



Risk Assessment – September 2021- COVID-19

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Name: _____ C.Lemerle _____

Date: 07.10.2021

Signature: C.Lemerle

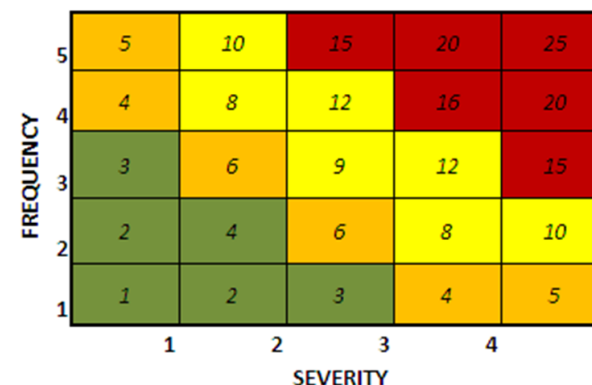
This risk assessment takes account of the guidance provided by the government in its Schools Covid-19 operational guidance updated to be found at: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

It is reviewed at least every 2 weeks by the Proprietor and the Principal. It seeks as a minimum to implement the essential measures set out in Section 1 of the document. These are:

- The requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce the risk of transmission of coronavirus in our school using reasonably practicable control measures.

Grid used in this document to assess potential risks:

SEVERITY			FREQUENCY		
Verbal	Numeric	Description	Verbal	Numeric	Description
Catastrophic	5	Likely to result in death	Frequent	5	Hazard likely to occur
Critical	4	Potential for severe injury	Probable	4	Hazard will be experienced
Moderate	3	Potential for moderate injury	Occasional	3	Some manifestations of the hazard are likely to occur
Minor	2	Potential for minor injury	Remote	2	Manifestations of the hazard are possible, but unlikely
Negligible	1	No significant risk of injury	Improbable	1	Manifestations of the hazard are very unlikely



The school will continue to respond to the coronavirus outbreak by adjusting already existing general measures to ensure the safety of all members of the school community. These include the following:

1. At Step 4, it will be no longer necessary to keep children in consistent groups ('bubbles'). In the event of an outbreak 'bubbles' will be reintroduced for a temporary period and the school should revert to the systems that were in place at the start of the spring term 2021, unless they are superseded by newer government rulings. Details of previous risk assessments are on file to be used as a contingency plan.
2. Form Teachers and specialist teachers will no longer need to wear masks when teaching but are advised that face coverings may be worn at their discretion or in case of an outbreak.
3. 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 someone with COVID-19 if: They are fully vaccinated, they are below the age of 18 years and 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.

4. Ventilation at school is kept to a maximum. HSE guidance states all windows should be open circa 6 inches for at least 15 minutes of each one hour period. This could take place at break, allowing less time with the room occupied by people who then become cold. Partially opening windows will be taken to ensure ventilation is maintained. Natural ventilation can be used with heating systems to maintain a reasonable temperature in the workplace.
5. The school is cleaned at lunchtime and in the evening by professional cleaners.

Our aim is to balance the need to keep all members of the school community as safe as possible while continuing to provide for the pastoral and educational needs of the children. The grid below sets out specific areas where there is a risk of infection spreading and the measures we are taking to mitigate those risks.

HOW WE MITIGATE RISKS OF INFECTION FROM COVID-19

Hazards?	Who may be affected?	Risk rating Severity x Frequency	Control measures we are taking	Revised rating Severity x Frequency
General risk of Infection	Everyone	2 x 4	Staff, Pupils, Parents, Visitors or contractors must not come to the school if: <ul style="list-style-type: none"> • they are feeling unwell • they have a persistent cough • they have a temperature • they have lost their sense of taste or smell • a member of their household is awaiting the result of a Covid-19 test if they are not vaccinated • A member of their household is displaying symptoms of Covid-19 if they are not vaccinated 	2 x 2



DSL and DDSL unable to come to school due to illness/self-isolation	Everyone	2 x 4	In the absence of both the DSL and the DDSL, the Headmaster will become the DSL to deal with any safeguarding issues. If the Headmaster is not in the Proprietor will address any safeguarding issues.	2 x 2
Children bringing Covid 19 into school and passing it to others	Everyone	2 x 4	Parents are asked to keep their children away from school if they show any of the known symptoms of Covid-19 or are concerned that their children may have caught it. Children are given hand sanitiser upon entry to school (either on the gate or in the classroom)	2 x 2
PGP children in contact with a positive case	Everyone	2 x 4	Unless they develop any Covid-19 related symptoms, under-18s will not need to self-isolate if they are a close contact of a positive case. To minimise the risk of bringing covid into school, PGP children will be asked to take a PCR test and, if positive, will need to isolate. The child in contact with a positive case will be asked to take a Lateral flow test twice weekly until the end of the isolation period of the positive case. Parents are asked to alert the school so increased control measures can be put in place if a positive case is confirmed.	2 x 2



Staff bringing Covid 19 into school and passing it to others	Everyone	2 x 4	<p>Staff to sign a self-declaration stating that they have no Covid-19 symptoms and have not been in contact with someone suspected or diagnosed with Covid-19 nor have they travelled abroad in the past 14 days. The declaration will also state staff vaccination status and the necessity to self-test twice weekly. Any holiday taken abroad will require to have PCR test result back BEFORE entering to school. All staff have been asked and reminded of the above.</p> <p>Staff are told not to come in if they have any of the known symptoms of Covid-19.</p> <p>Staff will use the temperature machine upon entering the school and will record their temperature on a list on the Office window.</p> <p>Staff will sanitise hands upon entry by using the dispenser on the entry desk</p> <p>Staff wear masks or vizors in common parts of school at their discretion</p> <p>Staff to be reminded to wash hands frequently</p>	2 x 2
Parents bringing Covid 19 into school and passing it to others	Everyone	2 x 4	<p>Parents are not allowed into school while there are children on the premises with the exception of Reception parents on the first week. When visiting, they are required to wear a face mask.</p> <p>They must sanitise hands upon entry to school.</p> <p>When in school, they are escorted by a member of staff and reminded not to touch any surfaces.</p>	1 x 1



			While waiting outside, parents are advised that they should not gather together.	
Parents visiting their children's classrooms on Fridays	Everyone	2 x 4	<p>Parents are required to do a lateral flow test the day before and may be asked to provide a photo proof of a negative test result. No test = no access policy</p> <p>Parents are asked to complete and hand out a self-declaration at the school gate stating that they are not having Covid-19-related symptoms or have not been in contact with someone suspected or diagnosed with Covid-19, have not been travelling in the past 14 days.</p> <p>Parents are asked to wear a face mask unless exempt when in school and have their temperature checked.</p> <p>They must sanitise hands upon entry to school.</p>	1 x 1
Prospective parents bringing Covid 19 into school and passing it to others	Everyone	2 x 4	<p>Prospective parent tours can take place.</p> <p>Prospective parents are required to wear a face mask when in school and have their temperature checked.</p> <p>Visiting parents are asked to sign a self-declaration stating that they are not having Covid-19 related symptoms or have not been in contact with someone suspected or diagnosed with Covid-19, have not been travelling in the past 14 days.</p> <p>For prospecting parents travelling from abroad, the school requests for a lateral flow test taken less than 24 hours before visiting.</p>	1 x 1



			<p>Prospecting parents may be asked to provide evidence of a negative test result along with the self-declaration.</p> <p>They must sanitise hands upon entry to school</p> <p>When in school, they are escorted by a member of staff and reminded not to touch any surfaces.</p>	
Parent helpers accompanying a class trip	Everyone	2 x 4	<p>Parent helpers are required to complete and sign a specific declaration and take a LFT 24 hours before the trip.</p> <p>Test results -showing a photo of the test- will be emailed to the school office before the trip.</p> <p>Temperature checks will be carried out upon arrival to school and hand sanitiser will be readily available to use before and during the trip.</p> <p>Face covering is to be worn at parent helpers' discretion or if required by Government guidelines.</p>	1 x 1
External delivery staff bringing Covid 19 into school and passing it to others	Everyone	2 x 4	<p>Delivery staff may not enter the school building</p> <p>Packages to be left at the front door.</p> <p>Staff to wash hands thoroughly after handling deliveries or waste materials.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	1 x 1
Children spreading virus by close contact with others	Everyone	2 x 3	<p>Information / Reminder posters are affixed throughout the school.</p>	2 x 1



			<p>Children are reminded to use a tissue or elbow to cough or sneeze and use bins for tissue waste. The mantra Catch it, Kill it, Bin it! Is reinforced</p> <p>Hand sanitiser is available in every classroom and children are encouraged to use it.</p> <p>Children are reminded of the need to wash hands frequently such as before lunch and after play, and after sneezing or coughing.</p> <p>Children are encouraged not to touch their faces</p> <p>PHSE and circle time to be used to discuss how to keep safe and how we can maintain good hygiene</p> <p>Vulnerable children would be allowed to wear PPE masks and face coverings should they wish to do so, but this is not compulsory in educational settings. Any face coverings must be disposable or if reusable cloth/fabric-types they should be plain coloured and should be washed daily either at home.</p> <p>In the event of new local restrictions being imposed, we will communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.</p> <p>When children meet in Assemblies, staff should be aware of ventilation and leave doors open.</p>	
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Staff spreading virus by close contact with children	Everyone	2 x 3	<p>The operational guidance published by the DfE states that if the number of cases substantially increases reaching a threshold of either:</p> <p>5 children or staff who are likely to have mixed closely, test positive for Covid-19 within a 10-day period</p> <p>or if 10% of children or staff who are likely to have mixed closely, test positive for Covid-19 within a 10-day period.</p> <p>The school will contact Public Health and review and reinforce the staff testing, hygiene and ventilation measures already in place. All Staff will need to wear masks or vizors when in the common parts of school</p> <p>Staff who cross bubbles (either full time or peripatetic Staff) will</p> <ul style="list-style-type: none"> • Only teach from the front of the class • Wear a Perspex visor while teaching • Wear a face mask or visor if walking around the classroom • Keep physical contact with children of their possessions to an absolute minimum 	2 x 1
Peripatetic staff (ie art and French) spreading virus by close contact with others	Everyone	2 x 3	<p>Lessons will take place in rooms where social distancing is possible. Existing control measures such as hand hygiene and keeping the room ventilated will be maintained.</p> <p>The teachers will be following similar guidelines as for all other staff</p>	2 x 1
Staff (full time or peripatetic) spreading virus by close contact with other staff or children	Everyone	2 x 3	<p>The teachers will be following similar guidelines as for all other staff</p> <p>Staff to limit visits to the staff room (tea/coffee and photocopying only)</p>	2 x 1



			<p>Cleaning products available to wash down surfaces in staff room where necessary</p> <p>Staff need to be aware of being in close contact with others for a long time. SMT will be reviewing control measures and staff room capacity regularly.</p> <p>Photocopier to be wiped down once used with antibacterial wipes.</p>	
Infection from equipment and resources.	Everyone	2 x 2	<p>Staff to wipe down all objects and surfaces touched more often than usual. Examples may include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc</p> <p>Where shared resources cannot be cleaned, we will clean them appropriately before being used by a different bubble.</p> <p>The water fountains are decommissioned; children will bring their own water bottles into school. Water fountains will be serviced to be readily usable again at a later stage.</p>	1 x 1
Infection through books	Everyone	2 x 2	<p>Staff are encouraged to sanitise hands before and after marking books and will refrain from touching their face while marking</p>	1 x 1
Infection from surfaces in high traffic areas.	Everyone	2 x 2	<p>From Step 4, face coverings will no longer be advised for pupils and staff either in classrooms or in communal areas.</p> <p>Everyone reminded to wash hands frequently</p> <p>School is professionally cleaned at lunch and in the evening</p>	1x 1



Infection from toilets	Everyone	2 x 3	Teachers are encouraged to limit the number of children or young people who use the toilet facilities at any one time. Children are encouraged to thoroughly wash hands after using the toilet for 20 seconds with soap and water	2 x 1
Infection from teaching rooms and communal areas.	Everyone	2 x 2	Hand sanitizers and tissues readily available Rooms are kept as well ventilated as possible (opening windows) or via ventilation units. Staff are encouraged to wipe equipment down between uses where another year group is going to use it (ie laptops)	2 x 1
Infection during service of lunch	Everyone	2 x 2	Lunchtime will resume as normal with Reception, Year 1&2 in the first sitting and Year 3 upwards in the second sitting. Staff are encouraged children to wash their hands to wash their hands before lunch. The lunchtime staff prepares lunches and cutlery wearing gloves.	2 x 1
Infection at drop-off and pick-up	Everyone	2 x 2	Parents are requested not to come inside the school building with the exception of the Reception parents in the first week. Parents are asked to complete declaration, have their temperature checked, sanitise their hands and wear face covering. Children will only be using the main entrance gate. Children can shake hands with the member of staff at the entrance gate and will be given hand sanitiser immediately afterwards. Hand shaking is optional.	2 x 1



			<p>Staff at the entrance gate will be using hand sanitiser before going back inside the school building.</p> <p>Pick-up ad drop-off protocol will be reviewed every 2 weeks.</p>	
Infection in after school clubs	Everyone	2 x 2	<p>Clubs take place where there is sufficient space and ventilation for the number of children attending.</p> <p>External providers delivering a club will sign a declaration, check temperature and use hand sanitizer upon entering the building.</p> <p>For external providers indoors, parents asked to accept risk that child may be sent home if teacher contracts virus.</p> <p>At pick-up time, school teachers who have a club will stay on door until all non-PGP staff have dismissed their clubs</p>	2 x 1
Infection from Le French Programme	Everyone	2 x 2	<p>Lessons take place in the French room (former Science room)</p> <p>Teachers will be following similar guidelines as for all other staff</p> <p>Children come from only one bubble</p> <p>Parents asked to accept risk that child may be sent home if teacher contracts virus.</p>	2 x 1
Infection in Lamda Activity	Everyone	2 x 2	<p>Lessons take place in the ICT, Library or STEAM room</p> <p>Teachers will be following similar guidelines as for all other staff</p> <p>Parents asked to accept risk that child may be sent home if teacher contracts virus</p>	2 x 1



Infection in individual music lessons	Everyone	2 x 2	<p>Group Music lessons will only be given in rooms where there is sufficient ventilation and space to maintain social distance between teacher and pupil. Such rooms the ICT room, STEAM room and the Hall.</p> <p>For Individual music lessons, teachers to ensure there is enough ventilation Teachers will be following similar guidelines as for all other staff Social distance between teacher and pupil will be maintained.</p> <p>Parents asked to accept risk that child may be sent home if teacher contracts virus</p>	2 x 1
Infection in choir practice	Everyone	2 x 2	<p>Choir lesson will resume but with space between pupils taking place. This will be reviewed if positives cases to covid-19 are identified.</p> <p>Lessons will only be given in rooms where there is sufficient ventilation and space to maintain social distance between teacher and pupil. Such rooms include the ICT room, the Hall.</p> <p>Teachers will be following similar guidelines as for all other staff.</p>	2 x 1

HOW WE DEAL WITH SUSPECTED CASES OF COVID-19

Situation or Hazard	Who may be affected?	Risk Rating	Procedures and control measures	Revised risk rating
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General guidance where pupils or adults display symptoms	Everyone	2 x 4	<p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow Government recommendations on isolation https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection which sets out that anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate immediately. If you have symptoms of COVID-19, you should arrange to have a PCR test as soon as possible.</p> <p>If anyone lives in the same household as someone with COVID-19, they should stay at home and self-isolate. From 16 August, if someone is fully vaccinated or aged under 18 years and 6 months they will not be required to self-isolate if they are a contact of someone who has tested positive for COVID-19.</p> <p>Close contacts will now be identified via NHS Test and Trace and the school will no longer be expected to undertake contact tracing.</p> <p>Specific guidance for staff and/or children can be found in the above link.</p> <p>In all cases we will follow the procedures outlined by PHE and the DfE</p>	2 x 2
Procedures for dealing with an adult who displays symptoms	Staff	2 x 4	Staff members will be sent home immediately, and advised to follow the guidance above. Where supplies allow, he/she will be given a test pack provided to the school by the DfE, and advised to take the test as soon as possible.	2 x 2



			In the event of a suspected case of Covid-19 in a child, any staff who have helped the pupil in question – or pupils who have been in close contact with them – do not need to self-isolate unless they develop symptoms themselves OR they have been requested to do so by NHS test and trace.	
Procedures for dealing with a child who displays symptoms	Everyone	2 x 4	<p>In a suspected case of Covid-19 in a child, parents will immediately be asked to collect their child from school</p> <p>Pupil should be removed from the classroom, with care taken so as to avoid worry or distress</p> <p>Pupil to wait in H&S office with a member of staff. If H&S office cannot be used, Head will help to allocate another room.</p> <p>Open windows for ventilation</p> <p>If child needs to use a bathroom, they should use staff bathroom across from H&S office</p> <p>Bathroom should be thoroughly cleaned before it is reopened</p> <p>H&S office (or other room) must be thoroughly cleaned afterwards.</p> <p>Staff supervising affected child must thoroughly wash hands for 20 seconds afterwards</p> <p>PPE equipment will be made available for staff member supervising, where appropriate.</p>	2 x 2



			<p>PPE should be worn when a safe distance cannot be observed.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>In the event of a confirmed case of Covid-19, the pupil in question must not attend school and self-isolate for 10 days.</p>	
Staff absence. Inadequate staff to pupil ratio	Everyone	2 x 3	<p>If a member of staff is ill then another internal member of staff will be asked to cover</p> <p>Staff may be able to teach via zoom whilst isolating</p> <p>Ensure ratios are adequate within the EYFS</p> <p>See Safeguarding Policy for details on referrals, should the DSL be unavailable.</p>	2 x 2

POSSIBLE CONSEQUENCES FOR PUPIL AND STAFF WELLBEING

Hazards?	Who may be affected?	Risk Rating	Procedures and control measures	Revised rating
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<p>Not all lessons can be delivered by usual staff in the usual way</p>	<p>Pupils</p>	<p>2 x 2</p>	<p>We will; continue to use Teams and Zoom for children or staff working remotely. The systems are well established and work well</p> <p><u>Where a whole class is sent home</u> The timetable seeks to mirror the majority of what happens in school, but the day is shorter and screen time is kept as short as reasonably possible</p> <p>Parents are sent a guide to remote learning if a pupil is asked to self-isolate or is in quarantine</p> <p>Teaching and learning are monitored remotely via lesson drop ins and scrutiny of work</p> <p><u>If individuals are self-isolating or are in quarantine</u> Children will be able to follow the school timetable and a zoom link will be established to allow this to happen.</p> <p>Appropriate resources will be sent out so that children have sufficient work to do.</p>	<p>1 x 1</p>
<p>Remote learning can have a significant on pupil well-being</p>	<p>Pupils</p>	<p>2 x 3</p>	<p>Staff teaching remotely are reminded to look out for signs of distress in children at home</p> <p>Children and parents are sent the Safeguarding and E-safety policy</p> <p>Parents are offered some flexibility in how much their children engage with online learning in the event that it is having a negative impact on pupil wellbeing</p> <p>Children are raised as a standard agenda item in staff meetings</p>	<p>2 x 1</p>



Risk of pupil's absence	Pupils	2 x 2	Registers are taken whether children are in school or learning remotely Any concerns are reported to Head as soon as they are noted. He will liaise with from teacher and DSL to decide next steps	1 x 1
Self-isolation can have a significant on staff well-being	Staff	2 x 2	Head will have regular keep in touch meetings/calls with people working at home to talk about any work and health issues When returning to work, Head will discuss whether a gradual return would be beneficial to the staff member, and will seek to make arrangements that are helpful and appropriate.	2 x 1

This document is reviewed at least every 2 weeks by the Proprietor and Principal

Reviewed on 23 September 2021

Next review 3 November 2021