

**Risk Assessment Coronavirus – COVID-19
SEPTEMBER 2021**

Location / Site	Bishop Aldhelm's CE Primary School
Activity / Procedure	Opening school in Autumn term '2021
Assessment date	1 st September 2021
Assessment serial number	001
<p>The school has prepared this risk assessment following guidance from Central Government and Hamwic Education Trust.</p> <p>We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and ventilation. Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19.</p> <p>If any member of staff has any concerns, they must discuss it immediately with their Line Manager or School Leader.</p>	

Identify hazards	Record all hazards that are specific to this task
Lack of, or poor hygiene and cleanliness across the site.	
Inadequate staff ratios.	
Poor communication means that staff, parents, pupils, or visitors, do not follow guidance.	
Close contact with others causes virus to spread throughout the staff and pupil population.	
Rapidly changing local situation may affect school situation	
Risk of infection from children and adults with COVID-19 (either asymptomatic or with symptoms)	

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	YES	NO
Visitors	YES	NO

Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing control measures	List controls already in place to reduce risk of injury
	The school will follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).
	We will continue to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
	Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. However, staff may wish to continue to wear a mask in specific enclosed areas e.g. toilet/ staffroom and school. VISITORS WILL BE ASKED (NOT TOLD) TO WEAR MASKS FOR MEETINGS/ VISITS.
	Anyone who is unwell, with possible COVID-19 symptoms, (staff or student) should remain at home and organise a PCR test.
	Information and guidance will remain in place to minimise contact with individuals who are unwell, by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school.
	Contingency plans will be introduced when directed to do so by PHE following a local outbreak.
	Hand Sanitiser units to remain in place, hand sanitiser will be available on entry to the school at the reception desk and at various points throughout the school.
	Pupils and staff will continue to sanitise/wash their hands.
	We will continue to promote good hygiene, by promoting the 'catch it, bin it, kill it' approach.
	Enhanced cleaning will continue.
	We will encourage all staff to maintain good ventilation in rooms they are occupying. Windows will be opened and alternated throughout the day to create different airflows.
	Where possible, we will continue to try to answer parents' concerns/questions by email/phone or zoom. Parent visits are allowed – staff will be encouraged to socially distance from visitors, meet outdoors where possible or use a well ventilated room.

<p>Orchestras, drama and choir groups will resume – school will ensure rooms used are well ventilated and Gov guidance followed.</p>
<p>Use of school minibuses - hand sanitiser to be used on entering/leaving the vehicle. Full cleaning of vehicle to take place after use.</p>
<p>School trips will take place; we will undertake a risk assessment in relation to all our educational visits to ensure that DFE/ Government guidance is followed.</p>
<p>We will continue to offer a remote ‘home’ learning package for those students who need to remain at home whilst self-isolating.</p>
<p>Visitors</p> <p>All school visits, including by parents, will be by prior appointment/invitation only.</p> <p>Visitors will be asked not to attend the premises should they display any COVID symptoms.</p> <p>All visitors will be asked to sanitise their hands before entering the premises and asked to wear a mask.</p> <p>Parent/Carers to wear face covering when on site – drop off and pick ups.</p>
<p>Communication to parents</p> <p>Parents will be reminded that children should not attend school whilst displaying COVID symptoms. (In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others).</p> <p>Parents will be provided with a high quality remote learning offer should their child need to isolate.</p> <p>Parents will be able to enter the school premises for the purpose of dropping off and collecting their children.</p>
<p>Cleaning & Hygiene</p> <p>Site managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard.</p> <p>A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Additional cleaning hours will be maintained into the autumn term and cleaning schedules recorded in key areas e.g. toilets and classrooms.</p> <p>Fogging will continue to be implemented.</p> <p>Pupils will share essential resources in table groups within their classroom.</p> <p>All table groups to have sufficient tissues and children taught to ‘catch it bin it kill it’.</p> <p>Sufficient bins in all classroom areas.</p> <p>Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed.</p> <p>Inform parents of hygiene expectations and discuss with pupils-children to hand wash throughout the day, including on entry/exit and before and after break/lunch as well as after toileting.</p>

Ensure that all adults and pupils:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
- are encouraged not to touch their mouth, eyes and nose;
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

Ensure that bins for tissues are emptied throughout the day.

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.

Windows should be opened and closed at different times of the day to ensure varying air flows are maintained

Prop doors open, only where safe to do so (bearing in mind fire safety and safeguarding) Doors should be closed when a room is left and windows opened up

Existing level of risk	Consider current level of risk with existing controls in place
Due to the nature of the virus, there will be a higher risk compared to other illnesses. We will monitor the situation and as soon as we feel the risk has increased, we will notify Gemma Carr or Nikki Thorne at the Hamwic Education Trust	

Additional control measures	List any additional control measures that are required
Face masks are now optional for staff in classrooms and communal areas.	
1 st November 2021 – reintroduction of face covering in confined places – corridors, toilets, photocopying room and any area that is poorly ventilated. General rule of thumb when leaving your Teaching Bubble – wear a face covering.	
Staff have the choice whether they maintain their classroom in a COVID-19-safe set up e.g. Use a taped 2 metre teacher zone.	
In case of a local outbreak staff should have a covid outbreak seating plan in place should the need arise to revert to the class layouts of 20-21 i.e. desks facing forward, bubbles etc.	
Whilst bubbles are no longer necessary school will continue to monitor the situation.	
Year group teaching bubbles for children. Staff can teach outside of 'Year Group Teaching Bubbles' but must risk assess each environment and keep to 2m social distancing.	
All worships to be held via Google Meets and/or Zoom.	
Screens in place on Reception/counters and in the school offices to remain in place (to be reviewed at the end of Autumn half term).	

One way system will remain in place for all children at all times.

Staff meetings to be held via Google Meets and Zoom. Virtual etiquette to be in place for all meetings – camera on and all participants visible at all times.

Children to be allocated Year Group Bubble Playground space.

Self-administer LFT twice weekly.

Positive rapid lateral flow test result

Rapid lateral flow test at home.

If you did a rapid lateral flow test at home and the result was positive:

- self-isolate straight away – check if people you live with need to self-isolate
- report your rapid lateral flow test result on GOV.UK as soon as possible
- get a PCR test (a test that is sent to a lab) to confirm your result – get a PCR test to check if you have COVID-19 on GOV.UK

Continue to self-isolate until you get the result of the PCR test. Follow the advice you're given when you get the result.

When you do not need to self-isolate

If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:

- you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- you're under 18 years, 6 months old
- you're taking part or have taken part in a COVID-19 vaccine trial
- you're not able to get vaccinated for medical reasons

Even if you do not have symptoms, you should still:

- get a PCR test on GOV.UK to check if you have COVID-19
- follow advice on how to avoid catching and spreading COVID-19
- consider limiting contact with people who are at higher risk from COVID-19

Tell people you've been in close contact with that you have symptoms

Tell people you've been in close contact with in the past 48 hours that you might have COVID-19.

You should tell them to follow advice on how to avoid catching and spreading COVID-19.

They do not need to self-isolate unless they're contacted by the NHS Test and Trace service.

If they get any symptoms of COVID-19, they should self-isolate and get a test as soon as possible.

5 children in total test positive over a 10 day period. As a school we have been in contact with Public Health Dorset and they have recommended that we:

- Conduct a deep clean of the classroom, focusing on touch points and shared equipment.
- Consider implementing a seating plan in the class, with pupils sat in rows rather than around tables.
- Limit external visitors to essential visitors only and recommend they wear a face covering and take an LFD test prior to entering the site.
- Hold assemblies remotely or by class to reduce large gatherings.
- Consider cancelling school clubs.
- Remind parents that they themselves can access twice weekly LFD testing which could act as proxy surveillance for the family unit (where household transmission is likely to take place).
- Reinforce good respiratory hygiene (i.e. catch it, bin it, kill it) alongside regular handwashing.

School Leader's comments	Insert comments relevant to findings as appropriate
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Name of school leader	Signature of school leader	Date
Scott Tait		1 st September 2021

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
10 th Sept 2021	Scott Tait		All additions highlighted in yellow.
1 st Nov	Scott Tait		All additions highlighted in yellow.
24 th Nov 2021	Scott Tait		All additions highlighted in grey.

RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD				
5 Fatalities	SEVERITY	5	10	15	20	25
4 Major		4	8	12	16	20
3 Serious		3	6	9	12	15
2 Minor		2	4	6	8	10
1 Negligible		1	2	3	4	5
		1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

Low Risk	Acceptable - Monitor. See note 1 below.
Moderate Risk	Acceptable - Subject to guidance. See note 2 below.
High Risk	Unacceptable - Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **'so far as is reasonably practical'**.

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced **'so far as is reasonably practical'** and must be reduced to a minimum, commensurate with the needs of the task.

Covid Outbreak Contingency Plan – Sept. 2021

<p>When should my child self-isolate or miss school?</p> 	 NO	<ul style="list-style-type: none"> • All children MUST attend school unless they are ill. • From 16th August 2021, children under 18 (or double-vaccinated adults) do not need to self-isolate or miss school if a member of their household or a contact, has Covid. • Instead, they will need to book a PCR test but can continue coming to school so long as they have no symptoms and the test result is negative.
	 YES	<ul style="list-style-type: none"> • If your child develops Covid symptoms at home, they should <u>stay at home</u> and should book a PCR test), NOT a Lateral Flow test. • If your child develops Covid symptoms at school, they will be sent home and you should book them a PRC test. • If your child tests positive for Covid, they will need to self-isolate. The rest of the household does not need to self-isolate if they are under 18 or fully vaccinated – but instead should book a PRC test.

Community Covid Risk

Description

Actions

 <p>Low Community Transmission. No School Cases.</p>	<ul style="list-style-type: none"> • There have been no cases of Covid within school for 10 school days. • Cases of Covid locally are low and/or stable. • Hospitalisation/Deaths due to Covid nationally are low. 	<p>No Covid measures are necessary beyond:</p> <ul style="list-style-type: none"> • Reminding children of good hand-hygiene. • Ensuring good ventilation encouraged where practical. • Ensuring Children / Staff to stay at home if they have Covid Symptoms (and to book a PCR test). • Twice-weekly Staff Lateral flow testing. <p>Staff will continue to test themselves using Lateral flow tests until the end of September.</p>
 <p>Rapidly Rising Community Transmission</p>	<ul style="list-style-type: none"> • No current Covid cases have been recorded at school, but... • Cases of Covid are rising rapidly in the community causing disruption to other local schools. • Public Health / Public Health 	<ul style="list-style-type: none"> • Ventilation of classrooms increased & hand-washing supervised. • Large indoor public performance audience numbers reduced. • Staff-room capacity is reduced. • Whole-school assemblies are replaced with Key Stage assemblies. • Clinically Vulnerable staff meet with Line-Managers to review their individual risk assessment & discuss additional protection (e.g. use of face

England issue warnings of expected local/ national infection wave.

coverings, reduction in movement between classes/ groups).

Number of Cases:

Description:

Actions:



A single child tests Positive

- A single child tests positive for Covid in a class.
- There are fewer than 5 cases in the year group.
- No other year groups are affected.
- The child self-isolates for 10 days. Remote learning will be provided if they are well enough to complete it.
- The parents of the child are contacted directly by NHS Track and Trace to establish likely contacts.
- Likely contacts will be contacted by NHS Track & Trace and advised to book at PRC Test. The school will contact parents to advise this if close contacts are known.
- **Children do not need to miss school or self-isolate whilst they wait for the result of the PRC test unless they have Covid Symptoms.**



5 children or staff within a year group test positive within 10 days of each other.

**OR
3 children or staff in a single Class/ Club (or Resource Base) within 10 days.**

- There have been 5 cases of Covid across a year group within 10 days which could mean that Covid is spreading within that group of children.
- **As above for each positive case.**
- The school will discuss the outbreak with Public Health and agree strengthening protective measures for 10 school days, including:
 - Re-introducing staff face masks for corridors & communal areas.
 - Adapting, Limiting or postponing indoor sporting events, trips, open days and performances.
 - Reverting to video-link Assemblies in classrooms.
 - Reducing the amount of classes staff work across.



Covid cases continue to

- Despite the measures indicated above, Covid cases within the school continue to rise within a 10 day period with multiple classes and staff affected,
- Incident Management Team meeting held between the school and Public Health to agree further measures, for a further 10 school days, including:
 - Re-introducing class bubbles.
 - Reverting to class-based school lunches.
 - Limiting all non-essential visitors to school.

increase rapidly within a 10 day period.	suggesting that Covid is spreading widely throughout the school.	<ul style="list-style-type: none">○ Postponing all non-essential events.○ Re-introducing remote learning for individual classes for 10 school days considered.
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The school will inform parents of any changes to Covid measures should these be needed.