

DRAFT Risk Assessment for opening of school during Covid-19 outbreak

Assessment by:	N. Fulcher	Latest review 27/08/21
Headteacher approval:	H. Gill	Date 31/08/21
Chair of Governors approval:	M.Tondelli	Date 31/08/21
<p>This risk assessment applies to the full opening of the school from 1st September 2021. It is a live document that will be reviewed regularly by the SLT. The risk assessment is based on 'Schools coronavirus (Covid-19) operational guidance' 19 July 2021, and 'Contingency Framework: education and childcare settings' August 2021 and 'guidance on Protecting People who are Clinically Extremely Vulnerable from Covid' 11 August 2021, all published by the Department for Education. It is also based on the HSE's 'Protecting Vulnerable Workers during the coronavirus pandemic' 9 August 2021.</p>		

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Potential for spread of Covid-19 Coronavirus between persons at school and outside of school through direct and indirect transmission	<ul style="list-style-type: none"> • Pupils • Staff • Visitors to school • Cleaners • Contractors • Parents • Anyone else who physically comes in contact with the school 	<p><u>Organise the building</u></p> <ul style="list-style-type: none"> • There will be a one-way system throughout the majority of the building reinforced with floor arrows. Stairs will be designated up or down. • Mobile hand sanitising units will be available at school entrances for pupils, staff and visitors to use on arrival. • In classrooms, there will be at least 2 metres between the teacher and the nearest pupil. Floors will be marked with white tape to indicate the 2-metre line. • Rooms should be ventilated by opening windows and/or temporarily propping open doors where possible. Co2 levels will be regularly monitored. • Staff will be issued with individual boxes containing hand sanitising gel, tissues, wipes for cleaning keyboards, Dettol spray and cloths, spare pens/pencils and emergency PPE (masks and gloves); staff will be responsible for their own boxes and will be able to get new supplies from the school office. Boxes can be stored in the library overnight. • When the timetable allows, staff can work in their allocated classroom when they are not teaching, therefore reducing the number of staff working in shared spaces. When working in shared spaces or small meeting rooms 				

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		<p>staff are encouraged to wear a face covering if 2 metre distancing cannot be achieved.</p> <ul style="list-style-type: none"> • Pupil toilets (ground floor, second and third floors) can be used by all pupils. There is a unisex pupil toilet on the first floor next to the staff toilets. • Staff will use dedicated toilets on the first floor plus the disabled toilet on the ground floor next to the pupil toilet block. Cleaning of toilets will be done more frequently throughout the day. • Visitors will use the toilet in reception. • When testing is taking place, testing staff will use a dedicated toilet close to the sports hall. • Air conditioning units can be used when there is adequate ventilation (for example through bringing outside air into the room via windows or air handling units) and/or when the air conditioning unit is programmed to use air from the outside. • The recirculation setting in air handling units (AHUs) 2-5 will be turned off and these units will run on outside air only. • All AHUs will be set to provide ventilation for longer hours (i.e., starting before and finishing after the school day). To balance the need for increased ventilation while maintaining a comfortable temperature, particularly during the cold winter months, ventilation will be increased when spaces are unoccupied. • Lifts will only be used where there is no alternative and limited to a maximum of two people in the lift, standing side by side or back-to-back. <p><u>Asymptomatic Testing</u></p> <ul style="list-style-type: none"> • The sports hall has been designated as the mass testing area. • 2 x lateral flow tests will be offered to all pupils during the first week starting Thursday 2nd September (each test will be 3-5 school days apart). There will be a staggered return of year groups. Parental consent to testing will be required for all under 16s. 				

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		<ul style="list-style-type: none"> • On their first day back at school, pupils will enter the sports hall from Drummond Crescent, hand sanitise, and register at one of the registration desks. • A waiting area, with seating 2 metres apart, will allow for pupils to wait prior to entering a swabbing bay • Between 1-4 swabbing bays will be available at any one time, and each bay separated for privacy. Pupils will be separated from test assistants by a Perspex screen. • A processing desk will be placed behind the swabbing desks, and this is where results will also be recorded • Instructions will be placed on each swabbing desk and staff will be available to help pupils. • On the day of their first test, pupils will hand sanitise before exiting the testing area and moving into the other side of the sports hall where they will wait for their test result in seating placed 2 metres apart. They will go straight to their lesson on a receipt of a negative test result. After their second test (within 3-5 days) pupils will return straight to lessons rather than wait for their test result. • If a pupil tests positive they will be notified verbally by a member of staff and sent home. • Staff and pupils will be given home testing kits to be used twice a week until the end of September. Test results should be reported to the NHS to assist with Test and Trace. <p><i>PPE</i> All test assistants/staff need to wear PPE consisting of:</p> <ul style="list-style-type: none"> • Fluid-resistant (Type 11R) surgical mask • Disposable gloves (gloves to be changed between each test) and aprons • Eye protection (goggles or visor as per individual preference) • Testing staff to have separate welfare facilities from other building users. 				

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		<p><i>Cleaning</i></p> <ul style="list-style-type: none"> • Testing staff will wipe down equipment and furniture after each test using wipes and/or spray available in each booth • A dedicated cleaner, wearing full PPE, will clean the whole testing area at the end of the school day. • All waste generated will be segregated; clinical waste and will be tagged and bagged accordingly then stored in designated secure area to await collection from specialist waste carrier <p><i>Training</i></p> <ul style="list-style-type: none"> • Maria Fidelis staff working in the testing site should complete online training modules relevant to the role they are undertaking. This includes completing a short assessment for each module. Agency staff will be trained by Camden prior to starting. <p><u>General health and hygiene measures</u></p> <ul style="list-style-type: none"> • Adults are encouraged to wear face coverings in indoor areas, where 2 metre social distancing cannot be maintained. • All staff, pupils, contractors and visitors will be asked to use hand gel sanitiser when entering the building (dispensers will be available at all entrances and areas such as the dining hall) • Staff and pupils should use the hand gel sanitiser provided at the start of lessons and hands should be washed thoroughly after going to the toilet. • Tissues must be used to catch coughs and sneezes (tissues will be made available in staff boxes) and placed in bins which will be emptied daily. • Contractors and visitors will have their temperature checked using an infrared thermometer when arriving at school. Appropriate PPE will be provided for staff carrying out these checks. If a temperature of over 37.8°C (100.04F) is recorded the person will not be allowed access to the building and will be advised to organise a PCR test. 				

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		<ul style="list-style-type: none"> • Fountains will be taken out of use – pupils and staff should bring their own water bottle. Bottled water and cups will be available in the main office in the event that people forget to bring their own. • Staff and pupils using public transport should wear a face covering. • Staff undertaking home visits should use face coverings when 2 metre distancing cannot be maintained. • The cleaning contractor will provide a cleaner during the day (10.30-2) to work alongside the site team; this person will undertake regular cleaning of the toilets and high touch areas. • When cleaning a contaminated area, the cleaning team will wear PPE (including disposable apron, gloves, and mask), wash hands after PPE is removed and place in a double bag and seal. • A small supply of face coverings will be available in school. <p><u>Suspected case of Covid-19 in school</u></p> <ul style="list-style-type: none"> • If the person has Covid-19 symptoms (the NHS classic symptoms include a high temperature of 37.8°C above or a new continuous cough or loss of taste/smell, however a headache, sore throat and runny nose are now reported to be the most common symptoms) they should be sent home, advised to follow government guidance which sets out that they and any members of their household over the age of 18.5 years who have not been double vaccinated (14 days need to have elapsed since their second dose), must self-isolate for at least 10 days from the day after the symptoms started and the symptomatic person should arrange for a PCR test by booking online or calling 119. • Pupils with symptoms awaiting collection should wait in the small meeting room opposite the reception desk. Symptomatic pupils should NOT be sent to the school office. • PPE should be worn by the staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained. PPE is available from the school office. 				

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		<ul style="list-style-type: none"> The staff member who has helped someone who is unwell should wash their hands thoroughly and arrange for the room to be cleaned (see cleaning section below for cleaning of a contaminated area). If they have been double vaccinated (and 14 days have elapsed since their second dose) they do not need to self-isolate unless they develop symptoms. Staff who have not been double vaccinated will only need to self-isolate if the person they have helped tests positive. If the person tests negative they can return to school and anyone self-isolating can return to normal activities. <p><u>Confirmed case of Covid-19 in school (including testing positive on a Lateral Flow Device)</u></p> <ul style="list-style-type: none"> If a person tests positive (LFT or PCR test), they must inform the school and self isolate for at least 10 days starting the day after the onset of their symptoms or the day after the test was taken if asymptomatic. Members of their household only need to self-isolate if they are over the age of 18 .5 years and have not been double vaccinated (or it is less than 14 days after their second dose). If they are required to self-isolate they should do so for at least 10 days from the day after the symptoms started or the day after the test was taken (using either LFT or PCR tests) if asymptomatic. When testing positive through a LFT device, a confirmatory PCR test should be taken. When a pupil tests positive, close contacts will be identified and the parents of those contacts informed. The close contacts do not need to self-isolate (unless they are over 18.5 years and have not been double vaccinated) but they should be encouraged to take a PCR test. Close contacts will be identified through seating plans and friendship groups. Household members of those contacts do not need to self-isolate unless the pupil or staff member develops symptoms within their self-isolation period. If 5 pupils or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period (this excludes the initial testing period on 				

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		<p>the return to school in September) extra measures need to be considered in consultation with Public Health England. These measures might include testing or the wearing of face coverings. This is in line with the Contingency Framework (published by the DfE August 2021).</p> <p><u>Dealing with First Aid/ hygiene issue/ pupil who is unwell</u></p> <ul style="list-style-type: none"> • In the first instance teaching staff should call the office who will advise on next steps. • Only staff <u>without</u> underlying health conditions should deal with suspected Covid cases. • PPE including disposable gloves, face coverings, aprons and eye protection will be available for staff carrying out first aid / dealing with a person who is unwell if a distance of 2 metres cannot be maintained. • PPE to be disposed of immediately after use, double bagged and sealed. • If the pupil has Covid symptoms they should go straight home. If they are being collected they should wait in the small meeting room opposite the reception desk. • The designated First Aid room is located in the school office on the ground floor. <p><u>Visitors, contractors and hirers</u></p> <ul style="list-style-type: none"> • Building maintenance works to take place outside of school hours where possible. • Works to be risk assessed by the Premises Manager prior to permission being given for work to go ahead. • Contractor protocol/ permit to work to be emailed to contractors prior to them starting work. • Open days and parents' evenings will be risk assessed on a case by case basis at the appropriate time. 				

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		<ul style="list-style-type: none"> Supply teachers/ peripatetic teachers will be expected to follow all risk mitigation measures and we will aim to use consistent staff on long term assignments where possible. The building will be let to external organisations outside of school hours. They will be expected to have their own risk mitigation measures in place. From time to time the conference room will be let during the school day for Camden Learning training events; their attendees will be treated like visitors and will be expected to comply with our risk assessment when on site. <p><u>Staff / pupils who are clinically extremely vulnerable or live with someone who is clinically extremely vulnerable</u></p> <ul style="list-style-type: none"> Staff and pupils who are clinically extremely vulnerable should attend school/work unless they have been advised by a medical professional not to attend. Individual risk assessments will be in place for clinically extremely vulnerable staff/pupils to determine whether any additional risk mitigation measures need to be put in place. Risk assessments will be regularly reviewed. Staff/ pupils who live with someone who is clinically extremely vulnerable are able to attend school/work. <p><u>Curriculum including extracurricular activities and school trips</u></p> <ul style="list-style-type: none"> Every effort will be made to provide a broad curriculum. Registers should be kept for all school clubs/ extra-curricular activities. High quality remote learning will be available for pupils who have tested positive but are well enough to work from home or in the event that attendance at school has been temporarily restricted. All lessons will be available to access remotely via Google Classroom. 				

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		<ul style="list-style-type: none"> • Professional Thursday will continue on site for all teaching staff. Any meetings, training, or other such sessions will be organised so that they are socially distanced in order that a minimum distance of 2m between staff can be maintained. • Lesson preparation and marking can take place in dedicated classrooms, when the timetable allows, or shared areas • School trips will be subject to a thorough risk assessment before permission is given by the Headteacher for the trip to go ahead, and must be allowable under the latest government guidance. <p><i>Supporting SEND pupils in class/ small groups and 1:1:</i></p> <ul style="list-style-type: none"> • Staff should maintain 2 metre social distancing and avoid close face to face contact; • if this is not possible, as the pupil needs direct support, staff should sit behind or adjacent to the pupil, wear a mask, and keep contact to less than 15 minutes. <p><i>Music, singing, DT and science practical sessions</i></p> <ul style="list-style-type: none"> • Shared instruments should be disinfected between users. • In individual music lessons. staff and pupils should be at least 2 metre socially distanced with windows open and / or ventilation systems in use. If this cannot be achieved music teachers should wear face coverings. Hand sanitiser will be available in these rooms. • Group music lessons (singing or instrumental) should be risk assessed and risk mitigation measures put in place; this may include using large, well ventilated rooms and allowing some space between pupils. • Live music/ theatre events involving external visitors should be separately risk assessed on a case by case basis. 				

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		<p><u>Managing Pupil wellbeing</u></p> <ul style="list-style-type: none"> • A member of SLT will be responsible for supporting children who may find it difficult to return to routine and may have experienced challenging or traumatic times at home over the last few months. • DSL will inform the police liaison officer about any concerns that arguments, threats or insults exchanged over social media may lead to situations in school or the community. • School will put support in place for children who may need counselling following their experience of lockdown. • Pupils must be kept in class unless the teacher perceives that a child is a danger to himself/herself or others; a pastoral support rota will be in place and someone will be available to come and remove the child for a short period, remind them of the behaviour expectations and then send them back to class. • Pupils will not be allowed to gather in HOY offices or in the SEND offices. <p><u>Management of risk assessment mitigation measures</u></p> <ul style="list-style-type: none"> • A Covid-19 log has been set up and is kept in the main office. Confirmed and suspected cases, actions taken and test results will be recorded. • Risk mitigation measures will be reviewed if 5 pupils or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period (this excludes the initial testing period on the return to school in September) extra measures need to be considered in consultation with Public Health England. These measures might include testing or the wearing of face coverings. • Pupils self-isolating will be marked with an X on the register for their self-isolation period so they will be easily identified if they try to return to school before the end of their isolation. • SLT and middle leaders will oversee the risk mitigation measures. • The Covid-19 log and leadership observations will be used to inform revisions to the risk assessment. 				



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		<u>Awareness of pupils/ staff/ visitors/parents</u> <ul style="list-style-type: none">• This risk assessment will be shared with staff and will be available on the school website.• Reminders will be provided in staff and parent newsletters• Pupils will be reminded to tell staff if they feel unwell.				