

Risk Assessment Coronavirus – COVID-19

SEPTEMBER 2021

OCTOBER 2021

DECEMBER 2021

JANUARY 2022

Location / Site	Springdale First School.
Activity / Procedure	Opening school in Autumn term '2021
Assessment date	27 th August 2021.
Assessment serial number	01
<p>The school has prepared this risk assessment following guidance from Central Government, BCP 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
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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.	
<p>* Visitors will be asked if they would like to wear face masks if they feel more comfortable to do so.</p> <p>* At the time of the visit, if the school is experiencing an increase of positive cases, visitors will be asked to wear face masks for meetings.</p>	
13.10.21 – Any member of staff who has been identified as a close contact will need to wear a mask in school. This especially applies if the close contact is in the same household.	
13.10.21 – Parents evening (week beginning 15.10.21). Parents to wear face masks when entering the school through class external doors.	
29.10.21 - Regional Consensus Schools Statement – refreshed 21/10/21	
The Director of PH and the Directors of Children’s Services in BCP have signed a consensus letter attached which sets out their proposal that we have an enhancement of the measures in place in education in PanDorset following half term.	
All South West local authority areas are in areas of rapidly rising infection and therefore triggering thresholds for additional action. To ensure consistency, South West Directors of Public Health have jointly agreed the additional advice and action set out below in order that their schools can implement additional Covid response measures as proportionate or necessary. This sits alongside the SW risk assessment tool to support consistency in both applying thresholds for action; working within the parameters set out within the educational <u>Contingency Framework</u> .	
Where local rates are high, and schools are experiencing challenges from widespread transmission, or where there is a clear risk of widespread transmission South West Directors of Public Health recommend schools invoke a precautionary and sensible set of measures; maintaining these for 14 days post half term (whilst we review) to limit the impact of social mixing at half term.	
<ul style="list-style-type: none"> • All staff to wear face masks in communal areas. • Governor Learning walk to be postponed for two weeks. 	
03.01.22 – All staff to continue to wear face masks in communal areas.	

Anyone who is unwell, with possible COVID-19 symptoms, (staff or student) should remain at home and organise a PCR test

13.10.21 – Advice from PHD. For those parents and staff who refuse to go for a PCR test if they have shown “classic” symptoms (cough, temperature, loss of smell and taste), the school can ask the individual to isolate for 10 days.

29.10.21 - Regional Consensus Schools Statement – refreshed 21/10/21

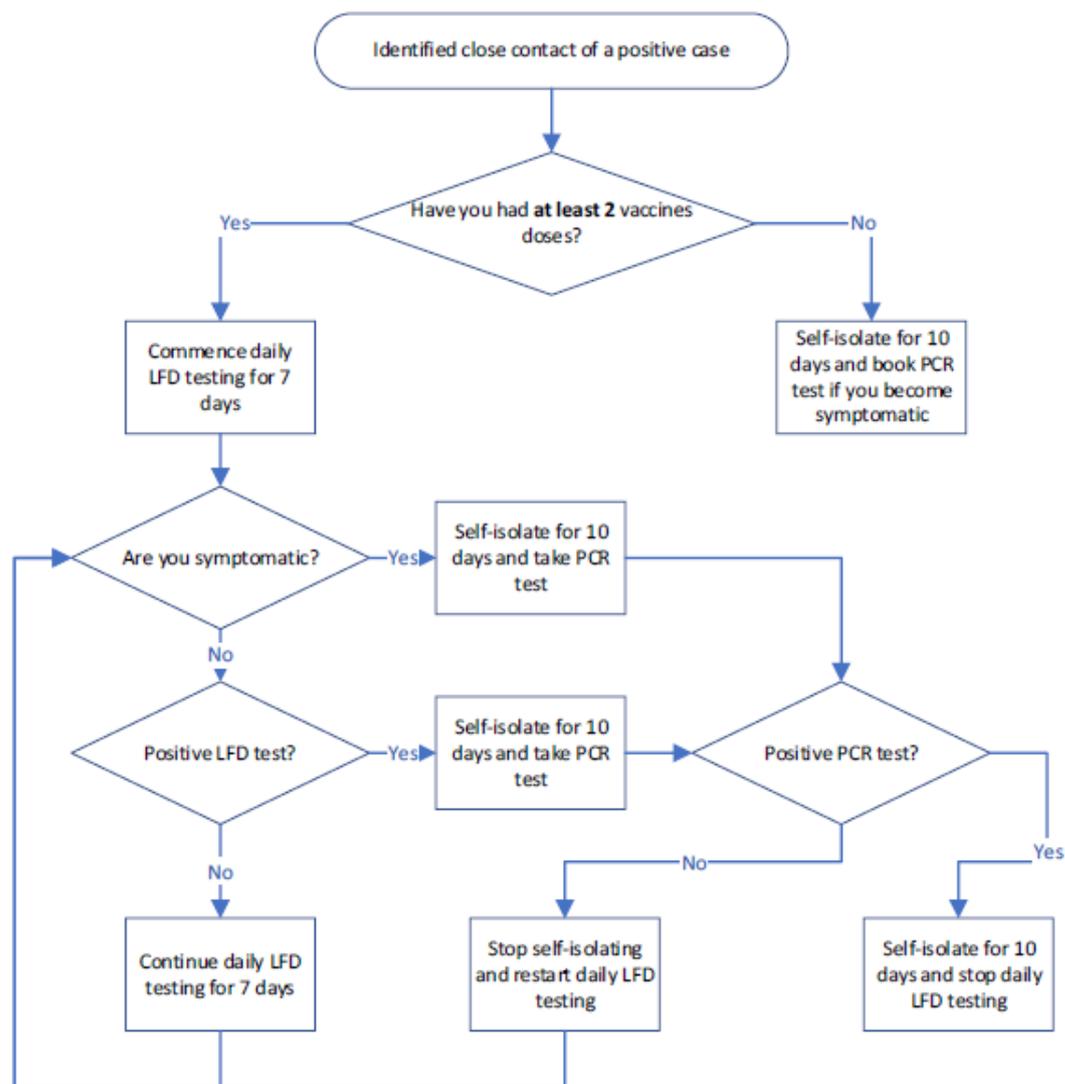
- If unwell stay at home. If negative for COVID individuals should still wait until 24 hours post fever to go back into a setting. Colds and other non-Covid symptoms are circulating but in the first instance

cardinal symptoms should be treated as possible COVID and trigger isolation and testing. This is the case even if others in the setting /group have tested negative for similar symptoms

14.12.21

“There is a new variant of COVID-19 - Omicron - which is highly infectious and spreading fast. Every adult in the country now needs to get a Covid-19 booster vaccine, because two doses of the vaccine are not enough to give the level of protection against infection we all need. Boosters give you the best possible protection against the virus and should significantly reduce your risk of serious illness and hospitalisation.”

Self-isolation and testing requirements w.e.f. Tuesday 14th December 2021



03.01.22 - Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.

Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.

11.01.22

From 11 January in England, people who receive positive lateral flow device (LFD) test results for COVID-19 will be required to self-isolate immediately and won't be required to take a confirmatory PCR test. This is a temporary measure while COVID-19 rates remain high across the UK. Whilst levels of COVID-19 are high, the vast majority of people with positive LFD results can be confident that they have COVID-19.

- **Lateral flow** tests are taken by people who **do not** have COVID-19 symptoms.
- Students who develop 1 of the 3 main COVID-19 symptoms should stay at home and self-isolate and take a PCR test.
- Students must self-isolate if they get a positive test result (both LFT and PCR), even if they have had a recent negative lateral flow test – **these rules have not changed.**
- Therefore, if your child receives a positive LFD and are asymptomatic they will not need to book a PCR; we will then still need to be informed of the possible day 7 and day 11 return dates as the isolation period remains the same. If a student is asymptomatic day 0 is the day the test was taken.

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. (School Outbreak management Plan)

29.10.22 - Regional Consensus Schools Statement – refreshed 21/10/21

During an outbreak and following a risk assessment with the Local Authority Public Health team or the UK Health Security Agency Health Protection Team, to extend daily LFD testing for close or household contacts (identified by NHS Test and Trace) while awaiting PCR results to a minimum of 5 days, increasing to 7 days as necessary to ensure the final test is taken on a school day

14.12.21

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03.01.22 – Springdale will continue to follow the outbreak plan with guidance from PHD, BCP and Hamwic. This may include;

- * Staggered start and end to the day if there is an outbreak in a year group.
- * Year groups to eat lunch in their classrooms.
- * Deep clean for classrooms where the outbreak has occurred.

11.01.22 - Changes to PPA arrangements.

- * HLTA's will work in 2 x year groups rather than all 5 to continue to cover PPA. (SK will support Reception and Yr 1. WW will support Yr 2 and Yr 4).
- * Teachers will need to take their PPA individually, rather than together, to support staffing and social distancing.

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 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

29.10.21- Regional Consensus Schools Statement – refreshed 21/10/21

- All classrooms to have all windows and doors open. Children will be able to wear additional layers as the weather becomes colder.

14.12.21 – All classrooms and staff room now have a CO2 monitor, which will monitor the air quality indoors. Staff to monitor the quality of air and keep doors and windows open.

Whole school staff meetings will be held in the hall with all windows and doors open, groups to be spaced out. Staff to wear face masks if they would like to.

(If numbers continue to rise, TEAMS and Zoom meetings to resume.

29.10.21- Regional Consensus Schools Statement – refreshed 21/10/21

- Where the hall or a large classroom is unavailable, staff meetings to be held via TEAMS.
- Staff to wear face masks / visors during meetings.
- All windows and doors to be open at all times.
- Governor Learning Walk to be postponed.

03.01.22 – INSET DAY for all staff.

- * Morning session only is in the hall. The rest of the time is year group based in individual classrooms.
- * Staff to complete their lateral flow tests.
- * Hall to be used, with all window and doors open.
- * Hand sanitizer available on tables.
- * Additional tea and coffee facilities available to reduce congestion in the staff room.
- * Staff to sit in their year group bubbles, tables to be spread out in the hall.
- * Face masks to be worn when moving around the hall.

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.

- When parents are required to come into school, parents will be asked if they would like to wear face masks if they feel more comfortable to do so.
- * At the time of the visit, if the school is experiencing an increase of positive cases, parents will be asked to wear face masks for meetings.

13.10.21 – Parents evening (week beginning 15.10.21). Additional measures required *

Parents to wear face masks

* Staff to wear a visor

* Parents to enter the school

* Parents to enter via external doors.

* Classrooms to be well ventilated with doors and windows open.

* Staff to be strict on their times to avoid groups of parents waiting outside.

* Staff to sit at least 2 metres away from parents.

* Only two adults. No children please.

* Hand sanitiser to be available for parents to sanitise their hands

29.10.21- Regional Consensus Schools Statement – refreshed 21/10/21

- Governor learning walk to be postponed.
- 03.11.21 – Individual photos. Ensure that there is a gap between each year group, wiping down any chairs that have been used. Photography staff to complete a lateral flow before coming into school. Ensure that the area is well ventilated.

Orchestras, drama and choir groups will resume – school will ensure rooms used are well ventilated and Gov guidance followed

29.10.21- Regional Consensus Schools Statement – refreshed 21/10/21 •

Assemblies to be virtual

Use of school minibuses - hand sanitiser to be used on entering/leaving the vehicle. Full cleaning of vehicle to take place after use.

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

We will continue to offer a remote 'home' learning package for those students who need to remain at home whilst self-isolating

Visitors

All school visits, including by parents, will be by prior appointment/invitation only.

Visitors will be asked not to attend the premises should they display any COVID symptoms All

visitors will be asked to sanitise their hands before entering the premises.

* Visitors will be asked if they would like to wear face masks if they feel more comfortable to do so. * At the time of the visit, if the school is experiencing an increase of positive cases, visitors will be asked to wear face masks for meetings.

29.10.21- Regional Consensus Schools Statement – refreshed 21/10/21

- All visits to be postponed if not essential.
- All visitors to school must wear a facemask.

03.01.22 – Visitors will continue to be postponed unless they are essential. Any visitors will need to complete a lateral flow and wear a face mask.

Communication to parents

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)

Parents will be provided with a high quality remote learning offer should their child need to isolate.

Parents will be able to enter the school premises for the purpose of dropping off and collecting their children.

We will continue to reduce the number of people entering the school building throughout the day. This means that we are unable to allow parents into the school building at the beginning and end of the day.

- We will ensure that all information we need to provide you with is done so via email, PMX or phone call.

- Parents can contact the school office by email office@springdale.poole.sch.uk or phone **01202 692700** and we can get back to you as soon as we can.
- Visits to school will be undertaken by appointment only, allowing appropriate safety measures to be addressed.
- A member of the office staff will be based in the play ground at the beginning of the day for you to drop off medication if required.

29.10.21- Regional Consensus Schools Statement – refreshed 21/10/21

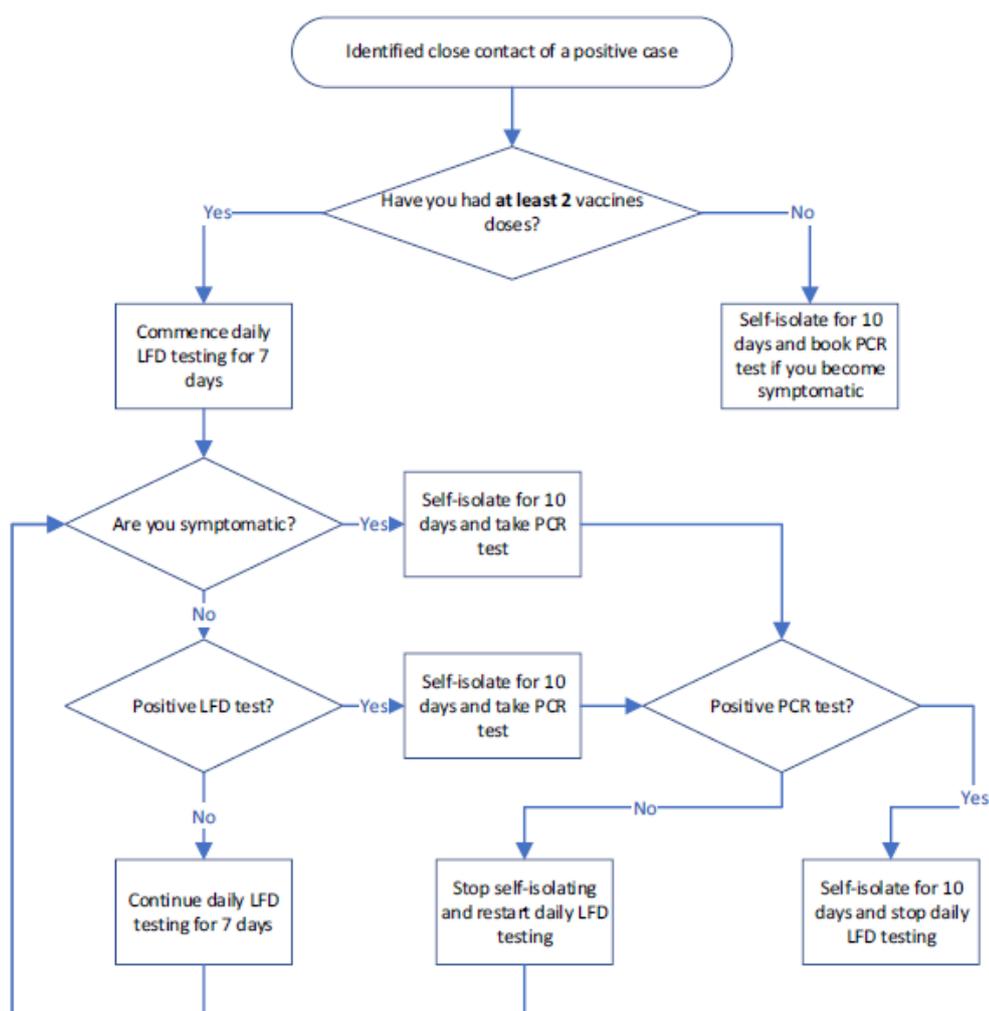
- Headteacher to write to parents to inform them of additional measures in place. The letter to include that if the school experiences an outbreak, then further measures may need to be applied, for example, the cancelled of Early Bird and After School Club, Staggered beginning and end of the days.

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- Parents informed of the changes to guidance and what to do if their child is a close contact.
- Flow chart to be shared with the parents.

Self-isolation and testing requirements w.e.f. Tuesday 14th December 2021



03.01.22 - New guidance on the reduction of the isolation period after LFT to be shared with the parents. See below.

Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.

Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.

- **Headteacher will write to parents outlining the new guidance. Parents will be asked to show evidence of both negative lateral flow tests with the date and child's initial on the test.**

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- Therefore, if your child receives a positive LFD and are asymptomatic they will not need to book a PCR; we will then still need to be informed of the possible day 7 and day 11 return dates as the isolation period remains the same. If a student is asymptomatic day 0 is the day the test was taken.

Headteacher will write to parents informing them of the new expectations in the guidance. Parents will be asked to upload the children's results on the below form.

<https://forms.office.com/r/Pe94dFRe9h>

(Letter sent 11.01.22)

Cleaning & Hygiene

Site managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard.

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.

Fogging will continue to be implemented

Pupils will share essential resources in table groups within their classroom.

All table groups to have sufficient tissues and children taught to 'catch it bin it kill it'.

Sufficient bins in all classroom areas.

Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed.

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.

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.

13.01.22 – An additional deep clean may be required if there is an outbreak in a year group / classroom. (Management outbreak plan with support from BCP / PHD and Hamwic).

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 13.10.21 – Any member of staff who has been identified as a close contact will need to wear a mask in school. This especially applies if the close contact is in the same household. 29.10.21- Regional Consensus Schools Statement – refreshed 21/10/21 <ul style="list-style-type: none">• All staff to wear face masks in communal areas.• Ensure there is space in the staffroom by using the bungalow as an additional space.	

- Parents have been asked if they could wear masks when entering the site. A mask **must** be worn if they need to come to the front office.

03.01.22 – All staff to continue to wear face masks in communal areas.

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, continue with forward facing seating.

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.

Springdale First School will continue to;

- Operate a one-way system when entering and leaving the school grounds.
- Allow children to wear P.E Kits on P.E days. (See timetable below)

	MON	TUES	WED	THUR	FRI
Indoor PE	Year 1	Year 3	Reception	Year 4	Year 2
Outdoor PE	Reception	Year 2	Year 4	Year 1	Year 3

- Introduce Key-Stage assemblies, ensuring that there is a space between year groups. Monday – Reception.
Tuesday – KS1
Wednesday – KS2
Thursday – KS1
Friday – KS2.
- Continue to ensure that children have their own items and equipment, such as pens, pencils.
- Ensure “touch points” in classroom are regularly cleaned.
- All P.E equipment is wiped down after use.

29.10.21- Regional Consensus Schools Statement – refreshed 21/10/21

- Assemblies to be virtual.
- The selling of poppies. Year groups to have their own poppy box. This will prevent children going from classroom to classroom selling poppies.
- Yr 4 Play leaders to stay with KS2, and not go to KS1 playground.
- Yr 1 and Yr 2 to have separate playtimes in the morning.
- Yr 3 and 4 to have their own areas in the playground in the morning.

Lunchtime;

Yr 2 – Playtime from 11.45 – 12.15pm. Eat lunch at 12.15. Stay in classrooms after their lunch.

Yr 3 – Playtime from 12.00pm – 12.30pm. Back out to play after lunch (in their allocated part of the top playground).

Yr 4 – Eat lunch at 12.00pm in their classroom. 12.20pm – out to play on the top playground (in their allocated part of the top playground).

Reception and Yr 1 – Lower playground in allocated areas.

03.01.22 – Staggered playtimes in the morning and at lunch to continue, enabling the school to monitor the situation after Christmas.

11.01.22 - Changes to PPA arrangements.

* HLTA's will work in 2 x year groups rather than all 5 to continue to cover PPA. (SK will support Reception and Yr 1. WW will support Yr 2 and Yr 4).

* Teachers will need to take their PPA individually, rather than together, to support staffing and social distancing.

Screens in place on Reception/counters and in the school offices to remain in place (to be reviewed at the end of September)

School Leader's comments

Insert comments relevant to findings as appropriate

Name of school leader	Signature of school leader	Date
Debbie Budden		27 th August 2021

Risk assessment reviews

Set future review dates & sign/comment upon completion

Review date	Reviewed by	Reviewer signature	Remarks
13.10.21	D. Budden		Due to the rising numbers of positive cases in school, we will continue to monitor the situation and will keep in contact with PHD for advice if required. All updates are in red .
29.10.21	D. Budden		These additional measures have been put in place due to the recommendations from BCP and Hamwic. School may need to increase measures further if an outbreak occurs. All updates are in blue .
14.12.21	D. Budden		These additional measures have been put in place due to the recommendations from BCP and Hamwic. School may need to increase measures further if an outbreak occurs. All updates are in green .
03.01.22	D. Budden		These additional measures have been put in place in light of changes to National Guidance. School may need to increase measures further if an outbreak occurs. All updates are in purple .
11.01.22	D. Budden		These additional measures have been put in place in light of changes to National Guidance. School may need to increase measures further if an outbreak occurs. All updates are in orange .

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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.