

SCHOOL RISK ASSESSMENT FOR COVID-19 PANDEMIC

Completed by: **Redbridge High School SLT**
Review Date: **Ongoing**

Date: **23/09/2020**

- The school will take account of Guidance issued daily by Government, The Local Authority and relevant health partners and amend risk assessments accordingly.
- The school is implementing national guidance on; 'Opening Schools to all pupils for September 2020, provision for those in vulnerable categories both for staff and pupils, social distancing in educational settings and hygiene guidance.
- Refer to the following online resources for further guidance
 - https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=9%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19
 - <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
 - <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>
 - <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
 - <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
 - <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
 - <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>
 - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
 - <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
 - <https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>
 - <https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>
- The school in implementing the national guidance on reopening schools for all pupils whilst delivering a full curriculum entitlement and full school day.

- The school will implement a triple bubble model; the school as a ‘bubble’, bases as ‘bubbles’ and finally class groups as ‘bubbles’. We also recognise that pupils will arrive on transport shared with pupils that will not be in their class bubble. We will limit the range and numbers of interactions through this model whilst not compromising on provision.
- Due to the needs of pupils the school must have the facility to move staff within bubbles at short notice to keep pupils and staff safe. In the event of staff not being able to work for any reason, risk assessment requires us to maintain safe staffing ratios and with staff who know the pupils needs. Pupils will already be arriving from transport in different ‘bubbles’ due to where they live.
- In the event of a suspected case we will implement our own track and trace based on timetables and staffing plans and assessment of interaction level by the person involved. The following information on identifying contacts is taken directly from Public Health Guidance version 2.7 (September 2020):

Who is considered a contact in a school setting?

A person who maintained appropriate social distancing (over 2 metres) would not be classed as a contact.

A contact is defined as a person who has had contact (see below) at any time from 48 hours before onset of symptoms (or test if asymptomatic) to 10 days after onset of symptoms (or test):

- a person who has had face-to-face contact (within one metre) with someone who has tested positive for coronavirus (COVID-19), including:
 - being coughed on, or
 - having a face-to-face conversation, or
 - having skin-to-skin physical contact, or
 - any contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes
- a person who has travelled in a small vehicle *with* someone who has tested positive for coronavirus (COVID-19) or in a large vehicle *near* someone who has tested positive for coronavirus (COVID-19)
- people who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19)

Which contacts need to self-isolate?

- Where the child, young person or staff member *tests positive* and they had attended the school in the 48 hours prior to developing symptoms, direct and close contacts will be identified and advised regarding self-isolation by a contact tracer.
- Please note: The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

- Strict hygiene measures will help to offset the interactions created by the nature of our school by implementing additional cleaning through the day from the site cleaning service as well as by class teams and implementing regular hand washing by all, respiratory good practice 'Catch it bin it kill it'.
- The school will continue to work in partnership with Social Care to identify pupils/families at risk to ensure all pupils are safeguarded.
- Pupils' families will receive regular communication to stress the need to keep school informed about pupils and their families health to ensure social isolating and non-attendance in case of illness so that other pupils or staff are not put at risk.
- Staff will be updated on changes to guidance and arrangements within school via email. All staff are required to access the school email system or provide an alternative email address.
- Staff are required to identify to school immediately if they need to socially isolate due to themselves having presented with symptoms or contact with someone within their family/social group who is presenting with symptoms. Staff will be required to access the testing facilities available to key workers and their families immediately to facilitate the quickest possible return to work.
- School will track and date all staff reporting being ill, or socially isolating.
- The school has developed risk assessments for specific aspects of provision in school including a 'Daily Guidance for Staff' schedule that details our procedures for maintaining hygiene and social distancing from pupils arriving in school to when they leave. Additional documents that need to read in conjunction with this document are;
 - a. Daily Guidance for Staff
 - b. Risk assessments for specialist lessons
 - c. Procedures for use of specialist rooms
 - d. School zone map.

Hazard	To Whom
<p>Spread of Covid-19 through school and wider school community</p>	<ul style="list-style-type: none"> - Pupils / Pupils from vulnerable groups. - Staff / Staff from vulnerable groups. - Visitors - Wider School Community
Existing Precautions	Additional Precautions
<p>School Environment</p> <ul style="list-style-type: none"> • All areas of the school cleaned to a high standard on a daily basis. • Cleaning materials in good supply and monitored weekly. • All visitors to school risk assessed on entry and purpose of visits assessed in terms of importance against maintaining social distancing and hygiene guidance • Building not used by community groups. • Hand gel provided for all persons entering premises including staff and pupils. 	<p>School Environment</p> <ul style="list-style-type: none"> • Additional daily cleaning of communal areas by cleaning contractors commissioned • Disposable cloths / paper roll / anti-bac wipes will be used for all cleaning activities. • Staff will clean communal and class equipment on a regular basis throughout the day. • Adults in building limited to essential personnel only. • Pupils in the building limited to Redbridge pupils only. • All review / MDT / CIN / HR meetings conducted via online/electronic means if possible. Staff meetings can continue in school with suitably prepared rooms. (allow 2M social distancing and ventilation) • Provision of daily operational guidance sheets in all staff areas (Appendix 1) • Requisition of additional PPE and hand gels via central procurement by LA as required • Amended visitor sign in arrangements to support track and trace as well as highlight and identify risk

	<ul style="list-style-type: none"> • Parents and escorts bringing pupils to school instructed to wear face coverings at drop off and pick up
<p>Handwashing</p> <ul style="list-style-type: none"> • Soap dispenser and disposable hand towels within toilets / changing rooms are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply. • Handwashing techniques taught to all pupils. It may be necessary to supervise some pupils to ensure correct hand washing procedures. Visual supports in place in all bathrooms to support pupils. • All staff should wash hands thoroughly once gloves and apron are disposed of following any personal or intimate care routines. 	<p>Handwashing</p> <ul style="list-style-type: none"> • All pupils to wash their hands when they arrive at school, before snack, after playtime, before lunch, after playground time and before going home. • Public Health Advice on Covid-19 handwashing and ‘Catch it, Bin it, Kill it’ posters displayed around school building.
<p>Social Distancing</p> <ul style="list-style-type: none"> • Most up-to-date information from government available in admin office, outside staff room and on school website. • All staff should apply and monitor social distancing rules. • Whole school activities such as assemblies have been suspended to be replaced by virtual events hosted by individual classes. • Staff are advised to remove their work clothes when they get home and shower thoroughly. Clothes should be washed straight away. • Communal dining suspended 	<p>Social Distancing</p> <ul style="list-style-type: none"> • Bus escorts and drivers not allowed into school staff collect pupils from buses. (Protocol agreed with SEN transport for drop off and pick up of pupils and maintaining social distancing on buses) • Staff breaks staggered to reduce number of staff in designated staff break areas. • Staff encouraged to take breaks in outdoor seated areas.

<ul style="list-style-type: none"> • Social distancing marking applied to entrance areas for escorts/parents to adhere to • Social bubbles (whole school / base and Class groups to minimise interactions). 	<ul style="list-style-type: none"> • Pupils will not wait in the hall for buses at the end of the school day. They will remain in their classrooms until called for their bus. • Playtimes will be staggered to reduce the number of children and adults outside on the playgrounds. (Areas zoned for Base use) • Staff will be asked/instructed not to car share with more than 1 other person and face coverings to be worn on the journey • To implement local lock down procedures with wearing of face covering within the building at appropriate times and situations (refer to daily guidance)
<p>Underlying Medical Conditions</p> <ul style="list-style-type: none"> • Parents and staff have been advised to seek guidance from their GP/consultants about the level of risk from COVID-19 and how the risk should be managed. • Admin staff will ensure that all emergency contact details are up-to-date and shared with teachers. • Separate risk assessments completed with school nursing to cover interventions for medical support. 	<p>Underlying Medical Conditions</p> <ul style="list-style-type: none"> • Individual risk assessments to be completed for any staff identified in this category based on most current guidance for vulnerable group. • Risk ranking completed with school nursing team for procedures and support for pupils with additional medical needs when they return to school. • Individual staff risk assessments for vulnerable group (Incl. pregnant staff / BAME cohort if required)
<p>RISK LEVEL: LOW</p>	

<p>Hazard</p>	<p>To Whom</p>
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<p>Suspected or confirmed case in school.</p> <p>Symptoms of Covid-19 are a high temperature or a new, continuous cough. Loss of taste / smell (Anosmia)</p>	<ul style="list-style-type: none"> - Pupils / Pupils from vulnerable groups. - Staff / Staff from vulnerable groups. - Visitors - Wider School Community
Existing Precautions	Additional Precautions
<ul style="list-style-type: none"> • All staff will be alert to the symptoms of COVID-19 and seek advice and guidance from school nursing team and SLT if they have concerns about a pupil or a colleague. • A room will be identified to be set aside only for use in the event of a suspected presentation of symptoms based on risk assessment of the pupil involved. (PE Hall with direct access to outside via fire door default provision) School staff will liaise with nursing staff on site to supervise the pupil until they are collected by their parent. • Adult should wear disposable apron and gloves and waterproof mask. Windows should be opened. • If a member of staff has helped someone who was taken unwell with symptoms described above, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • Once child has been collected and left the site, the classroom should be cleaned using standard cleaning measures and products. • Waste from the clean-up will be double bagged and disposed of immediately. 	<ul style="list-style-type: none"> • Staff or pupil via their family must access testing as soon as possible. • School staff must engage with the 'Track and Trace' service if a positive test is flagged up. • Regular communication with parents to remind them of their duty to keep children at home if displaying signs of illness • Testing kits to be provided to any symptomatic person (staff or pupil who is having difficulty sourcing a test, where resources allow)

RISK LEVEL: LOW

Hazard	To Whom
Suspected or confirmed case in staff member or pupils or staff with a family connected to the school.	<ul style="list-style-type: none">- Pupils / Pupils from vulnerable groups.- Staff / Staff from vulnerable groups.- Visitors- Wider School Community
Existing Precautions	Additional Precautions
<ul style="list-style-type: none">• Staff and family members can now be tested immediately all staff provided with details how to do this.• Pupil or staff member with symptoms to self-isolate for 10 days if tested positive.• Whole family to self-isolate for a period of 14 days in line with Government guidance if test is positive.• Consult PHA website for most up to date guidance.• Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, grab rails.	<ul style="list-style-type: none">• It is recommended that regular contact is made to school via the Class teacher or Headteacher.• Notice displayed on entry asking individuals to declare any recent symptoms for themselves or family members and if they have recently travelled.• Information provided on class dojo to all parents via a poster describing isolation requirements
RISK LEVEL: LOW	

Hazard	To Whom
<ul style="list-style-type: none"> Shortage of staff: Teacher / Classroom Assistants / School Leaders / DSLs /First Aiders Resulting in non-delivery of essential services 	Pupils
Existing Precautions	Additional Precautions
<ul style="list-style-type: none"> Staffing must meet the needs of the student for specific individuals to attend, (including familiarity with the pupil) Staffing must meet the student’s staffing ratios in order to reduce risk to an appropriate level. DSL or deputy DSL to be on site at all times. Workplace First Aider or equivalent to be on site at all times whilst school is operational for pupils. 	<ul style="list-style-type: none"> Headteacher in consultation with SLT to complete daily risk assessment to ensure school / classes can open safely. First aiders to wear gloves apron and mask when treating anyone with a First Aid Procedure. (PPE kept with First Aid kit) All staff advised around public measures now in place and the potential impact of Track and Trace on their attendance for work. Agency staff utilised with appropriate checks on exposure to COVID on entry to the building
RISK LEVEL: LOW	

Hazard	To Whom
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<p>Shortage of support service staff such as: Catering / Caretaker / Cleaners / Admin Staff Resulting in non-delivery of essential services</p>	<ul style="list-style-type: none"> - Pupils - Staff
<p>Existing Precautions</p>	<p>Additional Precautions</p>
<ul style="list-style-type: none"> • SLT able to open and close building and leave site secure. • Capacity within cleaning team to cover for absent colleagues. • Capacity within catering team to cover for absent colleagues and/or to deliver a service 	<ul style="list-style-type: none"> • If self-isolating, but fit for work, staff able to do some work tasks from home. • Convening weekly H&S committee meeting with Bank View (BM and Heads and Deputy Heads) • BM to ensure catering and cleaning contractors have copies of the latest guidance from Government and the LA. • Weekly stocktakes of cleaning and PPE stores and equipment
<p>RISK LEVEL: LOW</p>	

<p>Hazard</p>	<p>To Whom</p>
<p>Pupils returning to school after a prolonged period of time away:</p>	<ul style="list-style-type: none"> - Pupils - Parents
<p>Existing Precautions</p>	<p>Additional Precautions</p>

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| <ul style="list-style-type: none">• Provision of recovery curriculum• School in regular liaison with the DCT and other agencies.• Re-instatement of C.P/Pastoral systems for pupils on site | |
| RISK LEVEL: LOW | |