

# Coronavirus Risk Assessment – Summer Term 2022

This document sets out our school's approach to managing infection control, reducing transmission of Covid-19 and safe ongoing operating procedures. It also details our outbreak management plan and business continuity plan. The Government has now withdrawn much of its guidance as part of its strategy for 'Living with Covid-19' but this risk assessment has been checked written with in response to the following key guidance:

- <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- <https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings>
- [https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/?utm\\_source=07%20April%202022%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/?utm_source=07%20April%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

The following school policies (but not limited to) will also be reviewed and updated as required:

- *Outbreak Management Plan*
- *Lateral Testing of Staff Risk Assessment*
- *Behaviour Policy*
- *Safeguarding & Child Protection Policy*
- *Health and Safety Policy*
- *Infection Control Policy*
- *First Aid Policy*
- *School Emergency Plan / School Business Continuity Plan (Covid-19 Response Plan)*
- *Lettings Policy*
- *Attendance Policy*
- *School Swimming Policies and Procedures*

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Essential measures include:

- A requirement that people who are ill stay at home (see updated definitions below)
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements

Although the requirement to maintain social distancing, group pupils in consistent 'bubbles' or wear face coverings has now been withdrawn, we remain open to the possibility that measures may need to be reintroduced if a local outbreak occurs leading to possible interruptions to business continuity. Decisions to reintroduce measures such as adults wearing face coverings in corridors, limited contact between adults or groups of pupils, separate staff rooms, virtual assemblies and meetings, for example may be reviewed and reintroduced if the Headteacher or PHE deem it necessary. In all instances, information will be widely communicated to all stakeholders and visible on our school website dedicated Covid-19 webpage as part of our **Outbreak Management Plan**.

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The Government has issued new guidance to workplaces and schools regarding ‘living with Covid’ and getting back to more ‘normal’ operating procedures wherever possible. Now that free PCR and LFT testing has ended, we are asking parents to use their own judgement as to whether they feel their child is well enough to attend school. **Updated advice from the DfE indicates that along with the usual respiratory viruses (coughs and colds) children should stay at home only if they are feeling particularly unwell or have a high temperature.** Testing of children is no longer an expectation and children should be attending school regularly (with the exception of a stomach bug, where we require children to stay at home for 48 hours following the last episode of illness).

### **Symptoms of Covid-19 have now been widened to include:**

- a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to your sense of smell or taste
- shortness of breath
- feeling tired or exhausted
- an aching body
- a headache
- a sore throat
- a blocked or runny nose
- loss of appetite
- diarrhoea
- feeling sick or being sick

The symptoms are very similar to symptoms of other illnesses, such as colds and flu. Children and young people aged 18 and under can get Covid-19, but it's usually a mild illness and most get better in a few days.

### **Response to Covid-19 suspected cases - children:**

- The expectation is that children under 18 should no longer be routinely tested for Covid-19 or complete self-isolation unless a medical professional advises otherwise.
- Children will be asked to stay at home only if they are feeling particularly unwell or have a high temperature. Once they feel better (e.g. their temperature has reduced to normal) they can return to school, even if they are still displaying other symptoms such as a persistent cough. This is because coughs can take a number of days or weeks to improve, but this does not mean a child should continue to miss school.
- The school will liaise with any other medical professional, if other exceptional circumstances mean that a child is required to self-isolate (for example in preparation for a hospital procedure).

### **Response to Covid-19 suspected cases - adults:**

- Adults are also no longer expected to routinely undertake testing and free LFTs are no longer available via the school or other health care settings. High rates of vaccination and reduced severity of Covid-19 infection mean that we are moving to a new phase of 'Living with Covid' and as such adults are no longer required by law to self-isolate, even if they have some of the key symptoms or have a confirmed positive result on a LFT.
- It is still advisable that adults who test positive take steps to avoid transmission of the virus to others who may be vulnerable. This might include taking steps to protect others, such as: wearing a mask or maintaining good distance from others.
- Adults will be asked to stay at home only if they are feeling particularly unwell or have a high temperature. Once they feel better (e.g. their temperature has reduced to normal) they can return to school, even if they are still displaying other symptoms such as a persistent cough. This is because coughs can take a number of days or weeks to improve, but the adult is still fit for work and is no longer likely to be infectious.

**The school will always call 999 when a child or adult is seriously ill or injured, or their life is at risk.**

### **Business continuity in the event of an outbreak:**

- In line with infection control procedures, if there appears to be a surge of positive cases or episodes where children or adults in the school community become seriously unwell, advice will be sought from the local Director of Public Health and the Area Schools Officer. The school will enact its Outbreak Management Plan accordingly in discussions with external agencies / Governors.
- Steps may include a requirement to undertake testing at home, engagement with Track & Trace services, or disseminating information to raise awareness to stakeholders.
- Parents must be aware that the safe operating of the school is reliant on adequate staffing. In the unlikely event of a number of staff being required to self-isolate and where no replacement cover can be sought, the Headteacher and Governors may be required to partially close or fully close the school. This measure will be avoided wherever possible, so as not to interrupt education for pupils at the school.
- The school will keep abreast of any changes to Government guidance and respond accordingly. The school will ensure that all changes to school operating procedures are fully communicated to all stakeholders.

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Process/ Activity	Hazards Identified	Risk rating prior to action H/M/L	Persons at Significan t Risk	Recommended controls / mitigation and protective measures	Existing Risk Rating: H/M/L	What additional controls are required (if any)?	Persons responsible for carrying out
Awareness of and adherence to policies and procedures	Failure to follow procedure may result in heightene d risk of virus transmissi on	Medium	All – especially those in higher risk groups as detailed in DfE / NHS guidance.	<p>Relevant staff have regard to all relevant advice, guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>• The Health Protection (Notification) Regulations 2010</li> <li>• Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>• Schools COVID-19 operational guidance</li> <li>• The school’s infection control policy</li> </ul> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• SCC, SAfE, DfE, NHS, Department of Health and Social Care, PHE.</li> </ul>	Low	<p>All service users (staff, children, parents and visitors) to be informed of the school’s infection control policy and arrangements on physical distancing and hygiene, on or before arrival.</p> <p>Covid-19 area of website will ensure clear and transparent information is shared with all:  <a href="https://www.shottermill-jun.surrey.sch.uk/page/?title=Covid%2D19+Information&amp;pid=211">https://www.shottermill-jun.surrey.sch.uk/page/?title=Covid%2D19+Information&amp;pid=211</a></p>	HT and CoG

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<p>Transmission of the virus</p>	<p>Touching items or surfaces that others have used may potentially spread the virus.</p>	<p>Medium</p>	<p>All – especially those in higher risk groups as detailed in DfE / NHS guidance.</p>	<p>Key messages will be communicated to all staff, visitors, children or parents - reminding them of good hand hygiene and regular handwashing.</p> <p>Children and staff will wash their hands regularly throughout the day and always before eating. Hand sanitiser will be utilised where soap and water is not immediately available.</p> <p>Visitors and staff signing into the building will be provided with hand gel upon arrival especially before using a shared pen to sign in.</p> <p>Handwashing posters displayed in all toilets / sink areas and hand sanitiser available in key locations around the school.</p> <p>Covid-19 public information posters will be displayed prominently around the school.</p> <p>The toilets will be cleaned by the caretaker at frequent intervals during the school day.</p> <p>High-touch points such as door handles, keypads (<u>both inside and outside the building</u>), phones, light switches will be regularly cleaned by the Caretaker.</p> <p>We will teach children about how to sneeze in a hygienically acceptable way: ‘Catch it, bin it, kill it’ and the importance of handwashing after. The same will apply for coughing, students will be encouraged to use their arm to ‘catch’ the cough.</p> <p>Children to be reminded to have own water bottles (stored on their desk / chair cover – not in large group boxes) and to not share food in their own packed lunches. They must take their water bottle home every day to be properly cleaned.</p>	<p>Low</p>	<p>Children &amp; adults to use soap &amp; water (<u>for at least 20 seconds</u>), alcohol hand sanitiser available too. (Children will be reminded not to ingest hand gel)</p> <p>Cleaning guidance shared and understood by contractors and visitors to the school.</p> <p>Cleaning spray &amp; cloths in each room. (Children may use these with adult direction if necessary.)</p> <p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, cleaned up immediately in line with the Infection Control Policy.</p> <p>‘Twelve15’ will share their risk assessment for safe working with the school kitchen.</p>	<p><b>All staff</b></p> <p>The SBM and Caretaker will oversee /maintain the standards of cleaning on a daily basis.</p> <p>JT will be responsible for regularly ordering cleaning supplies.</p> <p>All classroom bases to have access to cleaning materials D10 spray and cloths. These will be regularly topped up and changed during the week by the Caretaker.</p>
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Transmission of the virus	Where spaces are poorly ventilated, the risk of virus transmission increases.	Medium	All – especially those in higher risk groups as detailed in DfE / NHS guidance.	<p>Rooms will be well-ventilated by opening windows wherever possible. In colder weather, top windows will be opened or windows opened wider during break times to create a blast of fresh air.</p> <p>Co2 monitors will enable effective monitoring of carbon dioxide levels and alert staff to open windows / doors if more fresh air is required.</p> <p>Where practicable, teaching lessons outdoors will help reduce virus transmission, although this may not always be appropriate. PE lessons will be held outdoors wherever possible.</p> <p>Children and staff will wear base layers to prevent them getting cold in winter months.</p>	Low	Communications to parents will remind them about helping children stay warm in winter months.	<b>All staff</b>
Transmission of the virus	Where confirmed cases increase, close contacts may spread the virus further.	Medium	All – especially those in higher risk groups as detailed in DfE / NHS guidance.	<p>In accordance with the school’s Outbreak Management Plan, it may be necessary to resume Year Group ‘bubbles’ of children and adults to help prevent spread of the virus where a large number of cases have been detected. The following actions may be taken to limit the rapid spread of the virus and contain an outbreak:</p> <ul style="list-style-type: none"> <li>▪ Avoid large gatherings and events, where large numbers of children or adults come together (e.g. PTFA or school performances).</li> <li>▪ Avoid mixing children up (such as for ECAs or at break times) and keep year groups apart as far as practically possible.</li> <li>▪ Resume virtual whole school assemblies.</li> <li>▪ Reinstate staff room areas allocated to year group staff.</li> <li>▪ Limit adults and visitors in school.</li> <li>▪ Reduce risks associated with transition events.</li> <li>▪ All adults will be required to wear a mask inside in communal spaces (except in classrooms they directly work in).</li> </ul>	Low	<p>4 separate staff rooms will be provided to year group teams / admin team.</p> <p>Disposable masks to be provided at the signing in desk and notices displayed around the school reminding adults to wear a face covering when on site and in communal areas.</p>	<p>SLT to review as required</p> <p>JT to oversee notices and disposable mask supplies.</p>

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				Where school events or assemblies may need to be filmed, permission will be sought from parents prior to this and videos shared online via SJS Google Classroom only.			
Parent communication/visitors to the school site	Close contact between adults can spread the virus	Medium	All – especially those in higher risk groups as detailed in DfE / NHS guidance.	<p>A Perspex screen has been fitted to the hatch window in the office with a small aperture for objects and paperwork to be passed through (however the office door will be propped open for ventilation and reduced contact).</p> <p>Parents will be asked to use the hand sanitiser before using pens to sign themselves in in the visitor books.</p> <p>All parents volunteering in school will be given a new DBS check if they have not been into school for 3 months.</p>	Low	Caretaker to clean communal areas throughout the day.	<b>Office Staff</b>
After school provision – Koosa, and other lettings.	<p>Close contact can spread the virus.</p> <p>Other users may not know infection control procedures</p>	Medium	Children and staff	<p>Lettings and after school clubs will be required to share risk assessments, policies and procedures for infection control.</p> <p>Use of outdoor space where possible and good ventilation in the hall to limit virus contamination. Regular hand washing (particularly before snack times) to be promoted.</p> <p>Staff to use sanitiser and D10 floor cleaner to disinfect surfaces as required.</p>	Low	Risk assessments will be shared on the school's Covid-19 webpage.	SBM / HJ to review risk assessments for clubs and lettings before they resume.

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First aid, administering medicines, accidents and vomit.	Close contact can spread illness.	High	All - especially those in higher risk groups as detailed in DfE / NHS guidance.	<p>Basic first aid to be dealt with by Class Teachers / LSAs and Office to only deal with serious accidents and illnesses.</p> <ul style="list-style-type: none"> <li>• Pupils will be provided with care and guidance at a distance to help them with their self-care if safe (e.g. applying their own plaster / taking their own inhaler).</li> <li>• All inhalers and medicines to be stored in separate named bags in the School Office or in the group medical box.</li> <li>• Personal protective clothing of an apron, gloves and mask is available to be worn when required to work in close contact with pupils.</li> <li>• Extra vigilance with hygiene and handwashing from both child and adult before and after treatment.</li> <li>• All waste products should be disposed of safely in the yellow medical bin.</li> <li>• Ensure that the yellow medical bin is cleaned after each use and following emptying by the caretaker.</li> </ul>	Medium /Low	<p>Regular review of First Aid policy, H&amp;S policy and new 'Infection Control Policy' established.</p> <p>Red first aid bags replaced with more hygienic plastic boxes for classrooms (except where a school trip takes place).</p> <p>Use of ice packs for minor injuries to be replaced with a cold compress with a paper towel. Towel if possible. Disposable ice packs or use of a <u>new cover</u> between pupils.</p>	<p>HJ to ensure that class room First Aid boxes are maintained and fully stocked.</p> <p>PPE box in the office area for staff to access aprons, visors / gloves (see <a href="#">SCC PPE guidance</a>.)</p> <p>JT to assist with ordering ongoing PPE supplies.</p>
Psychological needs of the children.	Pupils may have experienced loss – be that family members, missing their friends/family and missing school	Medium	Some identified children - particularly those from vulnerable groups.	<p>The ongoing 'Recovery Curriculum' approach will continue to address the psychological needs of the children, such as use of break out areas (nurture space, art bays) to comfort anxious children, extra PSHE activities to address lockdown experiences as required.</p> <p>ELSA &amp; HSLW support may be needed for bereaved families or those with mental health difficulties.</p> <p>Concerns of a safeguarding nature will be dealt with in line with the school's safeguarding policies and procedures, including logging these via the school's electronic CPOMS system.</p>	Low	Training, review and debriefing sessions required to prepare staff for managing the needs of pupils.	HT / DHT / VN / to lead on promoting 'Recovery Curriculum' and staff training.





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<p>Staff wellbeing, workload and PPA time</p>	<p>Staff may have increased anxieties about catching the virus at work (including underlying health issues or family members who are vulnerable )</p>	<p>Medium</p>	<p>All staff</p>	<p>Headteacher to consult staff and Governors to agree risk assessment and the school’s Outbreak Management Plan.</p> <ul style="list-style-type: none"> <li>• All staff to take responsibility for their own safety once they have understood the new government and school guidance.</li> <li>• Staff to remind and prompt others to remain safe and follow the measures in this risk assessment.</li> <li>• Staff considered to be high risk (e.g. pregnant) will undertake a risk assessment with the SBM before return to work.</li> <li>• If staff become unwell and the team is reduced we may need to risk assess our new capacity and adjust our educational offer.</li> </ul> <p>Staff to be made aware that they have to be available for work at the start of each new half term and should not travel to any country that could prevent their return to work following a school holiday.</p> <p>If a number of staff becomes unwell or are asked to self-isolate, the team could be reduced and we will need to risk assess our capacity and offer. This may result in closing some classes temporarily in accordance with the Outbreak Management Plan.</p> <p>Leadership team &amp; Governors to have regard to staff work-life balance and wellbeing when operating during the Covid-19 outbreak. The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	<p>Low</p>	<p>Staff should feel that they can raise concerns about the safety of the working environment and that these are being properly addressed.</p> <p>Good communications with parents about the rules will also ensure staff feel safer.</p> <p>SLT to be aware of the pressures on teachers who may be required to deliver both face to face teaching, at the same time as Remote Learning. Expectations will be communicated to parents to ensure manageable workload for teachers.</p>	<p>SBM / DHT use of wellbeing questionnaire at key points to monitor anxieties with staff.</p> <p>PG is appointed H&amp;S staff rep who can report issues to SLT/FGB.</p>
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Pupils who do not return to school	Some parents may not have confidence that school is a safe place yet and therefore may choose to keep their child/ren at home.	Medium	A small number of children, especially those in the vulnerable group.	<p>Identify which children have not returned to school and follow these steps:</p> <ul style="list-style-type: none"> <li>• Make contact to establish why the decision has been made and continue to make contact on a daily basis. Ensure this is coded correctly on SIMS.</li> <li>• Use the HSLW or other member of staff with good relationships to assist with supporting the family.</li> <li>• Alert the Inclusion Officer (EWO) to non-attendance.</li> <li>• Identify whether there is a need for FSM meal vouchers or other external agency support.</li> </ul> <p>For identified SEND pupils with medical needs, the school will undertake risk assessments and liaise with agencies involved on how best to meet the educational needs of these pupils.</p> <p>The school will review its Attendance Policy and will consider fixed penalty notices for parents who do not send their children to school regularly. This will be used where all other measures have failed and as a last resort.</p>	Low	There will likely be a need to continue to notify the Inclusion Officer - using agreed protocols from SCC – any vulnerable pupils not attending school so they do not become ‘missing in education’.	KB and HJ will monitor attendance and refer cases to the Inclusion Officer as required.
Swimming	Children will be required to get changed and will use the pool with others.	Medium	All staff and pupils	<p>Swimming lessons are seen as extremely important to the development and safety of our pupils, which is why it is an approved educational activity which can resume.</p> <p>The school has thoroughly reviewed its risk assessment, EAP and NOP for the reopening of the school pool and changing rooms. Please see separate risk assessment for more information on the steps taken to minimise risk for this activity.</p>	Low	Risk assessment to be made public on the school website to parents.	All staff involve in swimming lessons are required to sign to say they have read the RA.

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Misbehaviour or failure to follow social distancing rules	Children may put others at risk if they refuse to follow rules regarding H&S	Medium	All	<p>HT to remind all children of the school rules and expectations via assembly. This will consistently be revisited by all staff so children remember.</p> <p>Any child not able to follow the rules will be spoken to by the Phase Leader / DHT / HT.</p> <p>In the very unlikely case of refusal, the child will be collected by the parent and sent home to protect the school community.</p>	Low	All staff must take full responsibility for giving reminders and modelling the rules good hygiene.	Phase Leaders will manage low level behaviour incidents before DHT if required and finally HT.
Resuming educational visits including residential visits.	Virus transmission	Medium	All staff and pupils accompanying the visit, including host staff.	<p>Separate risk assessments will be undertaken by Teachers and reviewed by the EVC in line with separate guidance on undertaking educational visits during coronavirus.</p> <p>Further guidance will also be reviewed from the OEAP website.</p> <p>All overnight visits will be thoroughly risk assessed using the centre provider's covid-19 operating procedures and risk assessments. SJS risk assessments will be reviewed and approved by the LA and Governors before these go ahead.</p>	Low	All staff accompanying visits must thoroughly read and adhere to the risk assessment and procedures in place to keep children and adults safe.	Educational Visits Coordinator NC to review all risk assessments for visits.
Emergencies	Contact cannot be made in an emergency	Medium	All	<p>All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.</p> <p>Parents are contacted as soon as practicable in the event of an emergency.</p> <p>Pupil alternative contacts are called where their primary emergency contact cannot be contacted.</p> <p>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</p> <p>All staff emergency contact details are updated by SBM.</p>	Low	Data Collection sheets to be sent out for review by all parents in September and January.	<p>HJ to oversee</p> <p>All staff emergency contact details are updated by SBM</p>

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**Headteacher review:**

18.04.2022



**Chair of Governor review:**

19.04.2022