

Risk Assessment from November 2021

Who is at Risk?	Children, staff and children's families
How can the hazards cause harm?	Illness, COVID 19 outbreak
Likelihood of harm being caused?	High
DfE expectations: system of controls (prevention)	DfE expectations: system of controls (response to infection)
<ol style="list-style-type: none"> 1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2. Ensure face coverings are used in recommended circumstances. 3. Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. 5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6. Consider how to minimise contact across the site and maintain social distancing wherever possible. 7. Keep occupied spaces well ventilated. 8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9. Promote and engage in asymptomatic testing, where available. <p>Numbers 1 to 5, and number 8, must be in place in all schools, all the time.</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances</p>	<ol style="list-style-type: none"> 10. Promote and engage with the NHS Test and Trace process. 11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. 12. Contain any outbreak by following local health protection team advice. <p>Numbers 9 to 11 must be followed in every case where they are relevant.</p>

System of controls

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.		
Details	Responsibility	Reviewing the effectiveness
<p>If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste and smell, we will:</p> <ul style="list-style-type: none"> locate the person in the quarantine area in the sick bay / courtyard to allow for distance provide a separate bathroom if needed - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else provide PPE for those supervising children Call parents to take child home immediately. Send them home to seek a PCR test If child is positive they are to self-isolate for 10 days If the child is negative they can return to school No one else needs to self-isolate as a contact unless told to do so by NHS test and trace due to Omnicron Variant 	HT/DHT	n/a
<p>Following advice on 29th November 2021 from Dan Dooley Thames Valley Health Protection Team (TVHPT)– if parents believe their child has been a contact of someone testing positive for COVID and has not been contacted by NHS test and Trace they ‘may’ seek a PCR test but continue going to school. This will be communicated to parents by the template letter provided by TVHPT.</p>	HT/DHT	n/a
<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people.</p>	All staff	SMT / office debrief after each occurrence

2. Ensure face coverings are used in recommended circumstances.

Details	Responsibility	Reviewing the effectiveness
<ul style="list-style-type: none"> • Clear communication to staff to wear masks in communal areas where social distancing cannot be maintained (unless exempt) • Parents to wear facemasks when on school site • Face visors or shields should not be worn as an alternative to face coverings • They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering • They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • cleaning of hands before and after touching – including to remove or put them on • safe storage of them in individual, sealable plastic bags between use 	HT / DHT	n/a

3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.		
Details	Responsibility	Reviewing the effectiveness
<ul style="list-style-type: none"> • NHS guidance on hand cleaning taught to children with soap and hot water in every toilet area • Hand sanitiser stations at school entrance and in classrooms • Children encouraged to bring their own hand sanitiser • Hands cleaned on arrival, after break, before eating, after lunch, before moving to a different classroom and before going home • Training for staff on requirements of hand and respiratory hygiene. • SMT reinforcement of expectations in each class. • Behaviour policy updated to reflect the increased importance of good hygiene. 	Teachers Site team Teachers Teachers HT / DHT HT / DHT HT / DHT	Discussions with staff

4. Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.		
Details	Responsibility	Reviewing the effectiveness
<ul style="list-style-type: none"> • Good respiratory hygiene taught to children – catch it, bin it, kill it • Pedal bins with lids provided • Tissues in every learning area and regular disposal of tissues 	Teachers Site team	Discussion with staff Regular site inspection

5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.		
Details	Responsibility	Reviewing the effectiveness
<ul style="list-style-type: none"> • Cleaning of shared resources between use by different groups • Rotation of shared resources to allow for 48-72 hours of non-use between different year groups • Doors propped open to reduce contact with door handles • Fire doors to remain closed or if open will be on magnetic release in the event of the alarm being triggered • More frequent cleaning for rooms used by multiple groups • Staff wipe down surfaces in shared rooms before and after use • Disinfectant, cloths and gloves available for staff in each room • High contact areas (door handles etc) cleaned multiple times per day • SBM and site controller have read and follow the Government's COVID-19 cleaning of non-healthcare settings guidance. • 'If you touch it, wipe it' approach • Separate toilet blocks for each phase 	Teachers Inclusion team Site team Teachers Site team Teachers SBM	Discussion with staff Regular site inspection Discussions with staff Regular site inspection

6. Consider how to minimise contact across the site and maintain social distancing wherever possible.		
Details	Responsibility	Reviewing the effectiveness

<p>Phase Bubbles</p> <ul style="list-style-type: none"> • Classes kept apart in different classrooms for most of each day • Phase bubbles kept apart during break and lunch (designated areas on the playground) • Children and staff encouraged to keep their distance within bubbles and classes • Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. 	SMT	SMT walking the site Discussion with staff
<p>Entrance / exit</p> <ul style="list-style-type: none"> • One way system for entering / exiting site. • Entrance car park gate • Exit via pedestrian gate onto Cookham Road • Soft start to school day (straight to classroom without lining up) • Designated entry and exit points for each class 	SMT	SMT on duty
<p>Start and finish times</p> <ul style="list-style-type: none"> • EYFS 9.00 – 3.00 • KS1 8.40 – 3.10 • LJ 8.45 – 3.20 • UJ 8.50 – 3.30 	SMT	SMT on duty
<p>Break times</p> <ul style="list-style-type: none"> • EYFS 9.55 – 10.15 • KS1 and LJ 10.20 – 10.40 • UJ 10.45 – 11.05 	Teachers	SMT on duty
<p>Lunch times</p> <ul style="list-style-type: none"> • EYFS 11.30 – 12.30 (eating at 11.30) • KS1 12.00 – 1.00 (eating at 12.00) • LJ 12.15 – 1.15 (eating at 12.30) • UJ 12.30 – 1.30 (eating at 1.00) 	SMT	SMT on duty
<p>Parents</p> <ul style="list-style-type: none"> • No parents waiting on pathways 		

<ul style="list-style-type: none"> • One parent per child for younger children • Reminders for parents to arrive on time (not early) and to maintain social distance <p>Classrooms</p> <ul style="list-style-type: none"> • Forward facing desks in classroom <p>Equipment</p> <ul style="list-style-type: none"> • Limit the equipment that children bring to school to just bag / coat / stationery <p>Lunch hall</p> <ul style="list-style-type: none"> • One way system for lunch time in the hall • Designated areas if more than one bubble is eating at a time • Cleaning in between use of eating areas <p>Staff communal areas</p> <ul style="list-style-type: none"> • Review of configuration of staff room to allow for connection whilst maintaining distance • Training for staff on necessary social distancing between them and children and also between adults <p>Visitors / contracts</p> <ul style="list-style-type: none"> • Arrangements in place for any visitors / contractors on site, protocols and expectations shared • Their employer may require them to wear PPE • Teams meetings where appropriate for any professionals/outside agencies • This should be documented as part of the risk assessment carried out by the contractor 	<p>SMT</p> <p>Teachers</p> <p>Teachers</p> <p>SMT</p> <p>SMT</p> <p>Site team</p>	<p>SMT on duty</p> <p>SMT walking the site</p> <p>Discussions with staff</p> <p>SMT on duty</p> <p>Discussion with site team</p>
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7. Keep occupied spaces well ventilated.		
Details	Responsibility	Reviewing the effectiveness
<ul style="list-style-type: none"> Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space) Opening internal doors can also assist with creating a throughput of air If necessary, external opening doors may also be used (as long as they are not fire doors and where safe to do so) CO2 monitors in classes when made available <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> opening high level windows in colder weather in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing rearranging furniture where possible to avoid direct draughts 	Teachers / Site team	Regular site inspection

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.		
Details	Responsibility	Reviewing the effectiveness
<ul style="list-style-type: none"> Face coverings are not classified as PPE (personal protective equipment) <p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.</p>	SBM	Review meetings
<ul style="list-style-type: none"> Individual risk assessments for all eligible with adaptations to working practices considered Signpost to the employee assistance programme Encouragement of adherence to shielding guidance 	SENDCo	Discussions with staff
	SBM	Review meetings

9. Promote and engage in asymptomatic testing, where available. Vaccinations

Details	Responsibility	Reviewing the effectiveness
<ul style="list-style-type: none"> Encourage staff to opt in to asymptomatic testing using LFD tests Staff to use LFDs ordered from site or from their local pharmacy if stocks low Test twice a week. Ensure test results are reported Encourage staff to have their double vaccinations and boosters 	SBM	n/a

10. Promote and engage with the NHS Test and Trace process.		
Details	Responsibility	Reviewing the effectiveness
<ul style="list-style-type: none"> NHS will contact close contacts not schools Omicron variant will be contacted to close contacts – in this case follow the advice to self isolate. 	NHS test and trace	n/a

11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.		
Details	Responsibility	Reviewing the effectiveness
<ul style="list-style-type: none"> Reminding senior leaders and Office staff on managing a positive case following training SMT and/or Front office to inform HT or DHT of confirmed cases Front office to inform RBWM of positive cases – weekly Follow advice as per outbreak management plan dependent on numbers confirmed/ call PHE and/or TVHPT 	HT DHT	Review regularly

12. Contain any outbreak by following local Thames Valley health protection team advice.		
Details	Responsibility	Reviewing the effectiveness
<ul style="list-style-type: none"> Call 0344 2253861 for Thames Valley Health Protection team (TVHPT) 	HT DHT	Debrief after each occurrence

REVIEWS AND REVISIONS				
Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Notes
November 2021	A Dworzak	Yes	Updates made as per DFE & Gov advice and TVHPT advice	

