

## Risk Assessment and Risk Management Record

School/Youth Group Gwladys Street Primary and Nursery

Whole School

This Risk Assessment has been updated on 13.1.22 using  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1044890/Schools\\_guidance\\_January\\_2022\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044890/Schools_guidance_January_2022_.pdf)

as a reference and advice from Liverpool City Council.

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>We are aware that Omicron spreads rapidly and that if we reach outbreak point (4 or more) we will contact Chris Price (Liverpool City Council), implement his control measures and monitor the control measures regularly.</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>	<ul style="list-style-type: none"> <li>Parents to email <a href="mailto:covid@gwladysstreet.com">covid@gwladysstreet.com</a> with results</li> </ul>

		Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate. 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.	
Outbreak of Omicron		<ul style="list-style-type: none"> <li>We are aware that Omicron spreads rapidly and that if we reach outbreak point (4 or more) we will contact Chris Price (Liverpool City Council), implement his control measures and monitor the control measures regularly.</li> <li>If there is an outbreak in a year group, they will be isolated in a bubble of their own and measures applied. Measures will be reviewed after two weeks.</li> </ul>	<p>Additional Measures applied</p> <p>Staff to stay within their teaching areas/ designated areas and not go into other year group zones.</p>
Staff/ pupils/ parents testing positive	Low	<ul style="list-style-type: none"> <li>You should not come to school if you have symptoms</li> <li>From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting</li> </ul>	Track and Trace will contact close contacts

immediately on day 6.

- The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be [reported to NHS Test and Trace](#).
- If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.
- Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.
- Parents to email [covid@qwladysstreet.com](mailto:covid@qwladysstreet.com) with results
- School to complete appropriate paperwork and send to Local Authority.
- School to follow advice from Track and Trace if contacted.
- Anyone developing symptoms when in school will be sent home and asked to follow Public Health Advice and get a PCR test.

<p>Face Masks</p>	<p>Low</p>	<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 they do not have a mask.</li> <li>• All staff to wear masks in school in communal areas or when moving through the school.</li> </ul> <p><b>Adding or Removing a Mask</b></p> <p>When wearing a face covering, staff and visitors should:</p> <ul style="list-style-type: none"> <li>• wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on</li> <li>• avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus</li> <li>• change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose</li> <li>• avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination</li> </ul> <p>When removing a face covering, staff and visitors should:</p>	
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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</li> </ul>	Letter shared with parents and carers of gate times

		<p>will drop pupils off at the KS2 building.</p> <ul style="list-style-type: none"> <li>• Gate will close at 8:00am and reopen for school opening times</li> <li>• <b>One way system in hall ways to continue – staff to model this to all pupils</b></li> </ul>	
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> <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 Monday 3<sup>rd</sup> January 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. <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>	Staff have been asked to carry out 2 additional tests on Monday and Tuesday of the 1 <sup>st</sup> week before returning to school.
Preventing the spread of Covid-19 within the school setting	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</li> </ul>	

Handwashing		<p>on entry and exit of the setting.</p> <ul style="list-style-type: none"> <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> <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> <p><b>Photocopier</b></p> <ul style="list-style-type: none"> <li>• Staff to use cleaning products provided to wipe down the areas touched after use.</li> </ul>	Additional cleaners in school during school times. In both Key Stages.
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 around the school.</li> </ul>	Spaces identified to addressed.

		<ul style="list-style-type: none"> <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 and if necessary take the class outside onto the playground until levels reduce.</li> </ul>	Monitors to be regularly checked by SLT
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 to be added.</li> <li>• Assemblies to take place online until further notice</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. Year 1 staff together, room then cleaned before Y2 staff use, KS2 (Y5 &amp; 6) staff will use the KS2 resource room (this will be</li> </ul>	If at any point an outbreak occurs, groupings will be reduced into individual year groups or classes following



		<p>reviewed half termly) Year 3 and 4 staff to use Calm Central for lunch.</p> <ul style="list-style-type: none"> <li>EYFS staff to use kitchen areas within settings.</li> <li>Staff to sit socially distanced and ensure good ventilation. Windows to be opened.</li> </ul> <ul style="list-style-type: none"> <li>Pupils move as a block EYFS (F1 and 2) 11:30 – 12:00 in KS1 room Year 1 (12:10 – 12:40) Year 2 (12:50 – 1:20)</li> </ul> <p>KS2 hall Year 3 and 4 -12:00pm to 12:30pm in KS2 hall 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) The lunch hall will be cleaned down between servings.</p>	<p>guidance from Public Health</p> <p>Staff will stay within their own year group at this point and be advised where to take breaks and lunch.</p>
Playtime	Low	<p>Year 1 – 10:15 – 10:30 Year 2 – 10:30 – 10:45 Year 3 (Small KS2 playground) and 5 (Large KS2 playground) – 10:15 – 10:30 Year 4 (Small KS2 playground) 10:30 – 10:45 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>	Staff meetings to be held online.
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.

			Any visitors that are approved are advised to test before visiting and socially distance.
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>	
Assemblies	Low	<ul style="list-style-type: none"> <li>Assemblies will move to online from Friday 7<sup>th</sup> January.</li> </ul>	
Music session	Low	<ul style="list-style-type: none"> <li>Whilst within a 2 week Special Measures plan – No Music or singing to take place within school</li> </ul>	
Educational Visits	Low	<ul style="list-style-type: none"> <li>SLT to be spoken to by staff before any visit is planned.</li> <li>Schools to risk assess venues and seek advice on Covid measures from venue.</li> <li>Location and purpose of visit to be considered</li> <li>Number of Cases in school will be used to consider if a visit is planned.</li> </ul>	

Form Completion Date: P Wolstencroft-Moore 13.1.22

Head of Establishment / EVC: P Wolstencroft-Moore

Points the Group  
Leader or team to

Group Leader (Signature)

Ms N Booth

be aware of