

COVID-19 – Full Return to School (March 8th 2021) Risk Assessment

Saint Felix School

As of 3rd March 2021

Purpose of this document:

The UK. Gov has pledged to keep schools open so as to provide “a full educational experience for children”. The core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees” remains as does the obligation to risk assess and implement relevant control measures. This updated Risk Assessment aims to set out the risks associated with testing asymptomatic staff and pupils in Saint Felix School from January 2021.

The information used is drawn from:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/967139/Schools_coronavirus_operational_guidance.pdf (applies from 8th March)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment>

This Risk Assessment is considered active and monitored on a regular basis. It will be formally reviewed and up-dated in line with experience and changes or adaptations in Government/DFE information.

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Custodian(s)	Headteacher - James Harrison, Bursar - Paul Jochimsen, Safety Officer - R Kay
Review Dates	First Review – 15/03/21 , 2nd Review 26/03/21 3 rd review

Any amendments on review to a current document will show in green highlight

IDENTIFYING, EVALUATING AND MANAGING RISKS FOR ACHIEVING A SEPTEMBER RETURN TO Saint Felix School FOR ALL PUPILS

COMPLETING THE RISK MATRIX:

LEGEND	
I	Impact
P	Probability
I x P	Risk Rating

To establish the risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5). The tables below are for guidance on risk rating scores.

Impact (or Consequence)	
Description	Indicators
5 (Major)	The risk has a major impact if realised
4 (Significant)	The risk has a significant impact if realised
3 (Moderate)	The risk has a moderate impact if realised
2 (Minor)	The risk has a minor impact if realised
1 (No consequence)	The risk has no consequence impact if realised

Probability (or Likelihood)	
Description	Indicators
5 (Very Likely)	The risk will emerge
4 (Likely)	The risk should emerge
3 (Unlikely)	The risk could emerge
2 (Very Unlikely)	The risk is unlikely to emerge
1 (Impossible)	The risk will not emerge

Score	Risk Description	Action Required
25	Extreme Risk	<ul style="list-style-type: none"> ▪ Immediate escalation to Headteacher for risk control activities
20 - 15	High Risk unacceptable	<ul style="list-style-type: none"> ▪ Risk to be actively managed with appropriate risk control activities
12 - 6	Medium Risk –	<ul style="list-style-type: none"> ▪ Take appropriate action to manage the risk - Monitor carefully
5 and below	Low Risk - acceptable	<ul style="list-style-type: none"> ▪ Risk to be removed from register with monitoring activity to assess changes in risk rating

Hazard/Risk Description	I	P	Risk Rating	Risk Control(s)	Lead for Risk Control Activities	Risk Rating following controls
School fails to comply with latest government advice and up-dates with regard to keeping employees	3	3	9	<p>All employers are required by law to protect their employees, and others, from harm. Under the Management of Health and Safety at Work Regulations 1999. School closely reviews government up-dates and guidance and reviews procedures regularly.</p> <p>SLT consistently review and up-date their operations in line with UK Government up-dates and guidance.</p> <p>Changes and the testing process and details reviewed by the Head and Bursar. Testing process and details shared with insurers.</p> <p>There is active engagement with the local Health Protection Team (HPT). Head and Bursar review the testing engagement handbook and check if the school has the latest guidance and templates.</p> <p>Results of review into the effectiveness of control measures shared with staff/parents.</p>	<p>Head</p> <p>Bursar</p> <p>COVID19 Lead</p> <p>Deputy Head</p>	
Increased risk of transmission and ill health from existing and new coronavirus variants.	5	3	15	<p>All existing systems and safeguards as Original and Reviewed Risk Assessments Sept 2020 onwards, (current on the school web site), remain in place and in line with local and national lockdown requirements. These will include previous reference to:</p> <p>Strict use of face covering by yr7 pupils and above and staff when moving around, inside school and in classrooms when social distancing is not feasible.</p> <p>Continued use of bubbles for year groups and movement restrictions in place.</p> <p>Cleaning regimes of all touch points.</p> <p>Sanitising points refreshed regularly.</p> <p>Enhanced Cleaning regime.</p> <p>Emphasis on COVID-19 Personal Hygiene Advice.</p> <p>Following social distancing rules wherever possible.</p>	<p>COVID-19 Lead</p> <p>Head</p> <p>Deputy Head</p> <p>Bursar</p> <p>Safety Officer</p>	

				<p style="text-align: center;">A. MEASURES ADOPTED TO SUPPORT THE <u>PREVENTION</u> OF TRANSMISSION MUST INCLUDE:</p> <p>1. Ensuring that individuals who may be required to self-isolate do not attend school i.e.</p> <p>When an individual develops coronavirus (COVID-19) symptoms or has a positive test: Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • They have one or more <u>coronavirus (COVID-19) symptoms</u> • They or a member of their household (including someone in their <u>support bubble</u> or <u>childcare bubble</u> if they have one) has coronavirus (COVID-19) symptoms • they are required to <u>quarantine having recently visited countries outside the Common Travel Area</u> • they have had a positive test <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a <u>Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test</u>) • Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate. <p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, will not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive 	<p>COVID-19 Co-ordinator</p>	
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			<ul style="list-style-type: none"> • they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) • they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) • they have tested positive from an LFD test as part of a worker programme <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 or smell (anosmia), they:</p> <ul style="list-style-type: none"> • must go home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days. Existing school protocols for collection and advice for boarders or any persons and their families showing symptoms will apply. <p>2. Ensuring face coverings are used in recommended circumstances i.e:</p> <ul style="list-style-type: none"> • Where pupils and students in year 7 and above (and their equivalents) are educated, the recommendation is that face coverings should be worn by staff, pupils and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils and students when outdoors on the premises. • In addition, it is now also recommended that in those settings where pupils and students in year 7 and above (and their equivalents) are educated, face coverings should be worn in classrooms, in other learning environments such as workshops, and during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. • In primary school settings, the recommendation is that face coverings should be worn by staff and adult visitors in situations where social 	<p>Head Deputy Head</p> <p>All Staff</p> <p>Dep Head All Staff</p>	
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			<p>distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</p> <ul style="list-style-type: none"> • recommendations for the wearing and removal of face masks will be maintained; <p>A small contingency supply will be available for people who:</p> <ul style="list-style-type: none"> • are struggling to access a face covering • are unable to use their face covering as it has become damp, soiled or unsafe • have forgotten their face covering <p>No pupil should be denied education on the grounds that they are not wearing a face covering and the usual exemptions will apply,</p> <p>3. Providing regular opportunities for pupils and staff to wash and sanitise hands</p> <ul style="list-style-type: none"> • when they arrive at the school • when they return from breaks • when they change rooms • before and after eating <p>Promotion of good respiratory hygiene using the ‘catch it, bin it, kill it approach’;</p> <p>4. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents must be maintained.</p> <p>This will include:</p> <ul style="list-style-type: none"> • frequent cleaning of rooms or shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • cleaning toilets regularly • encouraging pupils to wash their hands thoroughly after using the toilet 	<p>Bursar</p> <p>Cleaning Manager</p> <p>Dep Head</p> <p>Dep Head</p> <p>Transport Manager</p> <p>Hd of Boarding</p> <p>All staff</p> <p>Reception staff</p> <p>Estates supervisor</p>	
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			<ul style="list-style-type: none"> • allocating different groups their own toilet blocks <p>5. Minimising contacts and mixing between people, this will include: Keeping groups separate (in 'bubbles') and through maintaining distance between individuals. Mixing will be allowed in wider groups for:</p> <ul style="list-style-type: none"> • specialist teaching • transport • boarding pupils who may be in one group residentially and another during the school day <p>All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. 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. The number of interactions or changes will be minimised wherever possible.</p> <p>Classrooms will be organised, and behaviours adopted to ensure wherever possible social distancing can take place and the sharing of equipment minimised. Increased hygiene protocols to minimise the risk of transmission will operate in Early Years where social distancing may not be feasible.</p> <p>The use of the staff room and shared spaces will be minimised. Mealtimes will be staggered to allow time for surface cleaning. Separate entrances and exits will be used where possible.</p> <p>Designated school transport has its own risk assessment that includes the requirement for pupils to wear a mask when on the minibus, to sanitise hands before boarding, to ensure the bus is ventilated via open windows and to board and disembark through the routine of seating from the rear or seating 'first off' at the front. All touch points sanitised after a journey.</p>	
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			<p>Key contractors e.g. regular delivery services, will be informed about the school's control measures and ways of working.</p> <p>Where visits can happen safely outside of school hours, they should, otherwise visitors on site will be kept to an absolute minimum. Physical distancing and hygiene will be explained to visitors on or before arrival. A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment shall be cleaned frequently and after the use of a group or bubble.</p> <p>Pupils shall limit the amount of equipment they bring into school each day.</p> <p>6. Keeping occupied spaces well ventilated</p> <p>When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <ul style="list-style-type: none"> natural ventilation can be achieved by opening windows (in cooler weather just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). <p>Opening internal doors can also assist with creating a throughput of air.</p> <p>If necessary external opening doors may also be used (as long as they are not fire doors, where safe to do so, and where security is not breached)</p>	<p>All staff</p> <p>Estates staff</p> <p>Medical staff</p> <p>Early years staff</p>	
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			<p>Additionally:</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) • rearranging furniture where possible to avoid direct draughts <p>7. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</p> <p>Most staff will not require PPE (masks are not considered as PPE) beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</p> <p>PPE may be needed if a pupil has Covid-19 symptoms and 2mtr distancing cannot be maintained.</p> <p>8. Promote and engage in asymptomatic testing. The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus. <i>See separate Risk Assessment</i> and procedural systems in place which have a focus on regular testing for staff and pupils above the age of eleven.</p> <p>9. Self-Isolation & Shielding The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further</p>	<p>Covid-19 Lead/Co-ordinator</p> <p>Covid -19 Lead/Co-ordinator</p> <p>Bursar</p>	
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			<p>notice. They are advised not to attend school while shielding advice applies nationally. All 16- to 18-year-olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated.</p> <p>Staff who are clinically extremely vulnerable (CEV) are advised not to attend the workplace and work from home if possible. Staff who are CEV will previously have received a letter from the NHS or their Consultant/GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take.</p> <p>The shielding guidance is reviewed regularly. CEV individuals will be advised in advance of any extension or end date to inform them of changes or continuation of the guidance.</p> <p>CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation.</p> <p>Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated. This may change as there is further data on the effects of vaccination.</p> <p>10. Pupils travelling from abroad</p> <p>Where pupils travel from abroad the rules will be explained to pupils and their parents before they travel to the UK.</p> <p>Anyone who is not a British or Irish national, or who does not have the right to reside in the UK, who has travelled from or through a 'red list' country in the previous 10 days, is not permitted to enter the UK and should be told not to travel.</p>	<p>Head of Boarding</p> <p>COVID-19 Coord</p>	
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			<p>Where pupils (and their parents or guardians or family member) meet the UK entry requirements and have travelled from or through a 'red list' country in the previous 10 days, they must quarantine in a managed quarantine hotel for 10 days. Pupils travelling to England from other, non-red, list countries will need to quarantine at their place of residence or other suitable place and purchase a home testing package, with coronavirus (COVID-19) tests to be taken on days 2 and 8 after arrival to support the UK's genomic sequencing programme.</p> <p>Before travelling, everyone must:</p> <ul style="list-style-type: none"> • take a coronavirus (COVID-19) test and get a negative result during the 3 days before they travel • book and pay for a travel test package, which will include coronavirus (COVID-19) tests to be taken on day 2 and day 8 of their quarantine • complete a passenger locator form before arrival, with details of where they will quarantine when they arrive and the travel test package booking reference number. <p>Where arriving from a red list country, permitted travellers will be met on arrival in England and transported directly to their quarantine hotel. Further information is provided in what to expect in quarantine guidance. When they arrive at the managed quarantine hotel, they will be required to quarantine in their room for 10 days. We will need to explain to parents that they will need to put in place arrangements to ensure they or a guardian, or family member accompanies their child at all times, including whilst they are in quarantine. This may be a parent or guardian, or family member who has accompanied their child when travelling to England, or a different parent, guardian or family member who will need to join and stay with their child in quarantine. Where parents are unable to travel with their child or provide a guardian or family member to quarantine with their child, we should advise them not to travel. The costs of isolating in a hotel will be borne by the parent and are currently set at £1,750. There are reductions for adults and children sharing a room.</p>	Covid-19 Lead/Co-ordinator	
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			<p>Where pupils have travelled to England from a country from where travel is permitted, they are required to quarantine in their own accommodation for 10 days. We should have plans for the collection and transfer of these pupils from their point of arrival and put in place suitable arrangements for their self-isolation which will be in the school's boarding accommodation. We may also want to consider whether the test to release scheme is appropriate for these pupils.</p> <p>A. RESPONDING to an infection</p> <p>Action will be required when there is evidence that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.</p> <p>To respond to a positive case, the school shall follow the government operational guidance and contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>The school will work with the PHE advice service (or PHE local health protection team if escalated) to develop the actions to take.</p> <p>Further information on procedures is set out in Schools Coronavirus Operational Guidance 010321.</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak.</p> <p>The dedicated advice service must be called who will escalate the issue to our local health protection team where necessary and advise if any additional action is required.</p>		
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School fails to maintain Health & Safety, Security and Safeguarding requirements	3	3	9	<p>Fire safety management plans will be reviewed and checked in line with operational changes. Checks will ensure that:</p> <ul style="list-style-type: none"> • all fire doors are operational at all times • the fire alarm system and emergency lights are tested and are fully operational <p>Emergency drills shall be carried out as normal (following social distancing as appropriate), making adjustments to the fire drill to allow for social distancing as appropriate.</p> <p>Exterior doors that could allow unauthorised access must remain in locked condition unless used as a supervised entry or exit point.</p> <p>The school will continue to have regard to the statutory safeguarding guidance <u>keeping children safe in education.</u></p>	<p>DSL</p> <p>Safety Officer</p> <p>Estates Supervisor</p>	
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