**Autumn 2021 Coronavirus Risk Assessment**

Almost all previous measures mandated by the DofE in order to curb the spread of Covid-19 in schools have been lifted. Therefore, this risk assessment reflects only those which remain.

In the event of an outbreak, Public Health England will advise the school as to whether to take action. The likeliest action will be to wholly or partially enact the contingency plan (i.e., a return to the previous risk assessment). The contingency plan is appended to this document. Whilst it is possible that the school may have to close or partially close, this would be the last resort and is unlikely.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Required Safety Measure** | **Government Recommendation** | **School Measures** | **Risk (with measures)** | | | | |
| **Likelihood of consequence** | **Seriousness of consequence** | | **Overall Risk (L x S) See key in endnote\*** | |
| **Effective infection protection and control** | Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not present themselves on the school site.  Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are washed.  Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach cleaning frequently touched surfaces daily using standard products, such as detergents and bleach. | **1. Whole School – health screening:**  Pupils and staff will not attend school if they have coronavirus symptoms i.e. change to sense of taste / smell, a temperature of 37.8 or above, a persistent cough.  Pupils and staff will leave the school site and book a PCR test if they develop coronavirus symptoms at school. (See section 3)  On arrival, children and adults will wash / sanitise their hands.  If an adult lives with / is a close contact of a person who has a PCR confirmed case of Coronavirus, and they are not fully vaccinated, they will not to attend school until the isolation period is complete.  **2. Whole School – hand and respiratory hygiene:**  Pupils and staff to wash or sanitise their hands at regular intervals throughout the day, particularly on arrival and before eating. Pupils to be supervised washing hands in the classroom area. If sanitiser is used, for younger pupils an adult should administer the gel.  Staff will instruct children to follow the ‘catch it, bin it, kill it’ approach and provide tissues for all children. Posters will be displayed in classrooms to remind children and staff.  Tissues will be available for pupils to use, and must be put in the bin immediately after they have been used, and then the pupil must wash their hands.  Bins will be lined with bin bags and emptied daily. Cleaning kits including cloths and disinfectant spray will be in all classrooms; surfaces and equipment will be sanitised if needed. Doors will be propped open.  Sanitiser will be available in the playground and in all rooms where sinks are not available. | Children or adults bringing COVID 19 infection onto site | | | | |
| 1 | | 3 | | 3 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Managing possible / confirmed cases of infection** | If a child becomes unwell with symptoms of COVID19 whilst at school and needs direct personal care until they can return home, a fluid-resistant surgical face mask and disposable gloves should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. | **3. Staff / children who develop symptoms of COVID or who test positive for COVID**  If a member of staff develops COVID symptoms, they will leave the site immediately and self-isolate. They will be asked to arrange a PCR test as soon as possible. A lateral flow test in these circumstances is not sufficient. Wherever possible, postal tests should be avoided as these take longer; instead, tests should be booked as soon as possible at a local testing centre.  If a pupil becomes symptomatic, staff will adhere to the Government recommendations. Staff will immediately isolate the pupil outdoors in the courtyard and, if possible, they will remain there until collected.  The child will use the designated toilet (disabled toilet next to the Community Space) if they need to.  First Aid will not be offered for symptomatic pupils unless absolutely critical, in which case, PPE will be used as recommended (face shield, fluid resistant mask, disposable gown/apron and gloves).  The parent of the child with symptoms will be called immediately to collect their child as quickly as possible and they will be strongly encouraged to get their child tested.  If the parent cannot pick up quickly, and the child is unable to remain in the courtyard (e.g. in very cold weather), a suitable indoor space may need to be found – this will vary depending on the time of day, but it needs to be a room with suitable ventilation, where the adult can supervise from outside the room.  The parents of other children in the bubble will be informed, although they will not need to take their child out of school unless the symptomatic child tests positive and the Health Protection Team advises self-isolation.  The person with symptoms should not return until they have either:   * isolated for 10 days if they are not tested (though the school will strongly encourage testing) * obtained a negative PCR test result * obtained a positive PCR test result and completed at least 10 days isolation.   .  If there is an outbreak (five or more confirmed positive cases, affecting staff or pupils across the school, within a ten day period) advice from PHE will be sought as to whether to step up measures / enact the contingency plan. | COVID transmission from a symptomatic person | | |
| 1 | 3 | 3 |
| **Effective infection protection and control** | Ensure there is adequate ventilation to reduce the risk of Covid transmission. | **4. Whole School – management of classroom spaces and equipment**  Windows and doors to be open as much as possible to increase ventilation; however external doors and windows should be closed as necessary to maintain a comfortable working temperature in the classroom.  When the government scheme to distribute C02 monitors is realised, those classrooms with the most limited ventilation (i.e. upstairs classrooms which do not have external doors) will be supplied with a monitor. If the monitor indicates a high concentration of C02, pupils will leave whilst the room is ventilated until the concentration of C02 is reduced, as it is assumed that C02 concentration can serve as a proxy for the risk of Covid-19 concentration in the air. | COVID transmission between pupils, staff or parents through mixing of groups, or whilst moving through the school site | | |
| 1 | 3 | 3 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Effective infection protection and control** | Cleaning frequently touched surfaces often using detergents and disposable cloths.  Site cleaning | **5. Site Cleaning**  Thorough disinfection and cleaning of the site at the end of each day.  Disinfecting kits will be in each classroom. Adults to maintain adequate hygiene levels by using these kits to wipe down surfaces if they are likely to be contaminated (e.g. if a child has coughed or sneezed on them).  Cleaners have been thoroughly briefed regarding end of day cleaning. We have a good stock of disinfectants and cleaning cloths.  Cleaners will have clear demarcation of areas for which they are responsible and accountable.  The cleanliness of the building will be routinely checked by SLT or the Site Manager whilst locking up the building. | COVID transmission through frequently touched surfaces | | |
| 1 | 3 | 3 |
| **Personal protective equipment (PPE)** | Appropriate safety measures | **6. PPE and clothing**  Visitors to the site, including parents, are welcome to wear face coverings if they wish if they wish.  Masks and visors for staff in the classroom are optional.  Cleaners will wear gloves whilst cleaning. If cleaning a potentially contaminated area, an apron and mask are also to be worn – in this scenario, those gloves and apron must be securely disposed of in a knotted bin liner, and hands washed thoroughly before cleaning any other area.  Pupils will wear school uniform except on the days when they have PE when they will come to school in PE kit.  Pupils will not wear masks. If government guidance changes, and mandates the wearing of masks in school, this will be updated on the risk assessment.  Staff to wear gloves if offering personal care, and to wash hands thoroughly afterwards.  Children will, as far as possible, be supported to manage their own First Aid requirements for minor injuries – e.g. wiping minor abrasions, applying plasters / cold packs.  If First Aid must be administered, as far as possible it will be administered by the member of staff working with the group. Hands must be sanitised / washed beforehand and afterwards. | COVID transmission through cleaning contaminated areas, handling books, exposure to soiled clothing, and through offering first aid and personal care | | |
| 1 | 3 | 3 |

APPENDIX – COVID CONTINGENCY PLAN

|  |  |  |  |
| --- | --- | --- | --- |
| **Coronavirus Contingency Plan**  Assessment written by: Head Teacher / Deputy Head Teacher  Checked by a Chair of Governors and Health & Safety Committee Distributed to all staff and parents. | |  | **Date:**  **8.10.21** |
| **Benefit** | This contingency plan is based on the King’s Wood Covid risk assessment v.28, 15/6/21. It will come into effect only if the school has been directed by PHE to reinstate Covid measures following an outbreak in school. This is in order provide a safe learning environment for all pupils whilst aiming to limit the risk of the spread of coronavirus within the school community. | | |
| **Who is at risk?** | Pupils, families of pupils, staff, families of staff | | |
| **Potential Hazard/Risk** | Pupils could catch the coronavirus and they could spread the coronavirus to members of their household  Staff could catch the coronavirus and they could spread the coronavirus to members of their household  If pupil or staff household members are unable to stay at home, or are not adhering to social distancing guidelines, they could spread the coronavirus more widely | | |
| **School response to changing levels of risk** | The Government guidance to schools was updated in September 2021; this called for the lifting of almost all measures detailed in this risk assessment. Therefore, this document is now the contingency plan in case the school is directed by PHE to reinstate enhanced safety measures following an outbreak of Covid-19. | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Required Safety Measure** | **Government Recommendation** | **School Measures** | **Risk (with measures)** | | | | |
| **L** | **S** | | **O** | |
| **Effective infection protection and control** | Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not present themselves on the school site.  Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are washed.  Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach cleaning frequently touched surfaces daily using standard products, such as detergents and bleach. | **1. Whole School – health screening:**  Pupils and staff will not attend school if they or a household member has ANY coronavirus symptoms i.e. change to sense of taste / smell, a temperature of 37.8 or above, a persistent cough.  On arrival, every child will wash their hands. Parents are asked to take their child’s temperatures each morning and will remain at home if they have a temperature above 37.8C.  **2. Whole School – hand and respiratory hygiene:**  Pupils and staff to wash or sanitise their hands at regular intervals throughout the day.  Pupils to be supervised washing hands in the classroom area. One child will use the sink – the teacher will turn on the tap and leave it running until handwashing is finished. Soap and paper towels will be used; staff to ensure there is enough in classroom before the start of the day. Water bottles will be wiped down as part of the handwashing cycle to avoid recontamination.  Pupils will wash their hands when they arrive, at transition points – especially if moving from one part of the building to another – before and after eating and before leaving. This includes when they have visited the toilets *even if they state that they washed their hands at the toilets*.  Staff will instruct children to follow the ‘catch it, bin it, kill it’ approach and provide tissues for all children. Posters will be displayed in classrooms to remind children and staff.  Tissues will be available for pupils to use, and must be put in the bin immediately after they have been used, and then the pupil must wash their hands.  Bins will be lined with bin bags and emptied daily. Cleaning kits including cloths and disinfectant spray will be in all classrooms; surfaces and equipment will be regularly sanitised. Doors will be propped open.  Sanitiser will be available in the playground and in all rooms where sinks are not available. | Children or adults bringing COVID 19 infection onto site | | | | |
| 1 | | 3 | | 3 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Effective infection protection and control** | Minimise contact by ensuring that children remain in class group bubbles (for Reception, there will be one bubble of 60)  Children, young people and staff will only mix in a small, consistent class and that small class stays away from other people and classes. Classes will only be taught by one teacher and one teaching assistant, when available.  Minimise contact and mixing by managing movement around / through the school environment, timetables and drop off / collection routines | **3. Whole School – management of classroom spaces and equipment**  Nursery will operate as a single bubble.  In EYFS, rooms will be set up as usual as there will be no attempt to preserve bubbles within the EYFS setting.  Rooms will be set up for small groups. Face to face contact will take place but with a limited number of other peers as they will sit and move around the room in consistent groups. Y2 and above will work from tables instead of having whole class carpet time (though small groups may be supported on the carpet).  Windows and doors to be open as much as possible to increase ventilation  **4. Whole School – grouping and staffing**  Nursery will operate as a single bubble of 35, with up to 24 on site at one time.  All other year groups will operate as single bubbles of 60.  **5. Pupils with SEND and pupils who require additional support**  Interventions 1-1 or with small groups can still take place with strict social distancing between adults and children.  Children from different years cannot mix but children from different classes within a year group can.  Equipment must not be shared between year groups unless it has been cleaned appropriately.  The sofa in the nurture room must be covered with a throw and this throw changed between year groups.  Children with specific needs will have their own risk management plan  **6. Movement around the school in general**  One-way systems will be in place and must be adhered to.  Stopping in areas prone to congestion (e.g. corridors / main office area) should be avoided.  With the exception of children / staff in the same bubble, all staff, children, parents and essential visitors to the site will be expected to maintain social distancing.  The disabled toilet by the Community space is out of general use. It will be used both as a “Covid toilet” if a symptomatic child needs to use it, and as a space for parents to change children who have wet/soiled themselves. | COVID transmission between pupils, staff or parents through mixing of groups, or whilst moving through the school site | | |
| 1 | 3 | 3 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Effective infection protection and control** | Cont’d from above | **7. Staff – movement around the school**  Only two staff members at a time will use the toilets, one will remain in the cubicle whilst the other uses the hand basin.  If using the staff room, staff should ensure that they sit with at least one empty chair between each other.  No staff (except SLT) will enter the office whilst being used by office staff unless absolutely necessary.  There will be staggered access to the staff room with a one way through system.  Currently, we have one member of staff who needs to use the lift; the lift will remain out of use to all others.  **8. Children – movement around the school**  Children will arrive and leave over a staggered period of 30 minutes. Punctuality will be essential. There will be different drop off zones.**\*** Duty staff will supervise each drop off zone.  Children not to come on site before 8.40am (except for those who arrive by taxi).  When leaving, they will be escorted from their classroom by an LSA and collected at the time allocated.  Years 5 & 6 will come up the Y6 stairs and go down the snake stairs during the school day  Years 3 & 4 will go up the Year 4 stairs and down the Year 3 stairs during the day  If children need to move from the playground to the field while outside a whistle will be blown and they will line up and move.  All classes must be escorted by their teacher to the playground for any breaks where the duty team will take over supervision. In KS2 the LSAs supervising lunch break will return the children to class when break is over.  Times when children move around the school site, e.g. for break / lunch, will be staggered to reduce footfall in shared spaces and keep groups separate. Use of different spaces around the school will be timetabled.  Only one pupil at a time will use the toilet. Duty staff will monitor the outside toilets at break / lunch to ensure that they are not overcrowded and classes do not mix. Children will be supervised sanitising / washing their hands when they return to the classroom.  Children will be escorted to and from class for breaks and lunch, and will be supervised at all times to ensure they move safely around the site. Lunch will be eaten in classrooms (with the exception of Reception classes who will eat in the dining room.). Outside play time will be reduced to allow all pupils safe access to the playground without the risk of mixing bubbles.  When outside, children will play in their year group bubble, in a specified space, and without mixing with other year groups. The playground / field will be restricted to 2 bubbles (2 year groups) at a time. There will be a clearly marked partition to divide the playground / field.  Currently, we have no children who need to use the lift; the lift will remain out of use to pupils.  The cookery room will be closed to groups of children, as it is too small for social distancing. This may be used as a space to store furniture to increase classroom capacity where needed. It can also be used for 1:1 support. | Cont’d from above | | |
|  |  |  |
| **Effective infection protection and control** | Cont’d from above | **9. Parents – movement around the school**  During drop off and pick up parents will adhere to social distancing in drop off / collection zones at the assigned times (staggered over a 30 minute period). Punctuality will be essential. There will be different drop off /pick up zones.**\***  Parents will not arrive on site before 8.40am. Parents will leave the site as soon as the child is dropped off.  Only one parent will drop off and pick up.  Parents will leave by the front gate. Y6 will be allowed to arrive / leave school alone if they have permission.  No parents will enter the school buildings, except for making enquiries at the office or by invitation for a meeting; they will stand behind the 2m marker and will be asked to wear a mask.  Office staff will operate the automatic doors and gates will be left open to avoid the need to use buttons.  **\*** Timings for drop off / pick up will be allocated by surname so that siblings can be dropped off at the same time.  This means that there will be no more than 60 pupils arriving / leaving at the same time.  Drop off / pick up zones will be allocated by year group:   * Reception – drop and pick up via the courtyard; children to be welcomed into, and dismissed from, the hall * 1R – drop and pick up at door to carpark * 1CK – drop and pick up at the top of the steps leading to the door to classroom accessed through courtyard * Y2 – drop and pick up at door to carpark * Y3 – enter through door at the bottom of Y3 stairs, pick up from same. Parents to wait in carpark. * Y4 – enter through doors to playground, arrive and leave using Y4 stairs, pick up from playground * Y5 – enter through doors to playground, arrive and leave using snake stairs, pick up from playground * Y6 – enter through gate; children to be dropped off on Hollis Road, off site. Children go through the courtyard and up Y6 stairs. Exit the same way, meet parents off site on Hollis Road or walk home if they have a permission slip. * ARP pupils arriving by taxi – use the front entrance, to be greeted by ARP staff. | Cont’d from above | | |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Effective infection protection and control** | Managing shared and personal equipment | **10. Use of / handling equipment**  Adults will avoid sharing equipment by ensuring that they have their own supply of pens / board pens, etc. to hand.  Children to use iPads or laptops in their classrooms where they need access to ICT. These must be wiped before and after use. Children must wash hands before handling them. These must be cleaned before being put away.  Children will wash / sanitize their hands before and after using the Jungle Gym to reduce risk of transmission.  Children will wash / sanitize their hands before and after using books, dictionaries, etc. to reduce risk of transmission.  In KS1 and Year 6, pupils will have plastic wallets with equipment issued to them which they can take as they move rooms for RWI / core subjects. In other year groups, where children do not move rooms, they will store equipment issued to them in their desk tray.  Children may bring in their own snacks for break in their lunchbox. Fruit will be available for EY/KS1 pupils. The fruit comes pre-washed in sealed bags. The adult(s) will wash their hands before handing out fruit and children will wash their hands before eating it.  Each class in KS1 and KS2 will have its own bag of labelled playground equipment to use at play times – these will not be shared between year groups.  All washable equipment which has been shared between bubbles must be cleaned between uses (e.g. PE equipment).  Soft furnishings must only be shared within a single year group bubble.  Children are discouraged from bringing mobile phones on site. If they must, mobile phones will be disinfected and stored in a locked drawer in the teacher’s desk.  Children must bring in their own named water bottle and must not share it. Children’s lunch must be in a clean, sealed and clearly labelled lunchbox which will be kept in the classroom. Children will not bring equipment (including school bags / book bags) or toys into school, only their lunch box, coat, water bottle and PE kit / shoes. This includes show & tell. Parents can email a photo as an alternative if staff want to continue with this activity.  Reading books can be chosen on a Monday afternoon to be taken home and returned to school on Friday morning – they should be placed in a clearly labelled box which will then be quarantined. Older children may wish to keep a book for longer, but the same 72 hour quarantine period must be applied. Guided reading books should be quarantined for 72 hours before being used with a different class.  Children should use Bug Club instead of school books over the weekend. No other school items to go home unless they are to remain there. Homework will be set on Google Classrooms, however, exceptions can be made for pupils who lack access to Google and need to bring homework in on paper.  Teachers’ handling of pupils’ books to be reduced by use of other AfL measures when appropriate (e.g. use of whiteboards; asking pupils to leave books open on their desks, and giving feedback on post it notes). When teachers handle books, they should observe good hygiene (washing hands before and after). Staff have been advised to avoid taking books home where possible. If they need to take books home, these should be brought to and from school in a plastic bag; surfaces in the home which will come into contact with the books should be disinfected before the books are unpacked and after they are put away. Hands must be washed before and after handling the books. | COVID transmission through use of shared equipment | | |
| 1 | 3 | 3 |
| **Effective infection protection and control** | Cleaning frequently touched surfaces often using detergents and disposable cloths.  Site cleaning | **11. Site Cleaning**  Toilets to be spot checked throughout the day and disinfected, and thoroughly disinfected at the end of the day.  Disinfecting kits will be in each classroom. Adults to maintain adequate hygiene levels by using these kits to wipe down surfaces which are frequently touched (surfaces, handles, taps, light switches, equipment) as needed.  Staff have been thoroughly briefed regarding cleaning during the day.  Cleaners have been thoroughly briefed regarding end of day cleaning. We have a good stock of disinfectants and disposable cleaning cloths which will be changed for each space cleaned and either disinfected or thrown away.  Touch points will be cleaned and disinfected during school and the site thoroughly cleaned after school every day. Cleaners will have clear demarcation of areas for which they are responsible and accountable.  The cleanliness of the building will be routinely checked by SLT or the Site Manager whilst locking up the building. | COVID transmission through frequently touched surfaces | | |
| 1 | 3 | 3 |
|  |  |  |
| **Personal protective equipment (PPE)** | Appropriate safety measures | **12. PPE and clothing**  Visitors to the site, including parents, will wear masks whilst in any indoor space. They will not be required to wear masks whilst outdoors though they are welcome to do so if they wish.  Masks and visors for staff in the classroom are optional; staff are encouraged to wear these in situations where they feel at risk.  Cleaners will wear gloves whilst cleaning. If cleaning a potentially contaminated area, an apron and mask are also to be worn – in this scenario, those gloves and apron must be securely disposed of in a knotted bin liner, and hands washed thoroughly before cleaning any other area.  Pupils will wear school uniform except on the days when they have PE when they will come to school in PE kit.  Pupils will not wear masks. If government guidance changes, and mandates the wearing of masks in school, this will be updated on the risk assessment.  Staff to wear gloves if offering personal care, and to wash hands thoroughly afterwards.  Children will, as far as possible, be supported to manage their own First Aid requirements for minor injuries – e.g. wiping minor abrasions, applying plasters / cold packs.  If First Aid must be administered, as far as possible it will be administered by the member of staff working with the group, who will wear disposable gloves and may request additional PPE.  Hands must be washed beforehand and afterwards.  Intimate care, in almost all cases, will not be offered although staff will give verbal support to a child to clean themselves and change their own clothing. Parents will be requested to come to change their child if the child cannot clean and change themselves. They will use the disabled toilet next to the community space, accessed from the courtyard to do this. Where there is an exceptional circumstance, and no alternative, PPE will be worn by an adult in the child’s bubble to change the child. In Nursery and Reception, a full set of PPE will be dedicated to a specific adult for this purpose. Thorough handwashing before and after, and correct disposal of soiled PPE (in a knotted bin bag) will be observed. | COVID transmission through cleaning contaminated areas, handling books, exposure to soiled clothing, and through offering first aid and personal care | | |
| 1 | 3 | 3 |
| **Managing possible case of infection** | If a child becomes unwell with symptoms of COVID19 whilst at school and needs direct personal care until they can return home, a fluid-resistant surgical face mask and disposable gloves should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. | **13. Staff / children who develop symptoms of COVID in school**  If a member of staff develops COVID symptoms, they will leave the site immediately and self-isolate. They will be asked to arrange a PCR test as soon as possible. A lateral flow test in these circumstances is not sufficient. Wherever possible, postal tests should be avoided as these take longer; instead, tests should be booked as soon as possible at a local testing centre.  If a pupil becomes symptomatic, staff will adhere to the Government recommendations including calling 999 if needed. Staff will immediately isolate the pupil outdoors in the courtyard and, if possible, they will remain there until collected.  The child will use the designated toilet (disabled toilet next to the Community Space) if they need to.  Other children within that group will be relocated to another area in the school until the room where the child was isolated is thoroughly cleaned and disinfected. This may mean using the hall, dining room, outdoor space, etc.  The toilet / room used to isolate the child will be out of use until thoroughly disinfected. This toilet will, in any case, be out of general use for staff and pupils, and reserved solely for parents giving intimate care and suspected Covid infection. Cleaners will be warned of potential contamination.  First Aid will not be offered for symptomatic pupils unless absolutely critical, in which case, PPE will be used as recommended (face shield, fluid resistant mask, disposable gown/apron and gloves).  The parent of the child with symptoms will be called immediately to collect their child as quickly as possible and they will be strongly encouraged to get their child tested. It will be clear from the school’s home school agreement that the school expects parents to arrange tests promptly for a symptomatic child. Where a parent has genuine reason to be unable to fulfil this (e.g. no transport), the school has a limited number of home tests and will supply one for the child, for the parent to administer at home.  If the parent cannot pick up quickly, and the child is unable to remain in the courtyard (e.g. in very cold weather), a suitable indoor space may need to be found – this will vary depending on the time of day, but it needs to be a room with suitable ventilation, where the adult can supervise from outside the room. Rooms with a lot of equipment which cannot easily be sanitised (i.e. the Library / Nurture room) and staff offices are not suitable for this purpose.  The parents of other children in the bubble will be informed, although they will not need to take their child out of school unless the symptomatic child tests positive and the Health Protection Team advises self-isolation. | COVID transmission from a symptomatic person | | |
| 1 | 3 | 3 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Managing possible case of infection** | Schools must take swift action when they become aware that someone who has attended has tested positive for COVID-19.  Schools should contact the local health protection team who will carry out a rapid risk assessment to confirm who has been in close contact with the person whilst infectious, and ensure they are asked to self-isolate.  The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.  If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should get a test, and:   * if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop COVID-19 within the remaining days. * if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days | **14. Testing and Self Isolation**  If a test result for the staff or child showing symptoms is positive, then – subject to advice from the Health Protection Team – the “bubble” or group associated with that adult / child will have to self-isolate at home. Advice from Health Protection Team will be sought and followed for all confirmed cases which, ultimately, may result in temporary school closure in the event of an outbreak although the measures outlined in this document will significantly reduce the risk of this being necessary.  School will inform the track and trace service, and will supply contact details as needed\*.  **The person with symptoms** should not return until they have either:   * isolated for 10 days if they are not tested (though the school will strongly encourage testing) * obtained a negative PCR test result * obtained a positive PCR test result and completed at least 10 days isolation. * **Any pupil in a bubble where there has been a confirmed case of COVID** must self-isolate and get PCR tested if they begin to develop symptoms. A lateral flow test is not sufficient in these circumstances. It is preferable to avoid postal tests as these take longer; instead, a local test should be booked. The period of isolation is 10 days following a positive test, provided symptoms have cleared.   If there is an overall rise in sickness absence where coronavirus is suspected, school will contact the Health Protection Team about a possible outbreak and will follow the guidance that they give. This could include:   * addressing any identified additional risks * further members of the school community self-isolating at home * on-site testing where PHE would dispatch a mobile testing unit. It is the school’s expectation that all members of the school community who are required to take a test will comply although this could be problematic for younger children and in such cases, we may need the support of parents. * school closure (this will only be considered on the advice of the Health Protection Team. DfE guidance state that, generally, this will not be necessary). In this circumstance, and in the event of a regional / national lockdown, teachers will provide teaching using Google Classrooms and other resources and support staff will offer pastoral support by phone unless unwell.   \* Advice was sought from DPO regarding track and trace. Advice given was that legally, we are obliged to pass on contact details and therefore this would not constitute a data breach. On the basis of the DPO’s advice, we will:   * + amend school privacy statements to reflect this change   + alert parents to the changes in the privacy statements   + implement the usual safeguarding protocols for data sharing (i.e. confirming identity of caller; requesting that we call them back before sharing information.)   **Lateral – flow testing**  All staff have been encouraged to take part in twice-weekly screening using lateral-flow devices. Instructions have been shared with staff about self-administering the test, safely disposing of test materials and logging results for the school and the NHS. It has been made clear to staff how they should respond to a positive result, which includes immediately isolating the household, informing the Head Teacher by phone and arranging a PCR test as quickly as possible. | Cont’d from above | | |
|  |  |  |
| **Shielded and clinically vulnerable children and young people** | Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.  Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. | **15. Children who are vulnerable**  Children who shielded in the first lockdown will, in most cases, be expected to attend school. Far fewer children are now being advised not to attend school and parents will need to provide evidence of a recent recommendation to stay at home from a health professional in order to authorise absence from school. In such cases, online learning will continue to be offered and children will be expected to engage fully. In such cases, absence will not be penalised.  Children who have been classed as clinically vulnerable will be able to attend school as risks of transmission are reduced by the measures outlined in this risk assessment.  It will be clear to parents that unless there are exceptional health circumstances, school attendance will be mandatory and that the usual procedures for dealing with absence will be reinstated.  If a child lives in a household with someone who is extremely clinically vulnerable or clinically vulnerable, they should attend school as the risks to the health of others in the household are reduced by the measures outlined in this risk assessment.  All of these measures are subject to government advice which can change where there are local or national increases in the rate of virus transmission in the community.  For isolated cases of pupils isolating at home, they will be set remote work via Google Classroom; however as the remaining children in the bubble will still be in school and being taught, the class teacher will not be available for remote teaching via Google Classroom. Currently, we have no children on roll whose health precludes them from attending school and we cannot provide remote learning for pupils who should be in school. | COVID transmission to a clinically vulnerable or **extremely** vulnerable pupil | | |
| 1 | 3 | 3 |
| **Shielded and clinically vulnerable adults** | Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. | **16. Adults who are vulnerable**  Staff who have been classed as extremely clinically vulnerable will not attend work whilst shielding is advised, however, shielding is currently paused and those staff should have been offered vaccination. If they are anxious about returning to work, they must discuss this with the Head Teacher.  If a member of staff lives in a household with someone who is extremely clinically vulnerable or clinically vulnerable, they should come to work as the risks to the health of others in the household are reduced by the measures outlined in this risk assessment.  All of these measures are subject to government advice which can change where there are local or national increases in the rate of virus transmission in the community. | COVID transmission to a clinically vulnerable or **extremely** vulnerable adult | | |
| 1 | 3 | 3 |
| **Implement-ing protective measures – Planning & Organising** | Ensure that evacuation procedures are consistent with the principles of this risk assessment. | **17. Other risks of harm**  Fire practice and evacuation procedures will remain as normal with the following exceptions:   * Pupils will muster either on the playground / car park and then move to the field. * Those in KS1/EYFS will stay within their ‘bubbles’ and each bubble will remain socially distant from others. * Those in KS2 will line up, all facing the front to avoid face-to-face contact, as spread out as is practicable. * Lines and “bubbles” will be at least 2 meters apart. | Other risks of harm | | |
| 1 | 3 | 3 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Implement-ing protective measures – Planning & Organising**  **Implement-ing protective measures – Planning & Organising** | Management of PE  Lesson observations  Management of PPA / PPA teachers  Clubs and music lessons  Singing  Assemblies  School trips | **18. Other risks of transmission**  As there is no way to change children separately they can attend school wearing PE kit on the days they have PE. However they will still need to wear their school sweatshirt.  No gymnastics – PE in the hall is to be indoor games using equipment that can be wiped down after use. Non-slip footwear (e.g. plimsolls) to be worn in the hall at all times.  Outdoor PE should maintain as much distance as possible between classes. Equipment should not be shared between classes. Equipment needs to be cleaned after use.  Sports coaches will continue to deliver PE. Teachers will also be involved in those lessons to support children so that the coaches remain socially distant in order to preserve the integrity of the bubbles.  Lesson observations will resume in June. SLT will socially distance as far as is practicable during the observation and will make a note on the observation record of any close contacts with children or staff.  In the main, PPA will be delivered by the LSA attached to the class, however PPA staff will be used to provide release time in some year groups.  School clubs will not be available where they would involve mixing children from different year groups. However, Micklefield Judo Club will be allowed to resume use of the premises after school. They have submitted a comprehensive risk assessment and will follow this.  1:1 peripatetic music lessons can resume, provided that the teacher maintains a social distance of 1 – 2 meters from the child and good hand hygiene after handling musical instruments is observed. Group peripatetic music has resumed; social distancing will be maintained during lessons and any shared equipment (instruments / music stands etc) will be wiped with disinfectant after each use).  Activities such as singing which involve projection of the voice will take place only in bubbles because of the increased expulsion of droplets from the mouth. Adults leading singing activities will encourage quiet singing to minimise additional expulsion of droplets. Singing can take place in large ventilated spaces or outside.  Assemblies will be limited to two year groups at a time. Each year will sit over two meters away from each other.  Residential school trips and pupil visits to other schools will not take place this academic year with the exception of a Y6 ‘sleep over’ on the school premises. Non-residential school visits may take place, subject to the provider’s risk assessment and safety / hygiene measures. In particular, school visits which take place outdoors are likely to be low risk. To ensure that the measures outlined in this document are not compromised, these protocols will be observed in addition to usual safety measures for trips:   * Staff and pupils will remain in year group bubbles; this includes on coaches and in groupings for the visit. Additional staff will need to socially distance as far as possible, particularly in transport and indoor spaces. They may prefer to travel to and from the site in their own vehicle. * Hand sanitiser will be carried by all staff who will be responsible for ensuring regular hand cleaning of pupils * Parents will agree that, if their child begins to show symptoms, they will be able to arrange collection of their child straight away. The teacher with a symptomatic child will immediately inform the trip leader (by mobile phone) and separate the symptomatic child from the others as much as safely possible. * One set of PPE will be available in case a child begins to show symptoms and staff cannot socially distance. | Other risks of transmission | | |  |
| 1 | 3 | 3­­ |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cont’d** | Special events  Swimming  Wraparound care  Site visitors  Supply Teachers and staff absence  Parents’ evenings, parent volunteers, PTA & adult education  Governors  Lunchtimes and breaks  Safer classroom practices  Induction Days | | Special events which involve mixing year group bubbles will not take place whilst this risk assessment is in place except where social distancing is possible. In these cases, parents will not be invited to attend.  Nationally, school swimming has resumed, however, demand for places is extremely high. As soon as the opportunity becomes available, we will book swimming sessions, beginning with current Year 5 who did not receive their Year 4 swimming sessions.  Wraparound care will be offered by Quackers; they have provided a risk assessment which clearly details how they will keep pupil bubbles separate.  Non-essential visitors will not attend the site. Essential visitors (including educational professionals, site management professionals and governors on essential business) will be allowed to attend; they will be asked to sanitise their hands on entry to the site. They will be asked to confirm that they do not have COVID 19 symptoms.  Supply teachers will only be used to cover long term absence using one consistent person to provide cover in one class. As they are a consistent person, they will be able to work fully within the bubble and, therefore, will not need to socially distance.   * For short term staff absence (non-Covid), school staff will be redeployed to provide cover. * For staff absence due to suspected Covid, school staff will be redeployed to provide cover **and that member of staff must get tested as soon as possible**. * For staff absence due to confirmed Covid, the bubble will be asked to isolate at home; therefore cover will not be required.   Parents will not come onto the building for any reason other than to make enquiries at the office or for meetings. Parents’ evenings will take place remotely. Parents will not come onto the site for the purposes of volunteering or adult education. An exception can be made in circumstances where volunteers will not come into contact with children or staff (i.e. working in the outdoor classroom area) but they will be responsible for their own health and safety, including measures to reduce the risk of virus transmission. Volunteers will not be able to use school facilities including kitchen areas and toilets during normal school hours but may use specified areas out of hours.  Governors may attend 1:1 meetings with the head or link SLT on site for essential business which is better managed in person. All other governor meetings should take place remotely.  Children will eat lunch in their classrooms. This includes pupils who are entitled to FSM as Dolce will provide a suitable lunch. If it rains during lunch or break times, pupils will remain in their classroom bases.  It has been identified that the height differential between adults and small children can be advantageous in reducing the risk of transmission; as far as possible, staff will avoid getting at “eye” level with children and will stand whilst children are in chairs, and stand or use a chair whilst children are on the carpet, although this may not always be possible in EYFS. When looking at a child’s work, staff should stand behind them to reduce face to face contact.  Induction days are planned to go ahead this year following guidelines issued by Buckinghamshire County Council in consultation with Public Health. | | | | Cont’d | | |
|  |  |  |
|  | | | | | | | | | |
| Last Updated by: | | Janice Freeman & Lara Virgo | |  | Date: | 15 June 2021 | | | |

**OVERALL RISK KEY:**

**LIKELIHOOD OF CONSEQUENCE (L)**

1- Highly unlikely **LOW**

Unlikely to happen or very infrequently

2- Unlikely **MEDIUM**

Could happen on a less regular basis

3-Likely **HIGH**

Will almost certainly happen on a regular basis

**Risk = Likelihood x Seriousness**

Overall Risk

Score: 6 & 9 = **High**, urgent action required

Score: 3 & 4 = **Medium**, action to an agreed timetable

Score: 1 & 2 = **Low**, or tolerable risk no action may be required

**SERIOUSNESS OF CONSEQUENCE (S)**

1- Minor **LOW**

Cuts, bruises, requires first aid treatment

2- Major **MEDIUM**

Broken bone, hospitalisation &/or up to 3 days absence

3- Serious **HIGH**

Death, major injury, results in over 3 days absence

**OVERALL RISK (L x S)**

Score: 6 & 9 = **High**, urgent action required

Score: 3 & 4 = **Medium**, action to an agreed timetable\*\*

Score: 1 & 2 = **Low**, or tolerable risk no action may be required

\* It is not possible to achieve an overall risk score lower than 3 in relation to COVID. This is because the seriousness of any COVID related consequence, regardless of likelihood, must be deemed “3 – Serious, High” as it will necessarily result in over 3 days absence. These are the definitions provided by the LA. We cannot change this risk level whilst using the LA definitions and, therefore, “action to an agreed timetable”\*\* is not necessarily required.