

Coronavirus: risk assessment for January 2021

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under <u>current guidance</u>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <u>testing</u> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The isolation room is the Resources Room which must be well ventilated and full PPE worn by the member of staff dealing with the symptomatic person.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>If a parent or carer insists that a pupil with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect pupils and staff. The</p>	TC	5 th January 2021	PPE stocks available Staff briefing

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		<p>school will consider all circumstances and the latest public health advice when making this decision.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly – double bagged and quarantined before disposal.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DfE's 'online attendance form daily return'). The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate for 10 days from the day they were last in close contact.</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ 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 person 			

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		<ul style="list-style-type: none"> Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>			
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk into school, and asked to avoid taking public transport during peak times if possible. Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> Their allocated drop off and collection times, with different groups being given different times The protocols for minimising adult to adult contact. Different entrances/exits for the different year groups, floor markings, signage for social distancing. That only one parent/carer should attend Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>Staff and visitors will wear face coverings in areas of the school where social distancing isn't possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they're exempt from wearing one. Once they've arrived at their destination and need to take the covering off, they'll follow the above steps. A supply of spare face coverings will be kept for</p>	TC/SLT	4 th January 2021	Letter to parents Briefing to staff

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		<p>anyone who arrives without one or has one that's unsafe to wear.</p>			
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Handwashing facilities will be provided in every classroom. Hand sanitiser stations will be in the entrance hall and the hall.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently.</p> <p>For pupils who are unable to maintain good respiratory hygiene, such as pupils with complex needs, staff will wear full PPE to support them.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p>	<p>YD/all staff</p>	<p>4th January 2021</p>	<p>Stock replenished in time for start of term</p> <p>Visors in staff room</p>
<p>Spreading infection through contact with</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters 	<p>Cleaners/YD</p>	<p>4th January 2021</p>	<p>YD briefing to the cleaners</p>

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coronavirus on surfaces		<ul style="list-style-type: none"> • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Telephones <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</p> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p>	TC/SLT	5 th January 2021	Letter to Parents Briefing to staff
Spreading infection due to excessive contact and mixing between		<p>Keeping groups separate in 'bubbles' and maintaining distance between individuals:</p> <ul style="list-style-type: none"> • Pupils will remain in their Year group bubbles of a maximum of 10 	TC/all staff	5 th January 2021	Phase leader meeting on 4.1.21 to reiterate classroom safety

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pupils and staff in lessons		<ul style="list-style-type: none"> • Pupils will have their own desk which faces the front • Breaktimes and lunchtimes will not coincide with other year groups <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. All sport will be outside.</p> <p>For team sports, we will follow the return to recreational team sport framework. For individual sports, we will follow the guidance on the phased return of sport and recreation.</p> <p>Staff will work within their bubble and not cross into different bubbles.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene. (Masks and/or visors will be worn).</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>			Weekly timetables
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Staff and visitors will wear face coverings in areas of the school where social distancing isn't possible, such as in staffrooms.</p> <p>They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of</p>	All staff	5 January 2021	

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		<p>face coverings safely.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, to avoid too many pupils being in one place at the same time. Movement around the school site will be kept to a minimum to avoid creating busy corridors.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as dining areas, will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding. Teachers will only release one pupil at a time. Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p> <p>Before and after school provision will follow the same bubble groups and will run from the hall. Pupils will play outside as much as possible.</p>			
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Opening windows 	YD/All staff	5 th January 2021	YD during premises walks will ventilate rooms

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		<ul style="list-style-type: none"> • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied • Rearranging furniture where possible to avoid direct drafts <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>			
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing.</p>	TC	5 th January 2021	Briefing to staff
Individuals vulnerable to serious infection coming into school		<p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing.</p> <p>Staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school.</p>	TC	5 th January 2021	Following shielding advice and meeting with vulnerable staff