

## LANGTOFT PRIMARY SCHOOL

### Revised Risk Assessment/May 2022

Langtoft Primary School (hereafter 'our school') has assessed its risks and has put in place a system of controls. The controls work for our school and allow us to deliver a broad and balanced curriculum within an environment that minimises risk for the school community.

This Risk Assessment responds to guidance provided for school leaders by the Department for Education. The guidance has been prepared with input from school leaders, unions and sector bodies and in consultation with PHE and the Health and Safety Executive (HSE). It reflects the government's 'Living with Covid' strategy.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and plans that address the risks identified using the [system of controls](#).

#### Section 1 System of controls – prevention and response

##### Specific guidance from DfE/HPT (in black) and Langtoft Primary School's actions (in blue)

- 1.1 Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school**
- If pupils, staff and other adults have symptoms of a respiratory infection, such as COVID-19, and have a high temperature or do not feel well enough to attend school or work, it is advised to stay at home and avoid contact with other people. Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.
  - All persons can return to work and school and resume normal activities when they no longer have a high temperature and they are well enough to attend.
  - It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.
  - If a person has tested positive for COVID-19, it is advised to stay at home and avoid people for 5 days after the day the test was taken. It is advised that children and young people stay at home for 3 days.
  - **If anyone in school becomes unwell with symptoms of a respiratory infection, such as COVID-19, or a high temperature, they must be sent home and advised to remain at home until they no longer have a high temperature and no longer feel unwell.**
  - When a child at school becomes unwell with symptoms of a respiratory infection, such as COVID-19, parents/carers will be contacted to collect the child immediately.
  - PPE to be worn by staff in conjunction with safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

- Everyone must wash their hands thoroughly for at least 20 seconds with soap and running water after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#)

## **1.2 Cleaning hands thoroughly more often than usual**

- Our school will ensure that pupils clean their hands regularly with soap and running water or hand sanitiser. Hand sanitiser should have a 60% plus alcohol content. Pupils in the Early Years Foundation Stage (EYFS) and in Key Stage 1 (KS1) should be supervised unless the class teacher is confident that the child can wash their hands effectively.
- Parents should check at home that their child knows how to wash their hands effectively.
- Handwashing routines must be part of our school culture. This must be supported by behaviour expectations and helping younger children and those with complex needs understand the need to follow them. It is part of the Class Charter.
- Class teachers should regularly remind children how to wash their hands.
- Staff and pupils will wash their hands using soap and water:
  - Regularly throughout the school day including before and after eating lunch, on their return to the classroom after lunchtime play, after using the toilet, before handling shared equipment (e.g. P.E., musical instruments), after disposing of a tissue having blown their nose.

Staff and pupils will use hand sanitiser with at least 60% alcohol content:

- before going out to play and to exercise (e.g. the Daily Mile)
- on their return from mid-morning play and exercise
- before going home whether that be at home time or during the school day (e.g. for an appointment off site)
- Children and staff whose skin is sensitive may bring to school their one named bottle of handwash.

## **Additional guidance**

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.

## **1.3 Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.**

- Our school will ensure, as with hand washing, that pupils maintain good respiratory hygiene and that this is how our school operates. It is part of the Class Charter.
- Each class will have boxes of tissues.
- Used tissue placed in white bin with swing lid. Bin emptied and liner replaced at 1530 and waste placed in dustbin.
- Hands to be sanitised or washed after using a tissue to blow nose.

## **1.4 Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents**

- Continue with cleaning routines established in previous terms. Cleaning of work surfaces and high touch points at least once daily by classroom staff. Learning spaces to have own supply of cleaning materials. Cloths will be replaced once a week. Caretaker to check levels of cleaning fluids daily.
- Toilet cubicle door handles and surrounding area, flush handle, and taps cleaned from 1530 by cleaning staff.
- Doors in to rooms to be propped open to minimise need for handle to be used where safeguarding and fire control procedures are not compromised.
- 'Deep clean' rota introduced in September 2021 to remain.

### **1.5 Where necessary, wear appropriate personal protection equipment (PPE)**

PPE is only needed:

- where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.
- Staff continue to follow school's *Intimate Care Policy*

### **1.6 Keeping occupied spaces well ventilated**

- windows in classrooms, the offices and the staffroom should be open at all times to allow natural ventilation. On cold days, windows ajar still provide adequate ventilation.
- windows in the hall will be open during PE lessons and assemblies
- external fire doors should remain closed but can be opened fully before and after school and during breaks to purge the air in the space. They can be open fully when the room is not in use e.g. P.E. lessons

### **1.7 Contain any outbreak by following local health protection team advice**

- If several children become ill with the same illness, this may indicate an outbreak of disease (only notifiable diseases as listed by LHPT) and must be reported to the local health protection team and agree with the LHPT any measures deemed necessary to control the spread of infection.

## **Section 2 School Operations**

### **2.1 Attendance**

- Usual rules on school attendance apply:
  - parents' duty to secure that their child attends regularly at school where the child is a registered pupil at our school and they are of compulsory school age;
  - our school's responsibility to record attendance and follow up absence
  - the availability to issue sanctions, including fixed penalty notices in line with local authority's codes of conduct

### **2.2 School Workforce**

- All staff should follow the measures set out in the system of controls in Section 1 of this risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing.
- Staff who are **clinically extremely vulnerable** are advised to follow the same guidance as everyone else but may wish to think particularly carefully about the additional precautions they can continue to take. Further advice can be found in the [guidance on protecting people who are CEV from COVID-19](#).
- Staff who are **clinically vulnerable** can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.

- **Staff who are pregnant** are in the ‘clinically vulnerable’ category and are generally advised to follow the above advice, which applies to all staff in our school. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. Our school will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.

### **2.3 Staff deployment**

- Our school will ensure that appropriate support is made available for pupils with SEND. This may mean that support staff are redeployed to meet the needs of pupils with an EHC Plan if a child’s needs cannot be met by existing staff in the child’s class.
- Where there is capacity, support staff should be used to support catch-up provision or targeted interventions as is common practice in our school
- Recruitment will continue as usual. Our school will continue to adhere to the legal requirements regarding pre-appointment checks.
- Supply staff, including sport coaches and music teachers will comply with the school’s systems and process for mitigating risk.

### **2.4 Performance management and appraisal**

- Our school, as a maintained school, must continue to adhere to the School Teachers’ Pay and Conditions Document (STPCD), which includes the requirement to ensure that all pay progression for teachers is linked to performance management.
- Our school must ensure that teachers are not penalised during the appraisal process or in respect of any subsequent pay progression decisions as a result of the decision to restrict pupil attendance at schools, such as where this has had an impact on the ability of the teacher to meet fully their objectives.

### **2.5 Safeguarding**

- Our school will review our safeguarding policy and practice in line with guidance from the Lincolnshire Safeguarding Children Partnership and the Safeguarding in Schools team.

### **2.6 Catering**

- Our school will continue to provide a school dinner for all children entitled to a free school dinner. These will be provided by *The Farm Kitchen*.
- All children in all year groups will be able to order a school dinner from our usual provider, *The Farm Kitchen*.
- Dining tables will be cleaned between sittings in line with the school’s existing cleaning processes.

### **2.7 Estates**

- Our premises continued to be cleaned, maintained and serviced.
- Ventilation will be maintained by opening doors and windows whilst the school is in session.

### **2.8 Educational visits**

- Overnight residential educational visits continued from September 2021.
- Non-residential day visits will continue from September 2021 and full and thorough risk assessments completed in relation to all education visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.

### **2.9 School uniform**

- School uniform should be worn by all pupils. This includes P.E. kit. There is no need for uniforms to be cleaned any more often than usual although ‘clean on’ uniform each day continues to be encouraged.
- Pupils should continue to bring a coat, hats and gloves, especially on colder days. These should fit in their coat pockets.
- Pupils should come to school already dressed in their PE kit and wearing trainers on the days that they have P.E. Common sense encourages a PE hoodie, a school jumper or cardigan to be worn over the top, with a coat as necessary. Jogging bottoms may be worn for warmth. Loose-fitting navy blue P.E. shorts (rather than tight-fitting cycling shorts) should be worn underneath.
- On non-P.E. days, pupils should attend school in school shoes, bringing a spare pair of trainers in a small bag.

#### **2.10 Extra-curricular provision**

- Wrap-around care will be provided by PlayZone Kids Club Limited. Our school supports their opening to provide a service to working parents and will continue to support the Club by sharing its risk assessment i.e. this document.
- Parents using the services of PlayZone must adhere to their system and processes for mitigating risk.

	Department for Education (DfE) Guidance February 2021
<p><b>Section 3</b> <b>Curriculum, behaviour and pastoral support</b></p>	<p>You should ensure that all pupils – particularly disadvantaged, SEND and vulnerable pupils – are given the support needed to make good progress. The key principles that underpin our advice on curriculum planning are as follows:</p> <ul style="list-style-type: none"> <li>• Education is not optional. All pupils receive a high-quality education that promotes their development and equips them with the knowledge and cultural capital they need to succeed in life.</li> <li>• The curriculum remains broad and ambitious. All pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</li> </ul>

#### **3.1 Pupils in Foundation Stage**

- Mrs Bytheway will prioritise progress in the prime areas of communication and language, personal, social and emotional development, and physical development, if she thinks this would support the children to catch up following time out due to coronavirus (COVID-19).
- Mrs Bytheway will assess and address gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary. She will consider how all groups of children will be given equal opportunities for outdoor learning.

#### **3.2 Pupils in Key Stages 1 and 2**

- Our school continues to prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so children read widely, and develop their knowledge and vocabulary.

- The curriculum will remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, music and the arts, physical education and sport, religious education and relationships and health education.

### **3.3 Music, dance and drama**

In order to provide a broad and balanced curriculum and to provide self-expression for pupils our school will:

- Play a variety of instruments and teach singing. If the hall or a classroom is being used, usual ventilation systems must be in operation. The following controls must also be in place;
  - If wind instruments and equipment have to be shared, disinfect regularly (including microphones) and always between users, following government guidance on cleaning and handling equipment available at [hygiene: handwashing, sanitation facilities and toilets](#).

### **3.4 Physical activity in schools**

- If teaching PE indoors, ensure good ventilation and washing of hands before using equipment.
- External Sports Coaches employed by the school will be expected back to work if they are not showing any symptoms and feel well.
- All families that live in the village of Langtoft will be encouraged to walk to and from school each day.

### **3.5 Catch-up support**

- Our school published its Catch-up Support Strategy in Term 3. The school will publish a new Catch-up Support Strategy in Term 3 2022 focusing on reading, writing and number and calculation in mathematics.

### **3.6 Pupil wellbeing and support**

- Our school recognises that children may be experiencing a variety of emotions in response to the pandemic, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children. **It is important to contextualise these feelings as normal responses to an abnormal situation.** Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.
- Our school will continue to work with outside agencies such as school nurses to ensure delivery of the healthy child programme (which includes immunisation), Early Help Advisers, and Lincolnshire Healthy Minds.
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### **3.7 Behaviour expectations**

- Our school will remind pupils on their first day back at school at the start of a new term of the expectations of behaviour and the consequences for poor behaviour by reviewing each class' Class Charter.
- In particular, emphasis will be placed on promoting good personal hygiene. The agreeing of examples of 'What is expected of us' card will support this.
- Our school acknowledges that some pupils will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as children with a social worker and young carers, will need additional support.

## **Section 4 Contingency planning for outbreaks**

**Specific guidance from DfE (in black) and Langtoft Primary School's actions (in blue)**

### **4.1 Remote education**

There is no longer requirement to provide remote education as any pupil absent from school will be deemed to be unwell (due to having a high temperature or displaying symptoms of respiratory infection or other illness).

However, we will continue to direct parents/carers to resources and websites for reading, writing and maths using Seesaw.