

JMAT Risk Assessment Preparation V5 ((September 2021) Post step 4 arena)



Document – Covid 19

September 2021 onwards

In September 2021 all schools should be operating in a post Step 4 Arena. Step 4 being the juncture of the governments planned route out of the restrictions imposed upon the public and places of work. By the start of the Autumn Term of 2021, Schools will have more flexibility in terms of their day to day operations. This document aims to set out guidance to underpin risk assessments in setting(s) to be able to continue to prioritise the health, wellbeing and safety of staff and pupils as the restrictions imposed during 2019 and 2020 academic years are removed.

REMINDER: Under The Management of Health and Safety at Work Regulations schools have to carry out suitable and sufficient assessment of risks to:

- Identify what could cause injury or illness (hazards)

- Decide how likely it is someone could be harmed and how seriously (Likelihood)

- Take action to eliminate the hazard, or if this is not possible, control or minimise the risk to an acceptable level (risk)

Coronavirus will still be present as a hazard, however given that the direct clinical risks to children are low and every adult will have had the opportunity to be doubly vaccinated by mid-September, the priority as a Trust is to deliver face to face education for pupils and limit the disruption previous bubble closures has caused.

As the government guidance is revised, schools may need to apply revisions to their risk assessment(s) in light of potential changes, local outbreaks and reacting to public health instruction. The Trust will implement the plans should further restrictions or local lockdowns be instructed

As such the following risk assessment preparation will enable a full school opening, learning lessons from the mitigations previously applied.

An Understanding of:

Risk Assessment – Placing proportionate control measures against hazards encountered in the workplace. As circumstances change and public health advice changes, Risk Assessments should be reviewed and include contamination controls. SLT should plan to review the Covid Safe RA, at least termly for 2021/22 academic year.

Test and Trace/Isolation – In September, children under the age of 18, will no longer be required to isolate if they are contacted by NHS Test and Trace. Those identified by NHS Test and Trace as being in close contact with a positive case will be asked to undergo a PCR test. NHS Test and Trace will instruct the isolation period for these individuals.

Removing Bubble Integrity – Schools will return to “normal practice” but may consider staffing limitations (particularly in the Autumn Term) so that a reactive return to minimised cross contamination of areas for staff and pupils, should there be an outbreak as determined by PHE.

COVID SECURE MEASURES are now:

The hierarchy of control measures in our Covid-19 defence:-

1. Hand Hygiene
2. Increased Hygiene Regime in setting (additional cleaning)
3. Engagement with Vaccine Programme by all staff
4. Observing NHS Test and Trace instruction and updated Infection Control Policy
5. Bubble integrity and minimising access to communal areas as and when instructed
6. Use of PPE.

STAFF	WHOLE CLASS BUBBLE – Sept 2021 onwards
<p><i>Shielding Advice is no longer in place</i> Vulnerable staff</p>	<p>All Staff should be in setting to undertake their role and responsibilities.</p> <p>Schools must identify those staff who were previously considered CEV – as these may be subject to further shielding as a control measure if PHE inform a local or national outbreak.</p> <p>School must seek to:</p> <ul style="list-style-type: none"> • Provide appropriate (where necessary) adjustments in relation to work commitment(s) • Make reasonable adjustments to support any additional need • Understand the vaccine status of all staff/adults in setting
<p>Testing - LFD</p>	<p>Staff, the cleaning team and the caretaker are encouraged to continue to undertake the twice weekly LFD testing commencing Friday 27th August 2021 ahead of return to setting in the new academic year. This will be reviewed in line with PHE guidance by half term OCT.</p>

<p>Pregnant women After 28 weeks the specific individual “new and expectant mother” RA should be reviewed</p>	<p>Once a member of staff has told you they are pregnant, you should carry out a specific risk assessment as per usual practice.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Collaboratively adjust their work to avoid unnecessary stress and strain • Reasonable adjustments to work to minimise risks. • During third trimester revisit levels of risk prevalent in setting to determine next steps, include GP/midwife recommendations.
<p>Wellbeing</p>	<p>Staff Wellbeing is a priority within the Trust and every effort to share appropriate resources and signposting will be made on a case by case basis. Supervision will be provided to Key Personnel in the event of further disruption due to locally or nationally informed events.</p>
<p>PRACTICAL APPLICATION</p>	<p>WHOLE CLASS BUBBLE – Sept 2021 onwards</p>
<p>Balancing perceptions and reality of transmission rates of Covid 19 Arrival and Departure</p>	<p>School gates will open in the morning at 8:40am and close at 8:50am and they will open at 3pm for collection. Separate bubble times will not be allocated.</p> <p>Members of Senior Staff or admin team will be available for safeguarding at the front of school whilst the gates are open.</p> <p>The one-way system will stay in place with families walking around the building to drop off/collect their children.</p> <p>Families will continue to queue to get into school – school will provide spots that are 2m apart to separate families – this will be reviewed at the end of September as we know more about the ‘new normal’ and transmission rates.</p> <p>Staff will be expected to sanitise their hands in the entrance hall on their way into and out of the building and use their own pen for signing in and signing out.</p>
<p>Classrooms Removal of Bubble Integrity</p>	<p>Staffing will be kept as consistent as possible within year group phases, however, the cover teacher and HLTAs will be required to work across different phases in school in order to cover PPA, management time and illness.</p> <p>Staff who have refused the vaccine, will be encouraged to get themselves vaccinated however if they choose not to vaccinate, they do so at their own risk.</p> <p>A member of staff in each bubble will be expected to wipe all desks, door handles and taps in the classroom hourly. Bubbles have been provided with cleaning schedule checklist to follow to ensure the correct level of cleaning is</p>

	<p>sustained. The schedule will be completed each day, signed and filed in a cleaning file which will be stored in each classroom.</p> <p>If a shared area is used, such as the library, staff will wipe down all surfaces after they have used the room.</p> <p>Children and staff will be expected to wash/sanitise hands on arrival, break, before lunch, after lunch and before they go home. Staff to ensure that hand washing is done correctly. Parents may send the child with their own soap or moisturiser if preferred as long as it is clearly labelled with their name.</p> <p>External classroom doors and windows can be propped open to allow good ventilation into the classroom. Internal classroom doors should remain shut at all times as these are fire doors. In the colder months, at least 1 classroom window should remain open at all times, although this can be rotated to balance out which children are sitting next to the draft and ensure a comfortable temperature.</p> <p>Desks can be either grouped or forward facing, whichever is most conducive to learning.</p>
<p><u>Office Spaces</u></p>	<p>Shared office spaces should be ventilated by opening the window(s) whenever in use by more than one person.</p>
<p><u>Toilets</u></p>	<p>Different year groups will be allocated to different toilet blocks</p> <ul style="list-style-type: none"> - Foundation Stage will use the toilets within their unit - Y1 and Y2 will all use the Infant toilets -Y3, Y4, Y5, Y6 will all use the junior toilets <p>Toilet visits should where possible, be restricted to a whole class set toilet times.</p> <p>All children will be expected to wash their hands after going to the toilet. Staff will closely monitor this and challenge anyone who hasn't. Staff will support handwashing for the children in FS and KS1.</p> <p>Toilets will be cleaned by the cleaning team after school and also before lunch and after lunch as part of the reactive clean.</p> <p>Sanitising spray and antibacterial wipes will be available for use in the upstairs toilet and it will be recommended to all groups using the space that they sanitise the space at regular intervals.</p>

	<p>Staff toilets will continue to follow the cleaning protocol that is displayed on the wall. Visitors to school will be allowed to use these toilets however, will be requested to follow the cleaning protocol.</p>
<p><u>Lunchtimes</u></p>	<p>There will be 3 separate eating zones in the dining hall. Foundation Stage will have lunch at 11:45am and sit in Zone 1 and must be finished for 12:15pm. Key stage 1 will have lunch at 12:00noon and sit in zone 2 Lower Key Stage 2 will have lunch at 12:10 and sit in Zone 3 Upper Key Stage 2 Will have lunch at 12:20 and sit in Zone 1</p> <p>Staff from each key stage must sanitise all the tables and chairs after the children have finished eating Foundation stage will play in their own outdoor areas during lunchtime.</p> <p>The other areas around school used at lunchtime will be zoned and different phases will rotate around them so that they have access to all areas each week. The Sports Coach will take the lead on zoning the areas and ensuring staff use these areas appropriately.</p> <p>Staff are to use their learning pods for their break out rooms.</p>
<p><u>Outside Playtimes</u> <i>Transmission rates are reduced outdoors</i></p>	<p>There will be 3 different zones for different age phases to play in. The phases will be FS, Y1 and Y2, Y3 and Y4, Y5 and Y6. EYFS will remain in their external area and forest school for their play and lunchtimes.</p> <p>The KS1 and KS2 phases will rotate around the three zoned areas. One of the zones will include forest schools but this will be at a different time to FS.</p>
<p><u>First Aid</u> There will be a need to minimise direct contact with children. <i>See First Aid Policy and Intimate Care Policy</i></p>	<p>Typical response to First Aid requirements remain. PPE will be provided and encouraged for staff to use when dealing with Intimate Care of a pupil or first aid. This includes, Mask, Apron, Gloves and Visor.</p>
<p><u>Symptoms and Positive Test</u></p>	<p>If anyone in our school community develops symptoms of coronavirus, they should not come onto school premises and should immediately seek a PCR test. School should be kept informed of the action taken and outcomes of the test so that they can respond appropriately.</p>

	<p>If a child presents in school with one of the COVID-19 symptoms (continuous cough, a high temperature or loss of taste or smell), a member of support staff will:</p> <ol style="list-style-type: none"> 1. Wash their hands 2. Don full PPE (gloves, apron, face mask and visor) 3. Escort the child into the medical room avoid crossing anyone else 4. Open all windows in the medical room 5. Remain with the child until they are collected. 6. A member of the office staff will phone home to arrange for someone to collect the child as soon as possible. 7. Once the child has left, the member of staff must remain in full PPE and clean the medical room 8. Doff the PPE and dispose of in a medical bin 9. Place a sign on the door so that people know it has been used for a possible case. 10. Other people must not enter the room after use unless it is for another possible case. 11. Family instructed to get a test for their child. <p>The art room is used for the Medical room</p> <p>PPE donning and doffing instructions can be found at the end of this risk assessment.</p> <p>Schools will follow NHS Test and Trace incorporated into the Infection Control Policy and will NO LONGER BE REQUIRED TO ISOLATE AS BUBBLES. Contacts will be identified by the individual, however school will support if requested to by NHS Test and Trace.</p>
<p><u>Remote Learning</u></p>	<p>Access to remote learning should be made, if the isolating pupil is well enough to engage.</p> <p>Please see home learning policy September 2021</p>
<p><u>Educational Visits</u></p>	<p>Educational visits will be permitted including overnight stays. All visits will be planned and risk assessed in the usual manner by the lead teacher in charge of the visit. Visit risk assessments must consider:</p> <ul style="list-style-type: none"> • What staff will do if a child shows symptoms whilst on the visit. • What PPE will be taken on the visit • How track and trace systems can be managed • Masks to be recommended in internal visits • COVID requirements of the venue <p>School will only book visits that have some COVID security against cancellation.</p>

<u>Pupils</u>	<p>Safeguarding concerns will be monitored in the usual manner</p> <p>First Aider to be on site at all times</p> <p>DSL to be available at all times</p> <p>Pupils to be supported in the usual ways by staff and systems in school</p>
<u>Behaviour and Expectations</u>	<p>PSHE lessons will be taught 3 times a week and ROAR strategies will be used daily with all children. Children who demonstrate SEMH concerns will access additional ROAR sessions tailored to their needs. See Behaviour Policy 2021.</p>
<u>Assemblies - gatherings</u>	<p>During September, assemblies will not take place whilst leaders establish COVID transmission rates and purposeful assembly rota.</p>
COMMUNICATION	WHOLE CLASS BUBBLE – Sept 2021 onwards
<u>SLT School</u>	<p>Regular SLT and staff meetings will commence in person, maintaining social distancing where possible.</p>
<u>Staff</u>	<p>Policies and Procedures including Risk Assessments will be communicated using RecordMY /Safeguard as must reads and/or paper copies circulated to those without access</p>
<u>Parents/pupils</u>	<p>Letter will be sent to parents to share this information before the end of the summer term 2021 and will be sent again on INSET day 1 September 2021.</p> <p>The risk assessment will be placed on the website.</p> <p>Parents will be regularly reminded of key information via newsletters, letters, text and email.</p>
<u>Attendance</u>	<p>Where to obtain LFD tests and links to PHE guidance will continue to be shared with all stakeholders.</p> <p>Attendance is mandatory, any absence related to Covid should be recorded as code X</p> <p>Meetings with parents whose children fall into PA category will take place face to face with social distancing where possible. Wearing masks in this situation will be recommended but not enforced.</p>

<p><u>Governance</u></p>	<p>Governors will be communicated with regularly. Chairs of governors are involved in key decisions on reopening with LA and DfE informed of all plan at Trust level</p> <p>Governors are kept up to date – Chair of Governor should disseminate information to whole LGB</p> <p>Autumn term 1 meetings will be face to face where possible with social distancing and good ventilation but hybrid will be available to encourage attendance for those that are anxious or have difficulties attending.</p>
<p><u>Professional meetings</u></p>	<p>Professional meetings will continue online where it will not have a negative impact on the wellbeing or learning of the child.</p> <p>Face to face meetings will be permitted with social distancing where possible and good ventilation.</p> <p>All professionals to sanitise or wash their hands upon entry to the school and exit from the school.</p>
<p><u>Visitors to school</u></p>	<p>All visitors to sanitise or wash their hands upon entry to the school and exit from the school.</p> <p>All visitors are requested to do a lateral flow test before entering the school, however this will not be enforced.</p>
<p><u>Professionals in school</u></p>	<p>All professionals are welcome in school if contributing to educational or wellbeing outcomes of the children.</p>