

Risk Assessment for COVID Management and Protocols

The risk assessment must be written to provide safe procedure for the following five areas:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace and the local health protection team
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Area of concern: Awareness of policies and procedures

- All staff and pupils are aware of all relevant procedures for the provision of students as well as working in school themselves.
- School keeps up-to-date with advice issued by, but not limited to, the following:
 - DfE
 - ASCL
 - Department of Health and Social Care
 - The Local Authority
 - Gloucestershire Secondary Heads Association
- The **Staff and Volunteer Confidentiality Policy** and **Pupil Confidentiality Policy** are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.

What is the risk rating following these steps?

Low

Area of concern: Poor hygiene practice

- Pupils are asked to wash their hands **regularly** for no less than 20 seconds.
- Infection control procedures are adhered to as much as possible in accordance with the DfE guidance.
- Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets.
- Bar soap is not used – liquid soap dispensers are installed and used instead.
- Pupils do not share cutlery, cups or food.
- All utensils are thoroughly cleaned before and after use.
- Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the **COSHH Policy**.

What is the risk rating following these steps?

Medium (*This is due to the volume of staff and students involved in the above actions*)

Area of concern: Ill health of staff or students

- Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.
 - Any pupil who displays signs of being unwell is immediately referred to the **school nurse**.
 - Pupils who are unwell are moved to an empty room whilst they wait for their parent to collect them.
 - Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.
 - The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.
 - The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.
 - Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.
 - Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.
- If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.

What is the risk rating following these steps?

Low.

Area of concern: Spread of infection

- Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately. **As required additional cleaning is conducted to make an area clean.**
- Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.
- Pupils clean their hands after they have coughed or sneezed.
- The full track and trace protocol is carried out by the NHS.
- Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.
- Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.
- LSA's when working in the classroom with full groups should not work closely with a pupil for sustained periods of time. When working with small groups, social distancing of 2-metres should be planned for.
- The use of the canteen will also be staggered by KS and seating arrangements will be planned so only year groups will sit together.
- During social times the students will have a designated space for their year group to socialise in. This will be well communicated to staff for both dry and wet break times.
- Churchdown will work closely with Swanbrook Buses to ensure their students are as safe as possible by addressing the following:
 - use of hand sanitiser upon boarding and/or disembarking

<ul style="list-style-type: none"> - additional cleaning of vehicles - organised queuing and boarding where possible - distancing within vehicles wherever possible - the use of face coverings for children over the age of 11 <ul style="list-style-type: none"> • A team of cleaners will be onsite through the day to ensure the cleaning of 'high use' areas and services are cleaned often. These include stairwells, doors and toilets. • The canteen staff will follow the procedures as set out in the government's guidance for food and businesses on coronavirus (COVID-19). • Educational visits will only go ahead if an independent risk assessment deems it safe to do so. This is following the LA procedure for trips and visits.
What is the risk rating following these steps?
Low.

Area of concern: Poor management of infectious diseases
<ul style="list-style-type: none"> • Staff are vigilant and report concerns about a pupil's symptoms to the <u>senior leadership</u> • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Social distancing measures are implemented as much as possible. PPE must be worn in the medical room.
What is the risk rating following these steps?
Low.

Area of concern: Lack of communication
<ul style="list-style-type: none"> • The <u>school first aider</u> reports immediately to the <u>headteacher or Senior Deputy Headteacher</u> about any cases of suspected coronavirus, even if they are unsure. • The <u>headteacher</u> contacts the local health protection team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. • The NHS will then conduct their own tracking procedure.
What is the risk rating following these steps?
Low.

Area of concern: Partial School Closure
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- The school communicates with parents via **letter** regarding any updates to school procedures which are affected by the coronavirus pandemic.
- Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene.
- Pupils working from home are assigned work to complete to a timeframe set by their teacher.
- The **headteacher** maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school.
- The **Behavioural Policy** and **Staff Code of Conduct** are adhered to at all times, even while working remotely.
- The **headteacher** works with the HOY and HOD to ensure all pupils have access to school-work and the necessary reading materials at home, prior to a school closure.
- The **headteacher** works with the **ICT technicians** to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required.
- The **headteacher** liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support.
- The **headteacher** accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic.

What Is the risk rating following these steps?

Low

Area of concern: Emergencies

- All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.
- Pupils' parents are contacted as soon as practicable in the event of an emergency.
- Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.
- The **First Aid procedures are modified as required** so student and staff first aid can be administered as required.

What Is the risk rating following these steps?

Low

Area of concern: Moving to a contingency plan

- Regular communication and updates will be given to our local health team.
- Churchdown will respond to advise quickly and communicate to all parents and staff immediately. Most likely the changes in daily procedures will involve facemasks or shielding of vulnerable staff and/or students.

- Alternative arrangements may be made for: educational visits; open days; parent information evenings; live performances. If required, Churchdown will revert to the already written procedures as followed during the previous lockdowns and partial school closures.
- Our safeguarding responsibilities will be carried as before with priority students either coming into school or receiving regular home visits.

What is the risk rating following these steps?

Low

COVID policy and procedure in action

Churchdown has complied with health and safety and put in place proportionate control measures to allow the education of our pupils to continue in a safe way. Churchdown will regularly review and update our risk assessments - treating them as 'living documents' in the event that the public health advice changes.

Close Contact Tracing

From September, schools no longer need to carry out routine contact tracing. From this point onwards, close contacts will be identified and contacted by NHS Test and Trace.

Children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. There is no requirement to self-isolate while awaiting PCR test results so students may continue to attend school. We would encourage all individuals to take a PCR test if advised to do so outside of school time to reduce any loss of learning.

Mixing and 'bubbles'

It is no longer recommended that it is necessary to keep children in consistent groups ('bubbles'). As well as enabling flexibility in curriculum delivery, this means that assemblies can resume as well as parent information evenings.

Churchdown will make sure that our outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. If this happens, the headteacher will notify the pupils and parents immediately.

Face coverings

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.

The government has removed the requirement to wear face coverings. Churchdown supports any student or staff member to wear a face mask if they wish to in order for them to feel more comfortable being in school.

All students travelling on the school bus must wear a face mask in-line with national guidance.

If Churchdown experiences an outbreak of COVID positive cases, a director of public health might advise us that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). We will follow this advice if it is given.

LFD Testing

All students who are engaging with the home LFD testing, are asked to resume the twice weekly testing in September. The first test should take place one day before the students return to school. This means all year 7 students will conduct their first test on **Wednesday 1st September**. The year 12 students will conduct their first test on **Thursday 2nd September**, with all other students testing for the first time on **Sunday 5th September**.

Following this initial test, students are then asked to test twice a week.

Recording Positive Cases

Churchdown will continue to record positive cases of COVID. This is so we can work closely with the Local Health Team and Public Health England as required.