



School risk assessment Covid 19 Post Stage 4 September 2021

Risk	Mitigation/Control	Reference to other guidance
Increased transmission rate due to removal of bubbles and re-introducing communal gatherings e.g. assembly.	Sensible measures to limit transmission to include well ventilated rooms. Spacing out of pupils and staff as much as possible. Spread classes and year groups to fill available space in events such as assembly. Use large hall rather than small hall wherever possible and adapt timetable to allow for this and have some events virtual. Adult chairs 2m apart.	Assembly timetable
Health risk to pupils and staff of full re-opening without some Pre-Stage 4 controls.	Anyone presenting with symptoms must remain at home. Robust hand and respiratory hygiene arrangements in place. Enhanced cleaning arrangements. Active engagement with NHS Test & Trace. Planning incorporates consideration of reducing contacts and maximising distance between individuals where possible.	Controls to limit transmission Hand & respiratory hygiene arrangements.
Large meetings of staff increase the risk of class or year closure due to lack of staffing.	Meeting purpose to be carefully analysed. Meetings should only proceed in person if they cannot be effectively delivered remotely or in another manner. If alternative ways of carrying out a meeting can be found then they should. If meetings are essential (detriment to pupils or staff if not conducted) then suitable mitigations should be put in place to reduce transmission such as increased hand washing, social distancing, enhanced cleaning, not sharing materials or resources, wearing masks etc.	
Individuals with symptoms may be present in the setting	Staff will be provided with lateral flow tests to administer and report results twice a week. New kits will be provided by SLT. Staff should report their results to testresults@ as well as on the government NHS website. Anyone with a positive test or inconclusive test will be asked to book a PCR test using the 119/NHS system.	Protocol for managing a case Flowchart of actions in case of symptoms

	<p>Visitors signing in will be advised of the reasons that would prevent them from entering, they will have to declare they are not unsuitable to enter. Protocol for managing a suspected case in the setting to be used. Engage with NHS Test & Trace if required. Follow guidance from local health protection team.</p>	
<p>Specialist teaching/PPA time/cover teaching presents an increased risk of transmission</p>	<p>All activities that take place inside should consider both location and ventilation. Larger spaces should be used where possible. Activities that involve grouping in small spaces should be avoided. Appropriate ventilation should be present unless it presents a risk or makes the working temperature too cold. Where applicable social distancing should be followed e.g. planning meetings. If such measures cannot be implemented additional measures may need to be considered such as masks. Any concerns or issues or practical considerations should be discussed immediately with SLT. Staff to plan in the staff room or base area with teachers at separate tables at least 2m apart. Staff to use laptops from the staff trolley, which must be wiped with an antibacterial wipe before and after use. No more than 5 adults should meet in a classroom at any one time.</p>	
<p>Increased transmission rates increase the likelihood of significant disruption to education.</p>	<p>Should local rates or rates in school increase then consideration will be given to local use of additional mitigations. Such mitigations may include the re-introduction of bubbles, mask wearing inside and removing mass gatherings such as assemblies. These mitigations will be used where the number of people testing positive may mean that education could be disrupted significantly. Online learning will be maintained throughout but the school will do all it can to avoid mass moves to remote education.</p>	
<p>Cleaning needs to be of a suitable standard to minimise risk of transmission. Deep clean protocol needs to be implemented if suspected or confirmed cases of virus are in the school.</p>	<p>Discussion with cleaning contractor to clarify expectations in government guidance. Frequently touched surfaces, equipment, door handles and toilets will be cleaned thoroughly daily. Cleaning of touch points will be carried out by site team through the day.</p>	<p>Cleaning Protocol</p>

	<p>Cleaning will be timetabled to eliminate or minimise the overlap between school staff and cleaning contractors. Staff working for both organisations will be told to maintain social distance from each other if they are in the building at the same time.</p>	
<p>PPE presents increased risk of transmission, mis-use or lack of knowledge increases risk of transmission.</p>	<p>PPE will be provided for staff, including medical grade masks and FFP mask for those who require one. Staff who need to wear PPE as part of risk assessment ensure removal is correct through training in this guidance. Waste is disposed of into black bins in base areas with yellow and black hazard tape and hazardous waste sign on them. Similarly, pupils who arrive with a face mask as a result of travelling on public transport are trained in removing in line with the above guidance. Staff providing intimate care for pupils, working in close contact with SEND pupils or administering first aid will ensure they wear the appropriate levels of PPE.</p> <p>Staff must wear face masks in communal areas outside of the classroom when not teaching a class. If they do so they should follow the guidance on safe use, removal and storage of PPE. If local conditions change this guidance may change.</p> <p>Timetables will allow for staff to have breaks from wearing a mask throughout the day to avoid any discomfort. These will be in safe areas ensuring social distancing.</p>	<p>PPE Use Guidance</p>
<p>Visitors present an increased risk of transmission but full curriculum entitlement must be offered including SEN support.</p>	<p>Visits by appointment only.</p> <p>Appointments are managed within social distancing guidelines.</p> <p>Where visits can be made outside of school time (e.g. contractors) they should be.</p> <p>A record will be kept of all visitors to school including adequate contact information.</p> <p>Visitors in school will be given the visitor risk assessment by a member of site staff</p>	
<p>Use of air conditioning contravenes HSE guidance</p>	<p>The air conditioning unit is serviced twice a year and the contractor confirmed the school system is single room and in line with the guidance issued by HSE for safe use during coronavirus. Last serviced half term February 2021.</p>	<p>HSE guidance</p>

<p>Hand Sanitiser contains alcohol and is a risk if ingested by pupils. Increased cleaning increases the risk of children coming into contact with chemicals.</p>	<p>Ensure sanitiser use is supervised. Ensure sanitiser is stored safely or supervised. Ensure safe storage of cleaning materials. Return materials to SLT office where possible and store securely or in a supervised space if not.</p>	
---	--	--

Controls to limit transmission

Who should not come to school?

The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:

high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

You can get further advice on symptoms here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

What else should you do?

Notify the Headteacher or Head of School. Get a test. This can be done online you don't need to call unless you need medical advice as well. Details of how to get a test and which types are here:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

You must also self-isolate if you have been told to do so by NHS Test & Trace. You cannot come to school if required to self-isolate.

How long do I need to self-isolate for?

If you have symptoms self-isolate for 10 days. If you test positive self-isolate for 10 days.

If temperature is still present continue to self-isolate until you have been symptom free for a sufficient period.

If you live with someone who shows symptoms you must self-isolate for 10 days.

If you test negative you may return to work once feeling better.

If in doubt, follow the guidance here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

Protocol for managing a case in the setting

Who	What
Classroom staff	Report suspected case to SLT duty staff. Take child to SLT office. Staff to remain 2m from the child.
SLT	Provide ipad and resources to occupy the child and supervise them in SLT office until parent is able to collect the child. Open windows and close door. If child needs the bathroom use a disabled toilet and close it until cleaned and disinfected with standard cleaning products by site staff. Call parent and arrange to meet at middle gate. Notify school office staff – email officestaff@
Parent	Collects from middle gate.
Site Staff/SLT	Follow deep clean protocol in cleaning protocol. Remove equipment from use for 72 hours.
SLT	Should child have a risk assessment in place relating to their EHCP or be distressed so that 2m social distancing cannot be observed PPE should be worn and individual risk assessment for pupil followed. Apply gloves, apron and face shield.
SLT	Explain to parent that they must get a COVID 19 test asap and report the result to school.

Symptoms of Covid 19

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Hand & respiratory hygiene arrangements

Hand Hygiene

The school recognises that thorough and more regular hand cleaning is going to be required for the foreseeable future.

Staff and pupils should wash their hands regularly including:

- On entry.
- After touching shared spaces or equipment such as door handles, toilets etc.
- Before eating or touching their face.

Washing hands is the preferred method. Hand sanitiser is available when this is not possible such as when using a photocopier. Hand sanitiser is available in all communal locations such as the photocopy room and on entry to the lunch hall. Staff should not use hand sanitiser routinely to clean hands, a routine for washing should be put in place. Each class has a sanitiser for individuals to use when washing is not possible. This must be stored safely and due regard paid by classroom staff to the dangers of ingesting sanitiser. Pupils must be supervised when using hand sanitiser.

Year teams should have a rota to ensure regular handwashing and to encourage regular toileting and adults to supervise.

Staff should continue to encourage regular handwashing and use the following resources to promote this with children.

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<https://e-bug.eu/>

Respiratory Hygiene

The “Catch it, Bin it, Kill it” approach should be used with children. Staff should re-visit this regularly with children.

In each base area there is a black PPE bin in each base area with a hazardous waste sign. Children should put any tissues in this bin rather than the class waste bin. This allows safe disposal of potentially infected waste. Site staff will ensure the PPE bin with a red lid are emptied daily, double bagged and waste is stored for 72 hours prior to going in waste bins.

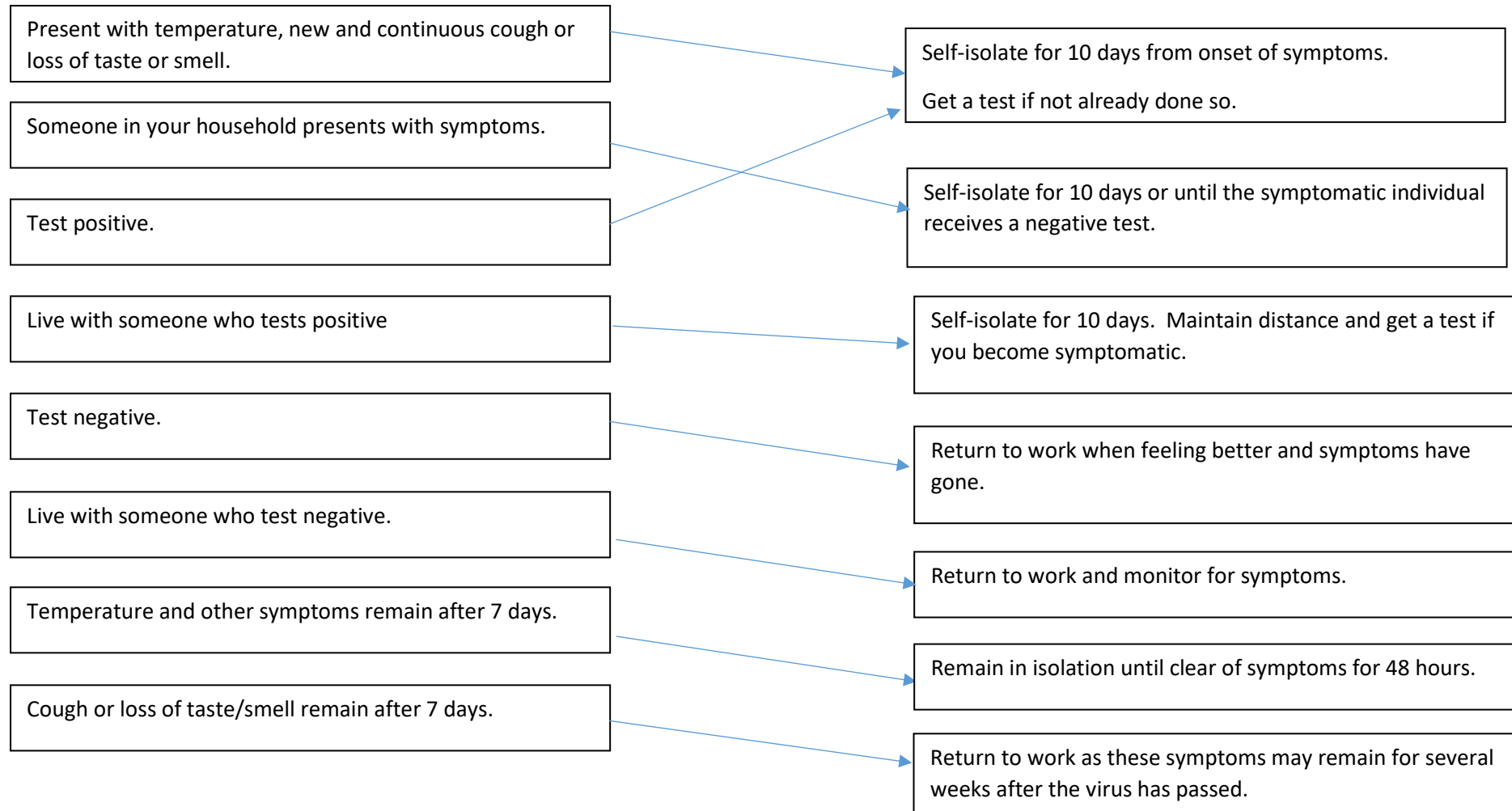
Cleaning Protocol & Guidance

Situation	Protocol
Daily cleaning – needs to be rigorous to reduce risk of transmission	All touch points – desks, door handles, toilets to be cleaned thoroughly each day. Site manager discussion with cleaning provider. Provider enters after staff leave, provider wears PPE and cleans exit touch points such as door handles last.
Deep cleaning required due to a suspected or confirmed case of the virus in an area of school.	Whole area that may be affected cleaned with hot, soapy water. Then cleaned with disinfectant. Use disposable cloths. Particular attention paid to bathrooms, grab rails, door handles etc. PPE of apron and gloves must be worn. If there is heavy contamination – visible bodily fluids from an infected person then a face protector must also be worn. After cleaning aprons, gloves and cloths should be double bagged and stored for 72 hours prior to disposal. If this guidance cannot be followed for any reason contact Initial (school contractor) for disposal of Category B waste. Once PPE has been removed then hands should be washed. Ensure the same protocol is followed for any mopheads as well as cloths.
Routines and equipment will be required to ensure good hygiene practice is in place.	Pupils will have to share handwashing and toilet facilities however a plan will be in place to ensure these communal areas are not too busy or used at the same time by children from different groups. Hand sanitisers by key pinch points such as photocopier. Each classroom to have a hand sanitiser and pupils to be encouraged to wash hands regularly. Handwashing is preferable and hand sanitiser should only be used when this is not possible.
Staff will use cleaning equipment to ensure any shared equipment is cleaned before use by another group. It will also be used to ensure play equipment is regularly cleaned for children accessing the Foundation Stage curriculum.	Staff to store cleaning equipment safely out of the reach of children and not in a place where children could access it without staff being aware. Cleaning equipment can be obtained, returned to and stored in SLT office if required.
Lunch hall	Cleaning must take place between groups using it. One group leaves, cleaning of table and chairs before next group enters.
If further guidance is needed follow this link https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	

Operational Guidance

Site Staff	<p>Will work outside/in garage where possible.</p> <p>Will maintain social distance from each other where possible and all other staff groups strictly.</p> <p>If site staff need to maintain close proximity to each other for a prolonged period then PPE should be worn if guidance at the time requires it.</p> <p>When moving around the building they will maintain social distancing where possible. Where tasks can be left until the rooms are empty this should be the practice.</p> <p>Any areas that have work going on will be shown by barriers and signs that prevent entry.</p> <p>Ensure contractors are only allowed if pre-booked and are supervised at all times. Where possible bookings should be outside of school hours. Contractors must be accompanied to ensure that they remain socially distance from pupils and staff and that their working areas are properly shut off.</p>
Office Staff	<p>Will maintain working arrangements that allow social distancing whenever possible.</p> <p>Will avoid working in close proximity for prolonged periods.</p> <p>Will ensure that strict social distancing is maintained by pre-booked visitors to the site.</p> <p>Facilitate remote rather than direct contact where possible.</p> <p>Ensure a record is kept of all visitors to school.</p>
Classroom Staff	<p>The school is now expected to deliver a broad and balanced curriculum and a full teaching day/week.</p> <p>Maintaining ventilation and enhanced handwashing and cleaning are the complimentary approaches to reduce transmission. They go together but due to the age of our children the emphasis for us is more on minimising contacts.</p> <p>Where possible pupils should have their own equipment. All children to bring their own water bottles into school and no shared cups available in base areas and classrooms and drinking fountains are not to be used.</p> <p>Class staff can accept medicines or other items coming to school that would normally go to the office.</p>
Senior Staff	<p>Should stick to social distancing arrangements between the two bubbles.</p> <p>Should follow similar guidance to other staff groups in that they should minimise movement between bubbles and where necessary maintain social distancing.</p>
Lunch staff	<p>Should follow serving guidance and wear PPE as required to ensure they are not increasing the risk of transmission.</p>
Specialist Teachers	<p>Ensure each group has an additional adult to support Teaching & Learning. Adapt teaching methods to maintain social distancing.</p>
Parents	<p>Encouraged to use the drop off window to avoid busy times. Encouraged to social distance where possible on site.</p>

Flowchart for managing symptoms or cases



If a positive case is found, then the school will liaise with the health protection team or NHS Test and Trace in deciding who must be sent home. Individuals who have had close contact must self-isolate.

Close contact is defined as:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Household members of people sent home do not need to self-isolate unless the person self-isolating develops symptoms.