

## Risk Assessment and Risk Management Record

School/Youth Group Gwladys Street Primary and Nursery

Whole School

This Risk Assessment has been updated on 2.12.21 using <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/covid-19-schools-operational-guidance#closecontacts>

as a reference

| IDENTIFYING AND ASSESSING THE RISKS                                  | RISK LEVEL | CONTROLS FOR MANAGING THE RISKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | REMAINING RISK |
|----------------------------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <p>Staff/ Parents or pupils testing positive for Omicron variant</p> | <p>Low</p> | <p>Close contacts in schools are now identified by <a href="#">NHS Test and Trace</a> and education settings are not expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case 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. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>All individuals who have been identified as a close contact of a suspected or confirmed case of the</p> |                |

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|                                  |     | <p>Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a <a href="#">PCR test</a>. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.</p> <ul style="list-style-type: none"> <li>•</li> </ul>                                                                                                                                                       |                                                                                   |
| Pupils/ parents testing positive | Low | <ul style="list-style-type: none"> <li>• You should not come to school if you have symptoms</li> <li>• Parents to follow NHS guidance and isolate.</li> <li>• Parents to email <a href="mailto:covid@gwladysstreet.com">covid@gwladysstreet.com</a> with results</li> <li>• School to complete appropriate paperwork and send to Local Authority.</li> <li>• School to follow advice from Track and Trace if contacted.</li> <li>• Anyone developing symptoms when in school will be sent home and asked to follow Public Health Advice and get a PCR test.</li> </ul> | Track and Trace will contact close contacts and advise that they take a PCR test. |
| Face Masks                       | Low | <ul style="list-style-type: none"> <li>• Liverpool City Council has published a letter to parents stating that masks and face coverings are to be worn whilst on school grounds.</li> <li>• School staff to send out letter electronically and hard copy to parents</li> <li>• Staff to ask parents as they enter school grounds to wear masks</li> <li>• Additional masks to be handed out to parents if</li> </ul>                                                                                                                                                   |                                                                                   |

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|                        |     | <p>they do not have a mask.</p> <ul style="list-style-type: none"> <li>• All staff to wear masks in school in communal areas or when moving through the school.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                     |
| Opening times          | Low | <ul style="list-style-type: none"> <li>• School will have a 1 way system in place</li> <li>• Enter through the upper Gwladys Street gates and leave through the Muriel Street gates.</li> <li>• School gates will open at 8:30am and 3:15pm</li> <li>• Only FS1 parents to use the top main gate from 8.25 am (obviously can use if have older sibling too with them) but the gate will only open with buzzer.</li> <li>• School will return to normal opening times</li> <li>• School doors will open at 8:50am and pupils will be dismissed to parents and carers at 3:30pm</li> <li>• Breakfast club will open at 7:45am and parents will drop pupils off at the KS2 building.</li> <li>• Gate will close at 8:00am and reopen for school opening times</li> <li>• One way system in hall ways to continue – staff to model this to all pupils</li> </ul> | Letter shared with parents and carers of gate times |
| Becoming ill in school | Low | <ul style="list-style-type: none"> <li>• Pupil or staff should be moved to an isolation room.</li> <li>• Windows opened to allow good ventilation</li> <li>• PPE should be used by staff in close contact.</li> <li>• SLT informed then parents called once directed by a member of the SLT</li> <li>• Room cleaned after the individual has left.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                     |

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|                                                                            |     | <ul style="list-style-type: none"> <li>The house hold (including any siblings) should follow PHE stay at home guidance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| Staff testing                                                              | Low | <ul style="list-style-type: none"> <li>Staff will be expected to return to twice weekly testing using the Lateral Flow kits from the weekend of Saturday 28<sup>th</sup> August and report their results on the online system and NHS app</li> <li>If staff are attending the setting during the summer holiday period they must also take a Lateral flow test before entering the site.<br/><b>School LFT can be used for this.</b></li> <li>If a member of staff test is positive, they must inform SLT and conduct a PCR test and self-isolate</li> </ul> |  |
| Preventing the spread of Covid-19 within the school setting<br>Handwashing | Low | <ul style="list-style-type: none"> <li>Hand sanitisers will remain in place around the school and staff and pupils will be asked to use on entry and exit of the setting.</li> <li>Pupils will be taught good hygiene and wash their hands with soap and water when going to the bathroom, before lunch and at any other time needed.</li> <li>Staff to also discuss use of classroom equipment and remind pupils not to put equipment in mouths.</li> </ul>                                                                                                 |  |
| Catch it, Bin it, Kill it                                                  | Low | <ul style="list-style-type: none"> <li>Ensure that pupils have access to tissues within the classrooms.</li> <li>Children to be taught about good respiratory hygiene e-Bug COVID-19 website has additional free resources to support this.</li> </ul>                                                                                                                                                                                                                                                                                                       |  |

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|                               |     | <ul style="list-style-type: none"> <li>All teacher will model and support pupils on the 1<sup>st</sup> week back in how to wash hands and also use the sanitiser stations.</li> </ul>                                                                                                                                                                                                                                                                                                                                 |                                 |
| Cleaning                      | Low | <ul style="list-style-type: none"> <li>Regular cleaning of toilets, rooms and other areas of high contact throughout the day as per cleaning rotas.</li> </ul>                                                                                                                                                                                                                                                                                                                                                        |                                 |
| Good ventilation              | Low | <ul style="list-style-type: none"> <li>Occupied spaces should have windows open to allow good ventilation.</li> <li>You should balance the need for increased ventilation while maintaining a comfortable temperature.</li> <li>School to use CO2 monitors in school once provided to identify any areas within the school with poor ventilation.</li> <li>These to be monitored.</li> <li>If monitors read 1500 or above (or get close to this reading) staff to ensure good ventilation within the room.</li> </ul> | Spaces identified to addressed. |
| Breakfast Club                | Low | <ul style="list-style-type: none"> <li>Breakfast club will take place in the KS2 hall and pupils will sit and play with their own year groups.</li> <li>Each table will have a set of equipment/ resources for a week and this will be quarantined over the weekend and moved onto the next group.</li> </ul>                                                                                                                                                                                                         |                                 |
| Classroom and school routines | Low | <ul style="list-style-type: none"> <li>All previous arrangements during Covid-19 can now stop. Tables can return to groupings.</li> <li>Staff to provide class seating plans to SLT to support Track and Trace.</li> <li>Water bottles (school sports bottles only) to be sent home daily to be washed and fresh water</li> </ul>                                                                                                                                                                                     |                                 |

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|           |     | <p>to be added.</p> <ul style="list-style-type: none"> <li>Assemblies can take place in zones</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                            |
|           |     | <ul style="list-style-type: none"> <li>Pupils will return to EYFS (F1 and 2) groups, KS1 (Year 1 and 2), LKS2 (Year 3 and 4) and UKS2 (Year 5 and 6) accessing areas.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                         | If at any point an outbreak occurs, groupings will be reduced into individual year groups or classes following guidance from Public Health |
| Lunchtime | Low | <ul style="list-style-type: none"> <li>Staff in the KS1 building can use the Staffroom, KS2 staff will use the KS2 resource room (this will be reviewed half termly)</li> <li>Pupils move as a block<br/>EYFS (F1 and 2) 11:30 – 12:00 in KS1 room<br/>Year 1 (12:10 – 12:40)<br/>Year 2 (12:50 – 1:20)</li> </ul> <p>KS2 hall<br/>Year 3 and 4 -12:00pm to 12:30pm in KS2 hall<br/>Year 5 and 6 – 12:30pm to 1:00pm</p> <p>Play pupils keep to year blocks (Y3 and 4 small KS2 playground, Y5 and 6 large KS2 playground)<br/>The lunch hall will be cleaned down between servings.</p> |                                                                                                                                            |
| Playtime  | Low | <p>Year 1 – 10:15 – 10:30<br/>Year 2 – 10:30 – 10:45<br/>Year 3 (Small KS2 playground) and 5 (Large KS2 playground) – 10:15 – 10:30<br/>Year 4 (Small KS2 playground) 10:30 – 10:45<br/>Year 6 (Large KS2 playground) 10:30 – 10:45</p>                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                            |
| Meetings  | Low | <ul style="list-style-type: none"> <li>All staff meetings in person to be cancelled until further notice.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Zoom will be used if Covid rates are high                                                                                                  |

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| Visitors        | Low | <ul style="list-style-type: none"> <li>All visitors will be cancelled unless Social Workers or SEND related staff.</li> <li>All staff to check with SLT before booking or cancelling appointments.</li> </ul>        | Visitors to be kept to a minimum and SLT to be consulted before arrangements made. |
| Water fountains | Low | <ul style="list-style-type: none"> <li>Not to be used at present – This will be reviewed monthly.</li> <li>Staff to provide jugs of water in classrooms to top up pupil water bottles throughout the day.</li> </ul> |                                                                                    |
| PE              | Low | <ul style="list-style-type: none"> <li>Pupils to attend school in PE kits</li> </ul>                                                                                                                                 |                                                                                    |
| Office          | Low | <ul style="list-style-type: none"> <li>Only agreed staff to enter office.</li> <li>Other staff to email requests or access the office staff via the office window.</li> </ul>                                        |                                                                                    |

Form Completion Date: P Wolstencroft-Moore 2.12.21  
 Head of Establishment / EVC: P Wolstencroft-Moore  
 Group Leader (Signature) Ms N Booth

**Points the Group Leader or team to be aware of**

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