

COVID-19 Risk Assessment Review for September 2020

This document is intended as a guide for reviewing existing COVID-19 risk assessments to reflect the updated government guidance on the full reopening of schools from September. Although many of the existing measures schools have already put in place in the summer term will continue to be relevant, they will require extending or adjusting in some areas to reflect the impact of returning to full capacity.

<p>Controls</p>	<p><i>Check that risk assessment includes the following measures, tailored as necessary to school context</i></p> <p><i>NB this content is intentionally generic; the school's/setting's risk assessment should include sufficient detail so that all staff understand the expectations of them and so that any actions required can be formulated</i></p>	<p>When must these controls be in place?</p>	<p>School/setting to identify any additional actions required to put these measures into effect by September</p> <p><i>Text below includes suggestions to consider</i></p>
<p>PREVENTION</p>			
<p><i>Minimise contact with individuals who are unwell by ensuring that those</i></p>	<ul style="list-style-type: none"> <i>Pupils, staff and other adults are required to refrain from coming into the school if they have coronavirus symptoms or have tested positive in the last 7 days.</i> <i>Anyone developing coronavirus symptoms during the</i> 	<p><i>At all times</i></p>	<p><i>Comms to parents/staff in September. Staff discuss on Inset day. SLT met in August to prepare.</i></p> <p><i>a Visitor Protocol notice displayed in the</i></p>

<p>who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>school day will be sent home.</p> <ul style="list-style-type: none"> ● A child awaiting collection will: <ul style="list-style-type: none"> ○ Be moved where possible to a room where they can be isolated behind a closed door with an open window (with adult supervision if required); ○ Be moved to an area at least 2 metres away from others if isolation in a room is not possible; ○ Use a separate bathroom if possible (which must be cleaned and disinfected with standard cleaning products after use); ○ Remain at least 2 metres from staff unless this is not possible (e.g. very young child / complex needs) in which case PPE must be worn by staff. ● Anyone who is symptomatic will be advised to self-isolate for at least 7 days and arrange to have a test. ● Anyone who has had any contact with someone who is unwell is required to wash their hands thoroughly for 20 seconds with soap and running water. ● The area around the person with symptoms will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. ● All staff are aware of these protocols. 		<p>reception area, notice boards.</p> <p>COVID First Aid procedures training carried out with Admin team on September Inset day.</p> <p>Testing Kits in place from Government</p> <p>Staff to be reminded of testing services weekly</p> <p>- DL</p>
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<p>Clean hands thoroughly more often than usual</p>	<ul style="list-style-type: none"> • Pupils are required to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating; staff will supervise this and remind pupils of this requirement, as appropriate to age and individual needs. • Sufficient handwashing facilities (running water and soap, alcohol hand rub, sanitiser, skin-friendly wipes) are available for staff and children. 	<p>Handwashing and hand sanitiser supplies on site and reordered regularly from various suppliers.</p> <p>Checks on classroom and toilet supplies conducted throughout the day.</p> <p>Signage on hand washing in every toilet and wash basin. .</p> <p>Children encouraged to wash hands on arrival and throughout the day.</p> <p>Handwashing guidance included in all comms with parents and staff</p>
<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<ul style="list-style-type: none"> • A sufficient supply of tissues and bins have been made available throughout the school. • These are emptied throughout the day. • Pupils are required to immediately dispose of tissues into bins. 	<p>Bins in every classroom. Children to bring own tissues each day. Additional supplies in school.</p> <p>Caretaker empties bins throughout the day.</p> <p>Teachers will remind children on the "Catch It Bin it Kill It" routine.</p> <p>Signage throughout the school</p>

<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<ul style="list-style-type: none"> • An enhanced cleaning schedule is in place which includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups; ○ frequently touched surfaces being cleaned more often than normal; ○ regular cleaning of toilets. • Pupils are encouraged to clean their hands thoroughly after using the toilet. • Classroom-based resources (including books and games, sports, art and science equipment): <ul style="list-style-type: none"> ○ Are cleaned regularly within the pupil group/ bubble; ○ Are cleaned regularly and meticulously when shared with other groups/bubbles and always either cleaned between bubbles or rotated to allow them to be left unused for 48 hours (72 hours for plastics). • Outdoor playground equipment / resources used by wraparound care providers is frequently cleaned. 		<p>Classrooms and toilets cleaned throughout the day by Teaching Assistants and caretaker.</p> <p>Cleaners cleaning in line with government guidance daily.</p> <p>Reduced resources in classrooms.</p> <p>Children to provide own resources to reduce sharing</p> <p>Rotas in place for outdoor and PE equipment</p>
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<p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>The key principle is that pupil groups are kept separate (in 'bubbles') and through maintaining distance between individuals.</p> <p>The area of the risk assessment covering minimisation of contact is likely to be highly personalised. It should, however, include information on how the school:</p> <ul style="list-style-type: none"> • Is grouping children in consistent groups (in secondary this is more likely to be whole year groups unless this can be achieved with smaller groups; in primary (and possibly KS3) this could be based on a class if practical); • Is maintaining social distancing and reducing face to face contact as much as possible; e.g. through: <ul style="list-style-type: none"> ○ information/advice to staff/pupils; ○ adaptations to the classroom (seating pupils side by side and facing forwards; the teacher staying at the front of the class); ○ Limiting large gatherings (e.g. assemblies / collective worship) with more than one group; ○ Timetabling to maximise the separation of groups, including movement around the site (e.g. staggered break/lunch times and start/finish times); ○ Minimising use of staff rooms; ○ Communicating revised drop-off/pick-up procedures to parents; ○ Visitor protocols; ○ Limiting the amount of equipment pupils bring into school each day (e.g. to lunch boxes, bags 	<p>Schools to put in place measures that suit their particular circumstances</p>	<p>Layout of classrooms reviewed inline with current guidance.</p> <p>Timetables reviewed to minimise movement around school.</p> <p>Mixing into wider groups has been considered for specialist teaching, wraparound care and transport</p> <p>Separate Risk Assessment in place for After School clubs, Workshops and interventions</p> <p>Adults should maintain a 2 metre distance from others where possible, avoiding close face to face contact and minimising time spent within 1 metre of anyone.</p> <p>For children old enough, they should be supported to maintain social distance and not touch staff and their peers where possible.</p> <p>Staggered start/finish times will not reduce the amount of overall teaching time</p> <p>Communication to parents around drop-off/pick up procedures will include that gathering at the school gates or coming on site without an appointment is not allowed.</p> <p>Communication to parents will include the safe removal of face coverings / hand washing on arrival.</p> <p>Some pupils with SEND will require specific help and preparation for the changes to</p>
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<p>Where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>PPE is required when:</p> <ul style="list-style-type: none"> • an individual child or young person becomes ill with coronavirus symptoms while at school, if a distance of 2 metres cannot be maintained; • a child or young person already has routine intimate care needs that involves the use of PPE (in which case the same PPE should continue to be used). 	<p>Applies in specific circumstances only</p>	<p>PPE in place for treatment of a suspected COVID case This is based in the school office.</p>
<p>RESPONSE TO ANY INFECTION</p>			
<p>Engage with the NHS Test and Trace process</p>	<ul style="list-style-type: none"> • Key personnel in the school understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. • Staff members and parents/carers have been informed of expectations as follows. They are expected to: <ul style="list-style-type: none"> ○ Book a test if they are displaying symptoms and inform the school immediately of the results; ○ Provide details of anyone they have been in close contact with if they test positive for coronavirus or if asked by NHS Test & Trace; ○ Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. 	<p>In every case</p>	<p>Information about expectations will be included in parent and staff communications. Information prepared for parents which will be given in the case of suspected COVID. Action Cards provided to all SLT and Office Stickers for parents prepared with instructions on test and trace.</p>

<p>Manage confirmed cases of COVID-19 amongst the school community and contain any outbreak by following local health protection team advice</p>	<ul style="list-style-type: none"> • Records are kept of pupils and staff in each group or 'bubble' and of close contact that takes place between children/staff in different groups. • The local health protection team will be contacted when the school becomes aware that someone who has attended has tested positive for coronavirus. • Staff will support the health protection team in carrying out a rapid risk assessment, sending home close contacts in line with their advice and issuing letters to parents and staff as directed. • If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, this will be treated as a potential outbreak and the school will continue to liaise with the local health protection team. 		<p>Registers of children done twice daily. Visitor book is kept up to date SLT committed to work with Test and Trace.</p>
<p>MONITORING ARRANGEMENTS</p>			
<p>Monitoring and review of risk controls</p>	<ul style="list-style-type: none"> • The school will monitor and review the preventative and protective measures regularly to: <ul style="list-style-type: none"> ○ Ensure they are working effectively and as expected; ○ Address any shortfalls identified; ○ Reflect any changes to public health advice. 		<p>SLT to review weekly for 1st half term as part of SLT meeting.</p> <p>HT and SBM will walk school to ensure routines are in place and give feedback to staff via email.</p>