

COVID-19 RISK ASSESSMENT: PROTECTIVE MEASURES

Summer Term 2022

Overview

Following the Government guidance published in July 2021, School returned in full in September. The latest government guidance and advice, for 'Living safely with respiratory infections, including Covid-19' can be found on the Government's website [here](#). The latest guidance recommends 4 areas:

1. Get vaccinated.
2. Let fresh air in if meeting others indoors.
3. Practise good hygiene (washing hands, covering coughs and sneezes, cleaning surroundings).
4. Wear a face covering or mask where appropriate.

It should be noted that government guidance no longer requires pupils to be restricted to year group bubbles, nor will the School be performing track and trace exercises and instructing pupils to self-isolate. The onus is now on the individual pupils and their parents to recognise the [symptoms of Covid](#) and to remain off School if they believe that they have Covid, as for any other illness. The School will continue to send pupils home who are showing symptoms of Covid or any other contagious illness.

The government guidance on isolation can be summarised as follows:

Individuals are no longer required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19. This applies equally to staff and pupils – they should attend School as normal, and do not need to wear face coverings within the School, although they may choose to do so.

All staff and eligible pupils continue to be encouraged to take up vaccinations and boosters using the [NHS online booking tool](#).

The School will continue to follow the guidance issued by the Government wherever possible and will update this list of 'practical steps and protective measures' as and when guidelines and advice changes are announced, or amendments are deemed necessary. This will be reviewed

by Senior Management regularly during term time and any updates will be communicated to parents and staff when they are made.

Should the need arise, the School will continue to respond to circumstances and to take advice from the UK Health Security Agency, with decisions taken by Senior Management and the protective measures below adjusted accordingly. Areas of responsibility are outlined below.

System of Controls

Government Guidance required a 'system of controls' to be put in place and these remain the basis for the actions put in place below. The system of controls is broken down into 'Prevention' and 'Response'. Given the importance of these as principles, they are listed, below:

Control	Practical Steps and Protective Measures Adopted
<p>I. Awareness of and adherence to policies and procedures</p>	<ul style="list-style-type: none"> • The Senior Management Team involved in the planning for a return to School have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Health and Safety at Work Act 1974 - Management of Health and Safety at Work Regulations 1999 - DfE and PHE (2020) 'COVID-19: guidance for educational settings' - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - Workplace (Health, Safety and Welfare) Regulations 1992 - Control of Substances Hazardous to Health Regulations 2002 • The School keeps up to date with regular advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE; ISBA; HMC • Staff are aware of the School's hygiene protocols in relation to COVID-19. • Parents are made aware of the School's procedures in relation to COVID-19 via various media. • Pupils are made aware of the School's isolation control procedures in relation to COVID-19 and are made aware that they <u>must</u> inform a member of staff should they feel unwell during the School day. • Parents are informed via letter not to bring their children to School or on the School premises if they show signs of being unwell.

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	<p>Parents have been directed to this document for information and to changes in School procedures such as hygiene requirements.</p> <ul style="list-style-type: none"> • Staff and pupils must follow Government guidelines and self-isolate as directed by NHS Track and Trace.
<p>2. Ensure good hygiene for everyone: Personal Hygiene</p>	<ul style="list-style-type: none"> • All adults and pupils are told to: <ul style="list-style-type: none"> - frequently wash their hands with soap and water for a minimum of 20 seconds and dry thoroughly - clean their hands upon arrival at School, before and after eating, after sneezing/coughing, at regular intervals throughout the day and when removing and putting a mask in place - avoid touching 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') • Pupils are encouraged to bring their own stationery and specific equipment required. • Posters are displayed throughout the School reminding pupils to wash their hands and of other hygiene measures. • Alcohol-based sanitisers and will be placed at all entrances to School buildings or classrooms in use. Where used, non-alcohol-based sanitisers will be used in the Science laboratories.
<p>3. Ensure good hygiene for everyone: Respiratory Hygiene</p>	<ul style="list-style-type: none"> • Posters are displayed throughout the School reminding pupils to wash their hands. • Pupils and Staff will be reminded of the correct coughing and sneezing procedure (i.e. into the elbow) using a tissue to cover their mouths where possible. The tissue should be disposed of immediately in bins or flushed in toilets. Pupils clean their hands after they have coughed or sneezed and before and after eating. • Pupils and staff are no longer required to wear masks in communal areas in the School (including transiting between lessons, in the lunch queue and on public/School transport) or in classrooms, but are permitted to wear masks should they wish; masks must be worn correctly and sensibly. • When wearing them, pupils and staff must provide their own masks. • Where PPE is required under government guidance, the School will provide the PPE. This includes situations: <ul style="list-style-type: none"> • where an individual pupil becomes ill with coronavirus (COVID-19) symptoms while at School, and only then if a distance of 2 metres cannot be maintained; • where a pupil already has routine intimate care needs involving the use of PPE, in which case the same PPE should continue to be used. • Only the Welfare Officer, EYFS staff or other medically-trained staff will deal with such cases and therefore PPE will only be provided by the School to those staff.

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	<ul style="list-style-type: none"> Gloves will not be allowed without medical guidance: the wearing of gloves is not as effective as maintaining personal hygiene through washing or sanitising of hands and therefore will not be allowed. Staff will be asked to open windows increase ventilation. When required, heating will be adjusted to compensate for open windows. When halls are being used at a high capacity, windows and external doors will be opened to increase ventilation.
4. Face Coverings	<ul style="list-style-type: none"> Government guidance is that face masks are no longer required in communal areas in Schools (transiting between lessons, in lunch queues etc, as well as on public and School transport) or in classrooms, however pupils or staff who wish to wear face coverings on site, either indoors or outdoors, are permitted to do so. Pupils may choose to wear masks in other areas (including in lessons) if they wish. Pupils not wearing masks correctly will be asked to adjust them in communal areas or in other settings will be asked to replace them as an incorrectly worn mask gives a false sense of security and is, therefore, a health risk in itself. Reusable masks should be removed and placed into a personal clean, dry plastic bag when not required to be in use. Spare masks should be brought to school by staff and pupils. Hands should be cleaned before and after applying a face covering. Pupils have had this explained to them and all hygiene measures are displayed on the screens around the School site. Where pupils wear a mask, they are required to be masks and not other forms of face coverings.
5. Maintain appropriate cleaning regimes: Enhanced Cleaning	<ul style="list-style-type: none"> COVID-19 cleaning of non-healthcare settings and keeping workplaces safe guidance issued by Government is being followed. The School will keep staff, pupils and parents adequately updated about any changes to infection control and cleaning procedures, as necessary. There is timely communication with contractors and suppliers so that appropriate and practical plans and preparations may be put in place in areas such as cleaning, catering, food supplies and hygiene suppliers. Before the start of term, all School buildings were deep cleaned and sanitised by the School's cleaning team, who follow national guidance and are compliant with the School's COSHH and Health & Safety Policies. The cleaning team will undertake a schedule of tasks throughout the School day, including enhanced cleaning of frequently touched surfaces, as well as dining facilities and toilets. After use each day all areas of the School will receive a thorough clean using Government approved disinfectants and sanitising agents. Sufficient handwashing facilities are available. Washrooms will be fully stocked with soap (excl. bar soap), toilet roll and paper towels. These stocks will be replenished as requested during the School day by the cleaning team. In addition to enhanced cleaning, each classroom will have access to paper towels and appropriate cleaning sprays for use by staff as required. Wiping down surfaces provides an opportunity for each person to satisfy themselves that their own space is clean and before they touch

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	<p>the surface and enables a quick solution to any cleanliness issues.</p> <ul style="list-style-type: none"> All usual pre-term building checks have been carried out to ensure the highest standards of safety and cleanliness.
<p>6. Keep occupied spaces well ventilated: Ventilation</p>	<ul style="list-style-type: none"> All spaces will be well ventilated using natural ventilation (i.e. open windows) or ventilation units where possible. Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Consideration will be given to adverse weather conditions and the School recognises its duties to ensure safe working temperatures. Pupils and staff should be encouraged to bring layers of clothing to ensure comfort whilst facilitating ventilation.
<p>7. Follow public health advice: Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. Contain any outbreak by following local health protection team advice.</p>	<ul style="list-style-type: none"> The Welfare Officer will report to the Senior Management Team any suspected COVID-19 cases. Staff are informed of COVID-19 symptoms (i.e. a serious cough, difficulty in breathing, high temperature, loss of sense of taste or smell) and are kept up to date with national guidance about the signs, symptoms and transmission of the virus. Any staff member or pupil who displays signs of being unwell while in School is immediately referred to the Welfare Officer and isolated immediately in the Medical Room. In the case of a pupil, the Welfare Officer will remain with the pupil until the parent has collected their child. Where the School Welfare Officer is unavailable, staff act in line with the School's First Aid procedure and ensure that any unwell pupils are moved to an isolation area whilst they wait for their parent to collect them. Should the pupil's or staff member's condition worsen before they leave site, the Welfare Officer or relevant member of staff will call the emergency service hotline immediately. The parents of an unwell pupil are informed as soon as possible of the situation by the Welfare Officer or relevant member of staff. The School's First Aid Policy outlines the management of medical emergencies. Staff and pupils' emergency contact details are up to date and include alternative emergency contact details and next of kin, where required. In accordance with the School's procedures, alternative contacts will only be utilised where primary contact goes unanswered. Parents are informed to ensure the school has been informed of any updated contact details. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance and the School's First Aid procedure. Areas recently used by staff or pupils showing COVID-19 symptoms will be thoroughly cleaned and sanitised by qualified cleaning contractor staff. Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the School's First Aid Policy.

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Risk Areas	Practical Steps and Protective Measures Adopted
8. Transport	<ul style="list-style-type: none"> • There are currently no restrictions on School dedicated transport however, as always, Pupils and Staff are encouraged to walk or cycle to and from School where possible. • Cycle storage for pupils will be provided in the garden bicycle shelter.
9. Facilities' Condition and Access	<ul style="list-style-type: none"> • The School site was deep cleaned and sanitised by the Qualified Cleaning Contractors in April 2022. • All usual pre-term building checks have been carried out to ensure the highest standards of safety and cleanliness.
10. Catering	<ul style="list-style-type: none"> • The School's catering company Holroyd Howe, have put suitable risk assessments in place for both production of meals and for service in line with regulations: guidance for food businesses on coronavirus (COVID-19). • Pupils are required to bring in their own water bottle to School. Water bottles may be replenished at the various water fountains located across the School campus. • All pupils will be reminded to wash or sanitise their hands before and after eating.
11. Educational Visits	<ul style="list-style-type: none"> • To support the delivery of the curriculum, educational visits will be enabled in line with Government Guidance. All Educational Visits will require a Risk Assessment prior to commencement. These risk assessments contain a section on mitigating the risks of COVID-19.
12. Uniform	<ul style="list-style-type: none"> • School uniform will be worn as usual. • Pupils will come into school in their PE kit on days when this is needed, avoiding the need to change in school. • Pupils will change for swimming before and after their lesson as normal.
13. External visitors	<ul style="list-style-type: none"> • The requirements for all visitors to the School from (beyond the normal population of pupils and staff) will be managed on a case-by-case basis in line with the national and local position at the time. For organised events, for example music or drama productions, the specific requirements will be promulgated in advance for all visitors. • In most cases, this will require visitors to be reminded not to attend events if they have symptoms of a respiratory disease, such as Covid-19, and/or a high temperature (and to consider the appropriateness of attending if another member of their household has Covid symptoms) as well as maintaining good hygiene routines and considering the wearing of a face mask.
14. External	<ul style="list-style-type: none"> • Use by third parties of the School's facilities has been reviewed with appropriate steps taken where separation and hygiene and

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lettings	<p>sanitisation standards cannot be met.</p> <ul style="list-style-type: none"> • Use by third parties will only be permitted subject to satisfactory risk assessments and in line with guidance from the government and national sporting bodies. Any breach of those risk assessments will see use terminated immediately. Additional controls, such as separate use of spaces and cleaning regimes between uses will be in place if deemed necessary.

*Reviewed by Senior Management Team
27 April 2022*