Front desk and visitors/parents/contractors	Staff, Parents and Pupils	Visitors and parents to sign in using iPad. Badges reintroduced.  Visitors, contractors and parents can choose to wear masks on the school site.	<ul style="list-style-type: none"> <li>Communicate with staff</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Students teachers	Staff	Student teachers will be able to work in school and the risk assessment and guidelines will be shared.	<ul style="list-style-type: none"> <li>PO to DK to continue to liaise with providers</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Clubs and lettings	Staff and pupils	Lettings can restart and operate as usual.	<ul style="list-style-type: none"> <li>Laura to email providers when school reopening is announced and to keep them updated.</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
<b>Impact on Mental Health and Wellbeing</b>	Staff Mental Health and Wellbeing	Staff	Staff mental health has been a key focus from the beginning of this pandemic. Staff in school are consulted when changes are required as is the union rep to ensure that support is appropriate and changes carefully managed. Where consistency has been possible it has been encouraged to support routines and structure. South Glos have paid for the Thrive app to be accessible to all staff. The school will do this from September 2021	<ul style="list-style-type: none"> <li>Continue with open communication</li> <li>Set up the final phase of reopening to provide stability and structure for all staff until the end of the summer term</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>
	Vulnerable children	LAC, PP and EHCP,	Where children fall into one of these categories an enhanced level of support, contact, supervision and reporting will occur. If any LAC have to isolate, the virtual	<ul style="list-style-type: none"> <li>Determine which new Y3 children need this support</li> </ul>	



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		vulnerable children	school will be contacted. Any FSM pupils who isolate will have FSM vouchers. Vulnerable children without technology at home will be offered to borrow laptops. EHCP children will have personalised provision while isolating and they will have a risk assessment created by SENCO.		
	Pupil Mental Health and Wellbeing	Pupils	<p>Some of the changes made in school could have an impact on children’s mental health and wellbeing. In order to support pupils through the changes we have:</p> <ul style="list-style-type: none"> <li>-informed parents on changes in advance via letter and text and asked them to discuss the changes with children</li> <li>-ensured routine and consistency as much as is possible</li> <li>-ensured changes are clearly discussed with pupils by teaching staff and given time for questions and answers</li> <li>-trained staff in the recovery curriculum with the intent to embed it within the curriculum to ensure that children are listened to and supported and feel ready to learn</li> <li>-provide personalised provision as appropriate at home and school especially for pupils who might usually receive a therapeutic intervention. This may be a differentiated work pack, resources sent home, additional items in the classrooms.</li> <li>-Risk assessed vulnerable children with EHCP or Care Plan</li> <li>-Risk assessed all children raised with concerns by staff and allocated them with regular phone calls home.</li> </ul> <p>Staff will be allocated to a group which may encompass more than one bubble and this will help facilitate our capacity to offer therapies and mentoring as appropriate. There will be enhanced CPD opportunities to share knowledge between the staff team. We have now written a</p>	<ul style="list-style-type: none"> <li>• Continue to research, discuss and embed the recovery curriculum</li> </ul>	<b>HT/DHT to review weekly and share with staff</b>



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			<p>mental health policy for staff and children which has been ratified and shared with staff.</p> <p>We will continue to explore staff CPD and internal systems to best support children showing distressed behaviours post lockdown or during lockdown. We are committed to reducing exclusions.</p>		
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