

Rowner Infant School

RISK ASSESSMENT – OPEN TO ALL PUPILS

Reviewed 27th January 2022

Location: Rowner Infant School

Activity being risk assessed: The Prime Minister announced on 19 January that the temporary introduction of Plan B is to end. As a result, the Plan B measures guidance for schools are being removed. This advice remains subject to change as the situation develops.

Assessment Date: 27th January 2022 – to be updated and reviewed regularly

Identify the people at risk

Employees: YES

(ITT trainees will be considered as 'staff' for the purposes of this Risk Assessment)

Children: YES

Parents: YES

Visitors: YES

Contractors: YES

The Government have provided us with guidance to support our planning, which can be found here:
[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101222/schools-covid-19-operational-guidance)

The guidance recognises that the plans and changes that we make to the running of the school will look different in each setting as they will be prepared with the children, context and capacity of the staff and the environment in mind. The above guidance recognises that, 'the risk of children themselves becoming severely ill from Coronavirus is very low' (Gov. UK July 2nd 2020). The plans that we have made not only take practical issues into consideration, but also include consideration of the pupils' mental health and well being.

General Principles to our Planning:

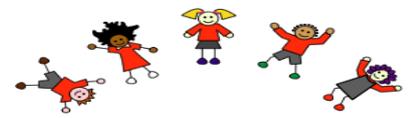
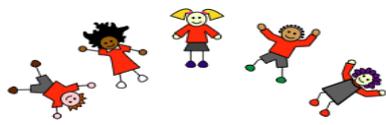
The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 19 January that the temporary introduction of Plan B is to end. As a result, the Plan B measures in this guidance for schools are being removed. This advice remains subject to change as the situation develops.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach



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5) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 applies in specific circumstances.

Response to any infection:

6) engage with the NHS Test and Trace process

7) manage confirmed cases of coronavirus (COVID-19) amongst the school community

8) contain any outbreak by following local health protection team advice

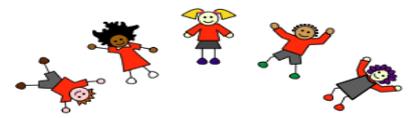
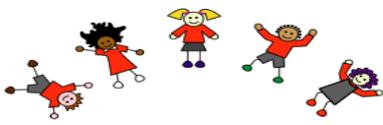
Numbers 6 to 8 must be followed in every case where they are relevant.

(Gov. UK, August 7th, 2020)

Medical Information

- The guidance states that if an adult or child has a **high temperature** – this means they may feel hot to touch on their chest or back (you do not need to measure their temperature) or has a **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours, the person will need to follow the isolation guidance.
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell and taste different to normal.
- If a child develops a temperature at school (they feel hot to touch on their chest or back) or a continuous cough, or a change to their sense of smell or taste, parents will be telephoned to collect their child and strongly encouraged to arrange an LFT.
- If the LFT is positive, they should self-isolate.
- **It is now possible to end self-isolation after 5 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the fifth day.**
- Children and staff must remain at home for at least 5 days (return to school on day 6 following a negative LFT) and at least 48 hours after their temperature has gone.
- In the event of a phone call home to collect a child due to them being unwell or due to a first aid incident, ***parents will be required to collect their child IMMEDIATELY.*** There is an expectation of all parents to ensure prompt collection takes place.
- In these cases children and adults needs to follow the latest guidance [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)
- Pupils, staff and other adults must not come to school if they have Coronavirus symptoms as above or have tested positive in the last 5 days. Anyone developing these symptoms during the school day will be sent home.
- People with symptoms should take an LFT.

If you are aged 5 years and over and **live in the same household as someone with COVID-19**, you are strongly advised to:



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- take an LFD test every day for 7 days, or until 10 days after the household member who has COVID-19 started their self-isolation period if this is earlier
- take this daily LFD test before you leave your home for the first time that day

We know that, in most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.

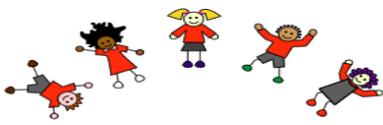
If a parent or carer insists on a pupil attending our school, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Our decision would need to be carefully considered in light of all the circumstances and current public health advice.

Please note that, in accordance with DfE guidance, we will no longer be required to have the following measures in place:

- Bubbles – children will be able to mix freely and this will include a return to communal toilets and face to face assemblies in the hall. This will be reviewed regularly depending on the current number of cases in school.
- Staggered start and finish times

Identify hazard			
1.Risk of spreading virus due to poor ventilation resulting in indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
1. Ensure good ventilation in classrooms (doors and windows open when possible). 2. Where possible, learning will be encouraged outside 3. CO2 testing monitors were introduced by the government during the Autumn term to enable school to check the air quality and, if needed, take action to improve ventilation further by opening windows.			
Level of Risk Following Control Measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard			
2.Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			



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1. Hand gel dispenser area in front lobby and by staff room corridor.
2. Extra hand gel ordered and each class has their own supply.
3. Extra soap dispensers and re-fills in each classroom.
4. More regular hand washing to be encouraged throughout the school day. Children hand-wash or hand gel on entry to school, after break, before lunch, after lunch, using the toilet and any time they cough or sneeze.
5. Children taught the importance of ‘catch it, bin it, kill it’.
6. The [e-Bug website](#) includes materials to encourage good hand and respiratory hygiene.
7. Handwashing routines to be built into school culture and expectations made clear to all children and adults.
8. Timetables allow time for all children to wash hands before and after lunch, after break. Hand gel used as an alternative. Sinks in classrooms to be used as well.

Level of Risk Following Control Measures

HIGH	MEDIUM	LOW	NEGLECTIBLE
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Identify hazard

3.Risk of infection due to lack of cleaning resulting in indirect transmission of the virus

Existing level of risk

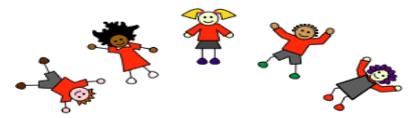
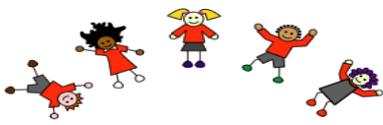
HIGH	MEDIUM	LOW	NEGLECTIBLE
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Control measures

1. Daily cleaning of rooms and shared areas
2. Class staff to clean and disinfect frequently touched areas (eg door handles) before lunch times start and after lunch times end (standard cleaning products to be used – Virucide spray).
3. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
4. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
5. A fogger has been purchased to fog each classroom and the hall. This will be done at least weekly. PPE **must** be used when using the fogger. Classrooms must be left empty for 45 minutes to an hour after the fogger has been used

If there has been a confirmed case in school we will:

- a) Clean the area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left as this will reduce the risk of passing the infection on to other people.
- b) Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- c) Use disposable cloths to first clean hard surfaces with warm soapy water. Then we will disinfect these surfaces with the cleaning products we would normally use. We will pay attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and door handles.
- d) If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), we will consider using protection for the eyes, mouth, and nose, as well as



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wearing gloves and an apron.

- e) We will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

Level of Risk Following Control Measures

HIGH	MEDIUM	LOW	NEGLIGIBLE
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4.Risk of infection due to the relaxing of restrictions resulting in direct transmission of the virus

Existing level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE
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Control measures

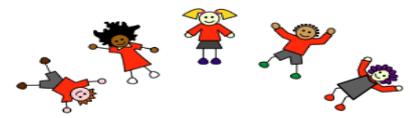
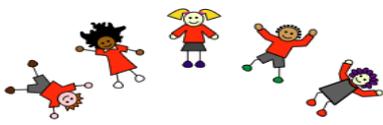
DfE guidance published on 16th August states that ***'we no longer recommend that it is necessary to keep groups apart as much as possible'*** and that ***'any decision to recommend the reintroduction of keeping groups apart would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education and childcare'***.

1. ALL children will start and finish school at the same time.
2. We will still encourage that only one adult comes on site at start and end of day.
3. It is no longer mandatory for ALL adults (including parents and carers) to wear a face covering when entering the school grounds. However, they may still choose to wear one.
4. It is no longer mandatory for face coverings will be worn by staff and adults (including visitors) when moving around in corridors and communal areas.
5. Visitors will still be asked to wear a face covering when inside the building (office area and communal areas).
6. Children in different classes will continue to mix. Different year groups can also mix but this should be carefully planned and kept to a minimum to begin with. Ad-hoc and informal mixing should not take place. Bubble system may need to return as part of contingency plan in the event of an outbreak.
7. The children will continue to have their own year group spaces outside at lunchtime and playtime.
8. Year R will eat in the hall at lunchtime, Year 1 and 2 will continue to eat in class. Lunch will be served by the kitchen staff onto a plate (rather than already being put into a container)
9. Face to face assemblies will restart in the hall for KS1. Year 1 and 2 will be seated at a distance of at least one metre from each other. This will be regularly reviewed in accordance with current Covid levels in school and a return to virtual assemblies will be introduced if needed.
10. Toilets for the children and adults will be communal as will the staffroom. Staff wishing to use a different space can use the PPA space or the old library space. A kettle and microwave will remain in these spaces. All areas must be kept clean and dirty plates etc must be put into the dishwasher.
11. Children will no longer need to wear a PE kit to school on a PE day and instead will bring one into school to change into. Year 2 will still wear a PE kit to school because of their shortened afternoons.

Level of Risk Following Control Measures

HIGH	MEDIUM	LOW	NEGLIGIBLE
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Identify hazard



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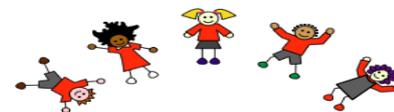
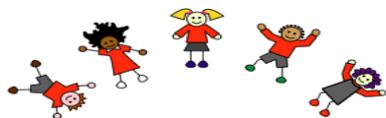
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5.Risk of infection due to staff member being asymptomatic resulting in indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Staff will continue to carry out twice weekly testing at home on a Wednesday and a Sunday. This will be reviewed by the government regularly. 2. If staff member has positive test result they will isolate immediately 3. Track and Trace will be informed and close contacts will be advised by them about actions to take. 4. School staff have been strongly advised to get the Covid 19 vaccine. 			
Level of Risk Following Control Measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
6.Risk of infection – administrating First Aid/Intimate Care			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. In the event of first aid administration and contact needs to be made, PPE must be worn as appropriate. First aid must take place in the first aid room. 2. We have a small number of children who will need help with intimate care, due to their more frequent toileting needs. We will continue to provide this care with a Care Plan and with the correct PPE (it will not be carried out until both of these are in place). 3. If children have a toileting accident and no other signs of being unwell, they may be supported to change themselves in the accessible toilet and may stay in school. The First Aider and a member of SLT will need to be informed to make this decision. 			
Level of Risk Following Control Measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
7.Risk of illness-if a child or adult becomes unwell			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE



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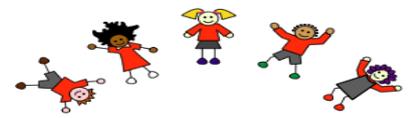
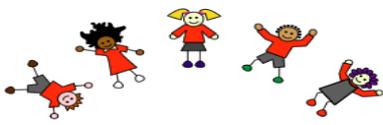
Control measures

1. If a child is awaiting collection with COVID 19 symptoms, they should be moved, if possible and if appropriate, to the lobby. A window or door should be opened for fresh air ventilation if possible. The child will need to be supervised from an appropriate distance in this area. If it is not possible to isolate them here, move them to an area which is at least 2 metres away from other people eg the Medical Room. **PPE must be worn.**
2. If a child or staff member becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult
3. If they need to go to the bathroom while waiting to be collected, they should use the Year 2 staff toilet. This toilet should be out of action, cleaned and disinfected using standard cleaning products before being used by anyone else. This will be marked with a 'Do not use' sign until it has been cleaned.
4. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
5. The child or adult who has shown symptoms must self-isolate for at least 5 days and arrange to have a test.
6. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of a positive COVID-19 case and any of the following apply:
 - they are fully vaccinated.
 - they are below the age of 18 years 6 months
 - they have taken part in or are currently part of an approved COVID-19 vaccine trial
 - they are not able to get vaccinated for medical reasons

Instead they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.

7. Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.
8. Staff who do not need to self-isolate, and children who usually attend the setting, and have been identified as a close contact, should continue to attend the setting as normal.

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)
(www.gov.uk)



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9. If someone who has attended school has tested positive for Coronavirus, school will contact the local health protection team who will work with school to manage the case.

If the test is positive, they should inform their setting immediately and self-isolate for at least 5 days from the onset of their symptoms.

10. PHE is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying the virus. However, we do have a non-contact thermometer in school that can be used if the need arises or we have concerns about a child or adult.

11. If school has 5 or more confirmed cases within 10 days or an overall rise in sickness absence where coronavirus is suspected, we will follow our **Covid Outbreak Contingency Plan** and work with our local HPT who will advise if additional action is required.

Level of Risk Following Control Measures

HIGH	MEDIUM	LOW	NEGLIGIBLE
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Identify hazard

8.Risk of infection due to positive cases in school

Existing level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE
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Control measures

The current DfE guidance includes the expectation that schools will have an outbreak management plan in the event that the following should happen:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Please see separate document 'Covid Outbreak Contingency Plan'.

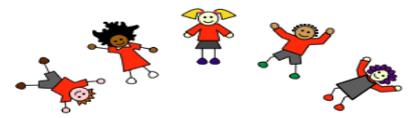
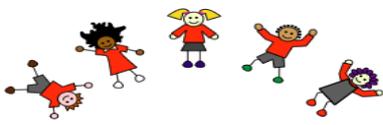
This document includes extra control measures which include: a return to bubbles, increased cleaning measures, re-introduction of face coverings.

Level of Risk Following Control Measures

HIGH	MEDIUM	LOW	NEGLIGIBLE
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Identify hazard

9.Risk of children missing out on education if they have to self-isolate



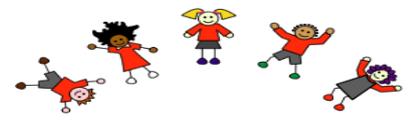
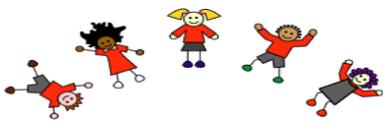
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Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Work with parents to support learning if children are not able to attend school. 2. Tapestry (Year R) and emails (KS1) to continue to be used throughout to keep communication with parents clear. 3. If a member of staff is needing to work from home/self-isolate – they will be given the responsibility to manage online learning. 4. Children must be in school if they are able – ie. they are not poorly or do not have a good reason to attend school. The usual rules on school attendance will apply, including school following up absences; the ability for school to issue sanctions for non-attendance. 			
Level of Risk Following Control Measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
10. Risk of infection from visitors entering the building resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures to reduce risk</u>			
<ol style="list-style-type: none"> 1. Contractors and visitors to continue to wear a mask or visor whilst inside the building when working alongside others or in communal areas. 2. Copies of the Risk Assessment to be shown on arrival. 3. No visitor or contractor to enter the building if they are feeling unwell. 4. Hand sanitiser to be used by visitors if they are entering the building. 5. Contact details – eg name and company to be kept in case of the need to Track and Trace – details kept for 21 days and then destroyed. 6. New volunteers and students will be accepted. 7. Parent events such as assemblies will not be re-introduced until at least half term and will be dependent on infection rates. Some events such as coffee mornings will continue to run in a socially distanced way in the school hall. 8. Face to face meetings with parents and other visitors will be held in well ventilated spaces with a distance of at least 1 metre between participants encouraged. Some will continue to be held virtually (if applicable). 			



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Name of Headteacher	Signature of Headteacher	Date
Jo Bedson	<i>J Bedson</i>	27 Jan 2022
Name of Chair of Governors	Signature of Chair of Governors	Date
Chris Potter	<i>C Potter</i>	