

# Pye Green Academy

## COVID-19 Risk Assessment **Updated January 4<sup>th</sup> 2022**

### **Updated January 10<sup>th</sup> 2022**

#### Responsible Persons

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#### Guidance Materials Considered

DfE – Schools coronavirus (COVID-19) operational guidance (from Step 4) (17 August)  
 DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (17 August)  
 DfE - Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (17 August) DfE - Safe working in education, childcare and children's social care (20 July)  
 PHE - COVID-19: cleaning in non-healthcare settings outside the home (19 July)  
 DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary)

**DFE Coronavirus Helpline 0800 046 8687**

#### A revised system of control measures is in effect to

- Ensure good hygiene for everyone
- Maintain appropriate cleaning regimes
- Keep occupied spaces well ventilated
- Follow public health advice on testing, self-isolation & managing confirmed cases of Covid 19

| HAZARD            | RISK GROUP               | RISK                         | CONTROL MEASURES<br>(Describe the existing workplace precautions and risk control systems in place)  | Residual Risk<br>Rating<br>HIGH<br>MED<br>LOW | Are Existing Controls Adequate? |     |
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|                   |                          |                              |  |   | Yes                             | No* |
| Infection Control | Staff, Pupils & Visitors | Staff Contracting Covid – 19 | <ul style="list-style-type: none"> <li>Staff are encouraged to continue weekly home testing in line with PHE/DfE guidance whenever they are due to come into school. Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 and instructed to undertake a PCR test.</li> </ul> | Medium  | Yes                             |     |

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|  |  | Pupils Contracting Covid – 19 | <ul style="list-style-type: none"> <li>• Changes to the isolation period required for Covid cases applies to pupils and staff.</li> <li>• Staff are asked to complete LTF tests at least twice a week but more if they have been a close contact.</li> <li>• The 10-day self-isolation period for those who record a positive PCR test result for Covid-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason, and the DfE has confirmed that this applies to those who attend schools.</li> </ul> <p>Individuals may now take rapid lateral flow tests on day six and day seven of their self-isolation period. If those test results are negative they no longer have to complete 10 full days of self-isolation.</p> <ul style="list-style-type: none"> <li>• Where an LFD test returns a positive result the staff member must self-isolate and arrange a PCR test.</li> <li>• Anyone having to go home will be encouraged to not use public transport where this is applicable.</li> <li>• <u>Parents are asked to communicate with staff via telephone calls or emails. There will be no 'face to face' meetings on site unless there are extenuating circumstances e.g. a pupil is at high risk.</u></li> <li>• <u>Parents who need to speak to staff who are supervising the entrance doors at the beginning or end of the day will be required to wear a face covering to protect themselves and the member of staff.</u></li> </ul> <p>Where a PCR test returns a positive result:</p> <ul style="list-style-type: none"> <li>• The staff member must notify the school of the test result immediately.</li> <li>• The staff member self-isolates in line with self-isolation guidance.</li> <li>• If the PCR test result is negative the staff member can return to school when they feel well enough to do so.</li> </ul> |  |  |  |
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|  |  | <p>Visitors<br/>Contraction Covid</p> <p>Isolation for close<br/>contacts</p> | <ul style="list-style-type: none"> <li>Any fully vaccinated staff identified as close contacts of a positive case are advised to carry out a PCR test and are also advised to carry out an LFD test each day prior to attending work.</li> <li>Any pupil with symptoms of COVID-19 are advised to self-isolate and undertake a PCR test.</li> <li>The pupil/parents are asked to notify the school of the test result.</li> <li>A negative PCR test result means the pupil can return to school.</li> <li>Anyone having to go home will be encouraged to not use public transport where this is applicable.</li> <li>Clinically extremely vulnerable pupils can attend unless under specific medical advice not to do so.</li> <li>Pupils/children who are required to quarantine having recently visited a county outside the common travel area are asked to follow the most recent government guidelines.</li> <li>Visitors to school are minimised <u>to professionals only</u>. All visitors to the school site will be asked to have completed a LFT before arriving and to have logged their result with Track &amp; Trace. They should follow the process as above for staff if an LFT is positive</li> <li>Visitors are asked to follow their own company's policy and procedures regarding health and safety onsite. <u>They are required to wear a face covering whilst in school.</u></li> <li>As before, those who are fully vaccinated, or pupils and young people aged between 5 and 18 and a half, who have been identified as a close contact of someone with Covid, are strongly advised to take a lateral flow test every day for seven days and, unless they have a positive test result or develop symptoms at any time, they should continue to attend their setting as normal.</li> </ul> |  |  |  |
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|   |                          |   | <ul style="list-style-type: none"> <li>Children under the age of 5 should not do a daily test or self-isolate and should attend their provision unless they receive a positive PCR test result.</li> </ul>   |        |     |  |
| Suspected or Confirmed Cases in School. | Pupils & Staff           | <p>Potential contamination of surfaces &amp; for person to person spread.</p> <p>Lack of Contact between School &amp; Home where families are Self Isolating / Absent</p> | <ul style="list-style-type: none"> <li>Pupil/staff member sent home and instructed to arrange a COVID-19 PCR test (<i>Preferably not a postal PCR test</i>)</li> <li>Pupils with symptoms are isolated in a dedicated room with an open window if possible. Any rooms used will be cleaned once they have left.</li> <li>Cleaning and disinfection of the area is carried out in accordance with DfE guidance <i>COVID-19: cleaning of non-healthcare settings</i></li> <li>School follow the first day absence procedure and follow-up with emails &amp; telephone calls when necessary.</li> <li>In specific circumstances where the school believes a child or family are at additional risks a doorstep visit maybe carried out by SLT.</li> </ul>   | Medium | Yes |  |
| Infection Control Practices             | Staff, Pupils & Visitors | Operational Practices in Place to minimise the risk of the spread of infection  | <p><b><u>Face coverings</u></b></p> <ul style="list-style-type: none"> <li>Face coverings will be worn by all staff and visitors when moving around corridors, in communal areas and anywhere that social distancing between adults from outside their phase is not possible (subject to any exemptions).</li> </ul> <p><b><u>Good Hand and Respiratory Hygiene</u></b></p> <ul style="list-style-type: none"> <li>Hands are cleaned regularly by all pupils, staff members and visitors and soap and running water or hand sanitiser is readily available for this purpose.</li> <li>This includes, but is not limited to, on arrival, before and after break and lunchtime, before and after PE and before going home.</li> <li>'Catch-it, bin-it, kill-it', promoted throughout school.</li> </ul> <p><b><u>Bubbles</u></b></p> | Medium | Yes |  |

- Year group bubbles will be maintained inside school at all times
- Class bubbles will be reinstated if advised by the local outbreak team (Staffordshire) due to rising cases.
- Bubbles will remain during Before & After school club.

#### **Using the Hall**

- The hall can be used by year group bubbles but windows will be open to ensure good ventilation. No cross year group activities will take place in the hall.
- Lunchtimes will be staggered and restricted to certain year group bubbles. Some older children will eat their lunches in their classrooms.
- Nursery children have their lunch in the nursery classroom and do not come over to the main building.

#### **Swimming & Clubs**

- Clubs that take place outside will continue but be regularly reviewed.
- Swimming will continue but will be reviewed with the provider and coach company if cases begin to rise within the year groups that attend.

#### **P.E Kits**

- PE Kits can be worn on the day that pupils are timetabled for PE. Suitable tracksuit bottoms and tops only. No football shirts or large logos.

#### **1:1 Support & Restraint**

- Seek expert guidance regarding support for children with behaviour difficulties who may need restraining, those who bite or spit.
- Individual behaviour plans indicate specific risks and strategies.
- Reduced timetable, exclusion considered as a last resort for those children putting staff or others at risk.

### Entering & Leaving School

- 'Staggered Starts & Finish' times and procedures are in place to reduce pupil ques when entering the building and year group bubbles meeting.
- Staff supervise allocated doors for different year groups to ensure pupils don't gather in large groups. Staff on duty to wear face coverings
- Parents are allocated a specific space in the playground when collecting children to minimise community spread.
- Parents are encouraged to stand two meters apart, face coverings are optional.

### Cleaning

- A cleaning schedule is in place with an emphasis on frequently touched surfaces including tables and door handles.
- Cleaning following confirmed/suspected case carried out in accordance with PHE guidance *COVID-19: cleaning of non-healthcare settings*
- Tables and eating area are cleaned between year groups and at the end of the session.
- Pupils are encouraged to wash or sanitise hands regularly throughout the day.
- 'Catch it, Bin it, Kill it' routines are in place across the whole school.

### Outbreak Management Plans

- Mechanisms are in place for the rapid deployment of enhanced control measures, e.g. face coverings, bubbles, staggered starts should the school be advised to do so by a relevant body (central government, Local Director of Public Health).
- **Measures to keep as many pupils in school as possible**
- The education secretary has conceded that where staff absences are substantial, avoiding remote learning would be 'impossible'.
- However, he stated that as many pupils should receive face-to-face teaching as possible.

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|  |  |  | <ul style="list-style-type: none"> <li>• We will consider combining class groups to ensure pupils remain in school during periods of high teacher absence due to Covid.</li> <li>• We will only return to remote learning if:</li> <li>• We are advised to do so during discussions with the Local Public Health Team.</li> <li>• We are unable to deliver face to face learning due to significant staff shortages. The decision to return to remote learning will not be taken lightly and only as a last resort. <b>All vulnerable</b> pupils will remain in school for learning, even if their bubble or class is sent home.</li> <li>• <b>If any vulnerable pupil has to isolate because they test positive for Covid, then regular contact must be made on a daily basis with the child &amp; whoever is supervising them at home.</b></li> <li>• <b>Any 'vulnerable' pupils will be prioritised for face to face learning in the event of the need to return to remote procedures for their class.</b></li> </ul> <p>The definition of a vulnerable children has been updated and is as follows:</p> <ul style="list-style-type: none"> <li>• those with a social worker</li> <li>• those with an Education, Health and Care Plan</li> <li>• a group of children considered locally, including by settings and local authorities, to be 'otherwise vulnerable'</li> </ul> <p><b><u>DfE said this has now been expanded to:</u></b></p> <ul style="list-style-type: none"> <li>• children known to children's social care services in the past</li> <li>• children whose home circumstances might be particularly challenging because of domestic abuse, parental offending, adult mental health issues, and drug and alcohol addiction.</li> </ul> |  |  |  |
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| Infection Control Premises | Pupils<br>Staff<br>Visitors | <p>Changes to or Introduction of Physical Control Measures to Minimise the Risk of the Spread of Infection</p> <p>Lack of Social Distancing using toilets &amp; Poor Hygiene Results in a Transmission of the Virus</p> <p>Contact between adults therefore, heightening the risk of infection transmission</p> | <ul style="list-style-type: none"> <li>The whole school is kept well ventilated in so far as the ventilation systems allow and whilst maintaining a suitable teaching and working environment.</li> <li><u>Co2 monitors are allocated around school and measurements are recorded and monitored regularly.</u></li> <li>Mechanical ventilation systems are set to 'fresh air' mode where possible.</li> <li>Single room ventilation systems continue to operate as normal</li> <li>Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks.</li> <li>Where no mechanical ventilation is provided, windows are fully opened regularly, at least at every break time to vent the room</li> <li>Non-fire doors are propped open to support ventilation and to remove need for hand contact</li> <li><u>Timetabled, staggered lunchtimes are in place to ensure no bubbles cross. Some older pupils will eat their lunches in their classrooms.</u></li> <li>Allocated toilets for different year groups</li> <li>Hand gel and hand washing used after visiting the toilets.</li> <li>Staff talking to pupils about the importance of good hand hygiene.</li> <li>School stocks monitored to ensure there are sufficient cleaning products.</li> <li>Ensure that all adults on site are informed of the need to socially distance themselves at all times.</li> <li><u>No large gatherings within the staffroom</u></li> <li><u>All staff meetings are virtual</u></li> <li><u>All staff training will be virtual</u></li> <li><u>No gathering of staff between bubbles for prolonged periods of time (inside the building).</u></li> </ul> | Low | Yes |  |



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|   |                                      |  | <ul style="list-style-type: none"> <li>• Staffroom clearly labelled and sanitizer / antibacterial gel available</li> <li>• Windows in Staffroom open to allow maximum ventilation at all times</li> <li>• All staff to avoid complacency setting in which could inhibit all arrangements</li> <li>• Newsletters feature reminders around the need to socially distance and wear face coverings.</li> </ul>  |        |     |  |
| Anxiety, Stress & Worry   | Pupils<br>Staff<br>Parents<br>Others | Those Coming to Work or School Maybe Anxious, Worried or Stressed. | <ul style="list-style-type: none"> <li>• This risk assessment and its findings have been shared with staff and published on the school website.</li> <li>• Staff have access to UWMAT's occupational health and counselling service</li> <li>• All staff have access to SLT to discuss any concerns that they may have on a one-to-one basis</li> <li>• Nominated 'Mental Health Champion' to support pupils who are anxious.</li> <li>• Where necessary seek specialist support and intervention for individual pupils.</li> <li>• Staff are aware who the Mental Health Lead is across school to discuss any worries, anxieties or concerns they might have.</li> </ul> | Medium | Yes |  |
| Failure to Follow Local Rules   | Staff, Pupils & Visitors             | Persons Fail to Follow Local Rules due to Lack of Awareness        | <ul style="list-style-type: none"> <li>• All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner</li> <li>• Transgressions will be escalated through existing behaviour/disciplinary arrangements</li> </ul>   | Medium | Yes |  |
| The School Lapses in following National/UWMAT's Guidelines and Advice | Staff<br>Pupils<br>Others            | Lack of Awareness Leads to Failure to Follow Required Controls     | <ul style="list-style-type: none"> <li>• Important updates/changes included in Headteacher's briefings &amp; weekly hub meetings</li> <li>• Regular key guidance updates issued by H&amp;S Director, LB</li> <li>• Headteacher to ensure that all relevant guidance is followed and communicated to staff as part of weekly communication</li> <li>• Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health</li> </ul>   | Medium | Yes |  |

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|  |  |  | <p>and Social Care and PHE, and review this risk assessment accordingly</p> <ul style="list-style-type: none"> <li>The TLAC is kept informed on changes in guidance and school approach</li> </ul> |  |  |  |
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