



School Operations Risk Assessment (COVID 19)

Fully re-opening Newcastle Preparatory School on 9 September 2021 poses a risk from infection with COVID-19. Pupils and staff could become seriously ill and pass the infection onto others within the wider school community i.e. people they live with, visitors and contractors.

This document summarises the risks of operating as a school and should be read in conjunction with the detailed returning to school guidance issued to each year group and to staff guidelines. This document is updated regularly to reflect the latest position and advice, specifically in relation to new variants of the virus and any increases in transmissibility.

Other guidelines which have been taken into account when reopening school are as follows.

- o [Actions for schools during the Coronavirus outbreak](#)
- o [DfE Health and safety: responsibilities and duties for schools guidance](#)
- o [NHS Test and Trace Guidance](#)
- o [Stay at home: guidance for households with possible or confirmed coronavirus](#)
- o [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- o [COVID-19; cleaning of non-healthcare settings guidance](#)
- o [Guidance for food preparation and service](#)

A grid, to record the risks, which is RAG rated in terms of risk, control measures and outcomes, is given below. Risks are RAG rated against the mitigated risk, using the following criteria:

Red/Unacceptable – There are insufficient measures in place or planned to ensure that this risk is appropriately mitigated.

Amber/Tolerable – This risk has adequate mitigation in place and planned, but further work is reduced to provide a greater level risk reduction.

Green/Acceptable – Sufficient mitigation exists to treat/tolerate/transfer/terminate this risk to an appropriate level.

THIS RISK ASSESSMENT WILL BE KEPT UNDER CONSTANT REVIEW AND MUST BE CONSIDERED AND IMPLEMENTED ALONGSIDE ALL OTHER COVID 19 RISK ASSESSMENTS. The overall risk rating for the school is **AMBER/TOLERABLE**

Hazard	Who is affected	Controls in Place	Additional Controls	Risk Rating
Staff contracting COVID-19	Staff	<ol style="list-style-type: none"> 1. All staff, including those who are clinically extremely vulnerable (CEV), should attend unless they're self-isolating or have been advised not to by their GP or clinician. However, CEV staff may wish to take extra precautions. 2. Any member of staff with symptoms of Covid-19 should not attend and should seek a PCR test. If the test is returned negative, they can return to school. If the test is positive, the member of staff should follow the Test and Trace guidelines and self-isolate. 3. Where a member of staff is a close contact or household member of a positive case, they do not need to self-isolate if any of the following applies: <ul style="list-style-type: none"> • They are fully vaccinated • They are below the age of 18 years and 6 months • They are 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'll be advised by NHS Test and Trace to take a PCR test.</p>	<ol style="list-style-type: none"> 1. In the event of any changes to the local restrictions, the School will seek advice from the local health protection team as to whether clinically vulnerable and extremely clinically vulnerable staff will be asked to shield. 	Tolerable

		<p>4. Loss of staff for the above reasons will prompt a decision on whether all eligible year groups can continue to attend. Year groups will be prioritised in line with government guidance.</p>		
Pupils contracting COVID 19	Pupils	<ol style="list-style-type: none"> 1. All pupils, including those who are clinically extremely vulnerable (CEV), should attend unless they are self-isolating or have been advised not to by their GP or clinician. 2. Any pupil with symptoms of Covid-19 should not attend. Pupils with symptoms should seek a PCR test and remain at home until the results are known. If the test is returned negative, they can return to school. If the test is positive, the pupil should follow the Test and Trace guidelines and self-isolate. 3. Where a pupil is close contact or a household member of a positive case, they do not need to self-isolate. However, they will be advised by NHS Test and Trace to take a PCR test. 	<ol style="list-style-type: none"> 1. All pupils who are unable to attend school as a result of any local/national restrictions will be provided with remote teaching and learning. 2. The School will not routinely take pupils' temperatures and parents and carers will not be required to either. The Government have advised that routine testing of an individual's temperature is not a reliable method for identifying COVID-19. 	Tolerable
Infection control on arrival / departure	Pupil / staff member / Parent	<ol style="list-style-type: none"> 1. Separate pupil arrival / departure locations for year groups will remain. A 45 minute drop off 'window' from 8.00am to 8.45am will be available to minimise the number of children arriving at the same time. 2. Extended late room will recommence for all pupils remaining in school after 5pm and will be held in the library. 	<ol style="list-style-type: none"> 1. Separate timings for year groups to leave school will remain. 2. Staff assigned to year groups to supervise and support arrival / departure. 	Tolerable

		<ol style="list-style-type: none"> 3. Parents are asked to continue to wear masks and socially distance from other when collecting their child/children. Within school, all staff will continue to wear masks in public places and social distance, where possible. 4. Hand washing – Pupils will be directed to allocated handwashing facilities on arrival. Hands washed at the end of the day. 5. Parental access restricted 6. Door wedges used to keep doors open during school hours 7. Designated transit routes 	<ol style="list-style-type: none"> 3. Supervision of hand washing by staff. Additional hand sanitiser dispensers positioned near keypad entry points for staff 4. Parents are not allowed access to school buildings during drop off and collection times. 5. Removal of door wedges assigned at end of each day to cleaners only. 6. Designated access/egress points, transit routes for Nursery, Reception, Year 1 and Year 6 will remain in place. 	
Transmission of COVID 19 between pupils / staff during lessons	Pupil / staff member	<ol style="list-style-type: none"> 1. Learning bubbles will be removed, however, in order to minimise the threat of COVID-19 outbreaks, the school timetable has been designed to reflect a cautious approach towards the mixing of different year groups. 2. School equipment is for personal use only and stored in own personal space. Own desks for older pupils 4. Pupils to regularly wash hands throughout the day and be reminded of Hand washing guidance. 	<ol style="list-style-type: none"> 1. Cleaning/Caretaking staff to disinfect any door contact points regularly throughout the day. 2. Learning zones spaced out and timetables designed to minimise contact with other year groups. Timetables are regularly reviewed. 3. Shared resources disinfected. 4. Pupils allocated individual equipment which will stay at school stored in the classroom. 	Tolerable

		<ol style="list-style-type: none"> 5. Continue to promote the 'catch it, kill it bin it' approach to coughs, sneezes. 6. All classrooms to keep windows/doors open where safe to do so, having regard to safeguarding, security and health and safety. 7. Pupils to wear uniform or clothing which can be easily laundered on a regular basis. Additional layers may be required during colder weather owing to increased ventilation. 8. The School has reviewed the government guidance relating to travel guidance for educational settings. 9. The school will undertake full and thorough risk assessments for all educational visits. <ul style="list-style-type: none"> • COVID-19 control measure of the venue will be evaluated. • Prevailing government advice on indoor and outdoor venues will be adhered to. • The school will consult the health and safety guidance on educational visits when considering visits. 	<ol style="list-style-type: none"> 5. Hand washing signage visible throughout school. Additional soap dispensers installed in some classrooms. 6. Supply of tissues in each classroom topped up by cleaning staff where required. Lidded bins provided in each classroom which will be emptied throughout the day. 7. Use of window wedges to keep windows ajar where required. All classrooms to be supplied with door wedges (which must be removed during fire evacuation procedures) 8. Staff to adhere to strict hygiene practices including wearing regularly laundered clothes. Additional layers may be required during colder weather owing to increased ventilation. 	
Transmission of COVID 19 between pupils / staff at break times & at lunch	Pupil / staff member	<ol style="list-style-type: none"> 1. Lunches are served in the Dining Room. Pupils will be seated in year groups. 2. Water stations may be used but disposable cups have been removed. Pupils directed to bring in own water bottle each day 	<ol style="list-style-type: none"> 1. Break times are staggered so that pupils / staff opportunities to widely mix are limited. Timetables are regularly reviewed. 	Tolerable

		<p>apart from Nursery where water bottles will be provided and regularly cleaned. The handle on the water station will be disinfected regularly throughout the day</p> <ol style="list-style-type: none"> 3. Hands sanitised / washed after every playtime and prior to lunch times. 4. Staff to maintain good hygiene when using defined staffroom areas during break times. 5. Staff should continue to wear face masks when moving around school and away from the designated workspace, including the Finance and Front Office. 	<ol style="list-style-type: none"> 2. Where a pupil does not have a water bottle a disposable plastic cup will be provided for the day then disposed of in the lidded bin. 3. Pupils supervised by staff. 4. No sharing of food permitted. 5. Caretaking team to regularly clean/disinfect shared staffing areas. 6. No dirty crockery/cutlery to be left in the staffroom. 	
<p>Transmission of COVID 19 between pupils / staff through common touch points & toilets</p>	Pupil/Staff	<ol style="list-style-type: none"> 1. Cleaning staff to undertake thorough clean at lunchtime. Caretaking staff to regularly disinfect all common touch points such as light switches, door handles, printers / photocopier. 2. Cleaning rota for pupil toilet areas increased. 3. Use of toilets to be carefully managed and agreed by learning zone staff team in terms of timing so that facilities are not overcrowded. 	<ol style="list-style-type: none"> 1. Disinfectant wipes provided for photocopiers, keyboards etc. 2. TA's to disinfect toilet handles, bolts and taps during the day. 3. Cleaning staff to increase cleaning rota for staff toilet areas also provide disinfectant spray and wipes in staff toilets. 	Tolerable

Inadequate cleaning	Pupil/Staff	<ol style="list-style-type: none"> 1. Cleaning contract reviewed and new working arrangement agreed. 2. Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc regularly checked and additional supplies order daily if necessary. 3. COSHH assessments have been completed for all new cleaning substances. 4. The School undertakes additional visual inspections to determine levels of cleanliness and identify any damage or other concerns. 	<ol style="list-style-type: none"> 1. Cleaners hours changed so that cleaners are entering school after 5pm in the evening to avoid mixing with pupils and staff. Cleaners advised to wear masks and gloves 2. Each classroom to be provided with an individual supply of blue roll and disinfectant spray, which will be stored securely and used by the teacher during the day. 3. Each class in Nursery, Reception and Year 1 has been provided with a dedicated container and disinfecting solution for shared resources e.g. Lego. 	Tolerable
Personal Protective Equipment PPE	Staff	<ol style="list-style-type: none"> 1. Face masks do not need to be worn by teaching staff when teaching within their classroom or by specialist staff who maintain social distancing 2. Face masks should continue to be worn when moving around school and away from the designated workspace, including the Finance and Front Office. Caretaking staff are required to wear masks when moving around school. 3. PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of COVID-19 while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult. If contact 	<ol style="list-style-type: none"> 1. Each classroom and the designated sick bay have been stocked with face masks, aprons, gloves and visors. A lidded bin is available for safe disposal of the items. 2. An information sheet explaining how to use the PPE equipment is located in each room. 	Tolerable

		with the pupil is necessary then gloves, an apron and a face mask should be worn. If there is a risk of splashing, e.g. from coughing or vomiting then a visor should be worn.		
Unsafe facilities	Pupils/staff/visitors	<ol style="list-style-type: none"> 1. Maintenance schedule is fully operational. 2. Regular training updates to be maintained. 	<ol style="list-style-type: none"> 1. All checks up to date, including <ul style="list-style-type: none"> • Legionellosis • Fire alarm system • Fires extinguishers • Emergency lighting • Pest control • Engineer check boilers/plant work 2. All staff undertook safeguarding refresher training as part of INSET in September 2021 3. Renewal of First Aid qualifications for 8 members of staff in September 2021. 	Acceptable
Government advice not being regularly accessed, assessed, recorded and applied.	Pupil/Staff/Visitors	<ol style="list-style-type: none"> 1. Regulatory Policy notifications triggered via ISBA and ISI. Government advice notifications triggered and email alerts sent to Head Teacher and Bursar 2. Revised DfE COVID attendance codes utilised as part of daily register process and daily DfE summary attendance register completed online. 	<ol style="list-style-type: none"> 1. PHE and DfE websites checked daily 2. NEU/GMB/Unison/Unite and NASUWT planning guides and checklists regularly consulted and contents incorporated into Risk Assessment and Returning to School Guide for each year group where appropriate. 	Acceptable

Lack of communication to Parents/Staff	Parents/ Staff	<ol style="list-style-type: none"> 1. Parents and staff informed throughout and received targetted information regarding return to school arrangements. 2. Detailed operational plans for each year group prepared and shared with parents and staff. 3. Local advice is communicated to parents via ParentApp as soon as there are any changes to the local position. 	<ol style="list-style-type: none"> 1. Regular communcation with parents via ParentApp and small groups forums via TEAMS. 2. TEAMS, ParentApp and emails used to communicate with staff. 3. Governors kept informed via ParentApp, Zoom meetings and emails. 	Acceptable
Lack of Mental Health support for staff and pupils	Staff/ Pupils	<p><u>Staff</u></p> <ol style="list-style-type: none"> 1. Wellbeing Committee to continue to develop and review a well being policy for staff 2. CPD put in place <p><u>Pupils</u></p> <ol style="list-style-type: none"> 3. Pastoral Committee to continue to track children who are at risk 4. Tracking system put in place for all staff to identify children at risk. 5. Pastoral lead in liason with Senco to develop support plans for identified children 	<ol style="list-style-type: none"> 1. Regular Wellbeing Committee meetings taking place and development of an action plan 2. Use of following materials in CPD: <ul style="list-style-type: none"> • School workload reduction toolkit • Supporting well being • Teaching about mental wellbeing 	Tolerable
Lack of support for high risk groups within staff body	Staff	<ol style="list-style-type: none"> 1. Wellbeing Committee to continue to develop and review a wellbeing policy for staff. 2. Government guidance followed regarding high risk groups i.e. implementing and monitoring controls. 	<ol style="list-style-type: none"> 1. Identify staff who fall into this category 2. Adapt working practices on a case by case basis 	Acceptable

Outbreak of Covid 19 within school	Staff/ pupils /parents	<ol style="list-style-type: none"> 1. Contain any outbreak by following local health protection advice. This may involve implementing elements of the Outbreak Management Plan. 2. Engage with the NHS test and trace process. 3. COVID 19 PCR testing kits received and stored securely in Bursar's office and will be distributed to pupils and staff who would otherwise have difficulty in accessing a test. 4. Manage confirmed cases of COVID 19 5. Provide remote learning for those affected. 	<ol style="list-style-type: none"> 1. Inform parents and staff of how to book a test through the testing and tracing for Coronavirus website 2. Parents and staff to inform school of results of test. 3. School to contact the Health protection team and act on their advice 4. Children who need to self isolate will be provided with learning materials through a combination of paper based and digital resources. 	Tolerable
Inadequate roll out of Lateral Flow Tests for Staff.	Staff	<ol style="list-style-type: none"> 1. Test kits stored securely at correct temperature. 2. Explanatory test and trace letters and Privacy Statement issued to all staff via ParentApp 3. Test instruction booklets and signposts to instructional videos issued. 4. Test Kit Log maintained securely by the Covid Coordinator. 5. Test Results Log maintained securely by the Covid Coordinator. 6. Staff are aware of the need to isolate and inform Test and Trace and the school of a positive test result and book a PCR test. 	<ol style="list-style-type: none"> 1. Kits processed in accordance with manual handling guidelines. 2. All staff spoken to individually to ensure understanding of the process and reduce anxiety. 3. Additional instructional leaflets available in the Staffroom. 4. Logs maintained by 1 person to reduce the likelihood of processing errors. 5. GDPR compliant. 	Acceptable

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Updated 1 September 2020, 19 October 2020, 4 January 2021, 1 February 2021, 3 March 2021, 27 April 2021, 9 September 2021