

RISK ASSESSMENT FOR the reopening of Speen School following coronavirus (COVID-19) lockdown

Assessment written by: Headteacher

Checked by Chair of Governors and Health & Safety Committee.

Distributed to all staff, and parents informed of its existence

Date: 7.10.20

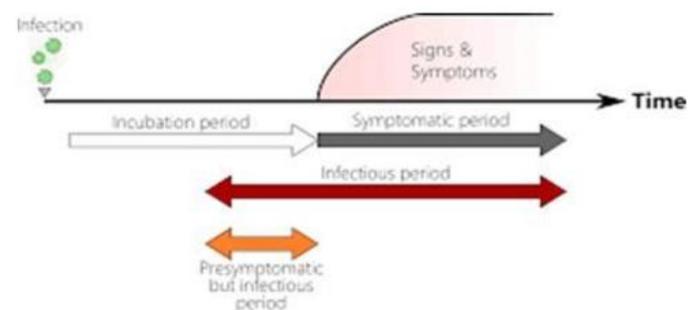


Benefit from this activity	The government is urging all schools to open full-time from September 2020, putting good control measures in place to limit the risk of the spread of coronavirus within the school community. The aim for Speen School is to have high quality education, a full, broad and balanced curriculum and as normal full-time school life as possible, whilst trying to minimise risk with recommended control measures. Having Wrap around care and pre-school up and running will support working parents and businesses.
Who is at risk	Pupils (main school and pre-school), families of pupils, staff, families of staff
Potential Hazard/Risk	Pupils could catch the coronavirus Pupils could spread the coronavirus to members of their household Staff could catch the coronavirus Staff could spread the coronavirus to members of their household Parents could spread the coronavirus into the school community
Overall summary of provision	The school will open normal hours and days for all children including pre-school, with raised levels of preventative measures as in June/July (mostly increased hand-washing and deep cleaning). It will operate as one whole bubble (total number of children and adults likely to be < 50). School lunches, fruit and milk will resume as normal. Recent guidance indicates that children are at LOW levels of risk and Buckinghamshire's risk level is MEDIUM, with numbers of cases locally being LOW. Care and caution however do need to be taken with regards to staff and parents' contact with each other. Facing an oncoming Winter with the usual bugs, coughs and fevers is likely to cause longer periods of absence for children who will need to take covid tests only if they show any related symptoms (eg high temperature and continuous cough). Covering staff absence will be more trying as they need to isolate for 14 days. This will initially be covered between staff rather than face extra supply costs and having external staff who do not know the school, the children or the curriculum taught. Should cover not be possible (for eg in the event that two staff have to self-isolate for the maximum period of 14 days each), the school / pre-school may need to close.

PHE advice July 2020

- The **incubation period** for coronavirus is likely to be **5-6 days** (on average). This is different to the **infectious period**, which the evidence suggests **starts 24-48 hours before symptom onset**. This diagram shows the difference between the incubation period and infectious period, and why PHE is using 48 hours as the cut off rather than a longer time period of 5-6 days before symptoms.
- A symptomatic member of staff / pupil should get tested as soon as possible.** School / class should not close at this stage.
- Staff/pupils who **test positive for coronavirus must not attend until 10 days after the date of onset of their symptoms** (or the date of test if asymptomatic) **AND they are 48 hours fever free without taking medication to control their temperature.** They can attend school if they still have a cough but no temperature and it is more than 7 days since the date of onset. Their household should also self-isolate for 14 days.
- Staff/pupils (family member) who test negative may return to school** when they have recovered from the initial symptoms and feel well.

- Scientific evidence suggests that in most cases symptoms have resolved within 7 days, and cases are no longer infectious, **but in August 2020 PHE advised 10 days of isolation for cases.** For contacts, it is 14 days as it includes the time needed for the incubation period, which is 5-6 days on average, but can be up to 14 days.



	Government Recommendation	School Measures
<p>Effective infection protection and control</p>	<p>The following 4 preventative measures must be in place at all times:</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not present themselves on the school site and get tested immediately for covid-19. 2. Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand sanitiser ensuring that all parts of the hands are washed/covered. 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach, 4. Clean frequently touched surfaces daily using antibacterial spray/wipes and standard products, such as detergents / Milton steriliser. <p>Reduce unnecessary contact by encouraging the use of space and choice of activity. Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (eg staggered arrival/departures without reducing school day)</p>	<p>Pupils / staff will not attend school if they or a household member has coronavirus symptoms. On arrival, every member of staff and pupil will wash their hands. Parents to take their child's temperatures each morning and keep them at home if they have a raised temperature. School to undertake regular temperature checks, ideally once a week.</p> <p>Staff will instruct children to follow the 'catch it, bin it, kill it' approach. The classrooms and toilets will be deep cleaned and disinfected every day. The bin bag will be knotted and disposed of.</p> <p>Staff to keep a social distance between themselves, recognising that adult to adult contact is higher transmission and impact risk for the virus than child to adult or vice versa.</p> <ul style="list-style-type: none"> • Slightly staggered start & finish times (KS1 8.35am & 3pm, Year R 8.40 and 2.55pm, pre-school 8.50am & 2.50pm). Year 1 and Year 2 parents not to come through the gate. YR and pre-school parents bringing their child down the pathway and exiting as quickly as they can via the drive, being aware of any vehicles. • Parents will not enter the school building unless for a pre-arranged socially distanced meeting with their child's classteacher, when they will be asked to wear a mask. • Visitors will be discouraged from visiting where possible. AG will be deemed part of the staff to teach RE. The sports coach from PRSS will be utilised outside as he is an important part of the timetable. Local ministers will lead Friday assemblies after week 3 when the bubble has remained stable and covid-free. PE will be undertaken in school uniform and school shoes and utilise social distancing for the first 3 weeks of term. One day of pupils able to come in their PE kit and stay in it all day introduced after 3 weeks. KS1 PE kit changing to be introduced after half term. • No children will enter the office if the secretary is present. Staff to avoid entering office where possible, when secretary is present. • Each member of staff and pupils will wear newly cleaned clothes each day. • Children to only bring key items from home (eg water bottles, hats, coats, reading books) • KS1 pupils to have their own individual pencils. Where any concern about any shared resources, they can be used alternate days (to enable 48hrs between handling) • Windows and doors to be open to maintain good ventilation • Outdoor play equipment used with a gap of 48hrs in between each use (eg Monday, Wednesday and Fridays).

<p>Personal protective equipment (PPE)</p>	<p>Gloves to be worn when handling pupils' books. Regular hand washing to be undertaken at every available moment, with the use of anti-bac wipes / spray.</p> <p>If a pupil becomes unwell with symptoms of coronavirus whilst at school and needs direct personal care until they can return home, a fluid-resistant surgical 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 disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>Intimate care</p>	<p>Reading books changed weekly. From 5.10.20, KS1 books changed daily.</p> <p>Staff will adhere to the Government recommendations. The school will immediately isolate the pupil in a ventilated room and telephone parent to collect their child. Parents to ensure school office have up to date contact details. Parents will be asked to get their child tested. To access testing, parents will be able to use the 111 online coronavirus service. The pupil in question should not return until they obtain a negative test result. If a test result is positive, the school will take advice from DfE/PHE (see contact detail PTO).</p> <p>If a member of staff tests positive for covid-19, they must list those who fall in the following categories:</p> <ul style="list-style-type: none"> • if they have had direct and close face to face contact with an individual for any length of time, within 1 metre, including coughing on, a face to face conversation with, or unprotected physical contact (skin-to-skin) • extended close contact (within 1 to 2 metres for more than 15 minutes) with an individual <p>Gloves to be worn to change any wet pupils. If a child is soiled, to wear a face mask along with the standard apron and gloves. Wet clothes to be sent home in a tied, plastic bag.</p>
<p>Children and provision</p>	<p>We recognise that it is difficult for younger pupils to remain 2 metres apart from each other and staff. Schools should therefore ensure:</p> <p>Regular cleaning of settings</p> <p>Pupils avoid contact with anyone with symptoms</p> <p>Pupils and staff frequently wash hands and follow good respiratory hygiene practices</p>	<p>School secretary to inform staff of any medical needs of pupils.</p> <p>The school will be cleaned and disinfected every afternoon.</p> <p>Pupils to avoid contact with anyone with symptoms through immediate isolating as previously stated.</p> <p>Good hand-washing and hygiene practises followed as previously stated.</p> <p>After 3 weeks, after school clubs will re-start and visitors will maintain a social distance and avoid physical contact where possible with pupils.</p> <p>Assemblies and singing will take place in a well ventilated hall, with pupils spaced where possible.</p> <p>Educational visits are permitted with protective measures in place.</p>
<p>Misuse of reasons for absence at school</p>	<p>Bucks Guidance: Schools to start their irregular attendance procedures immediately schools return in September</p>	<p>Attendance will be mandatory for the Autumn term and the usual systems for encouraging and challenging absence will be used.</p> <p>Bucks will produce guidance for schools to ensure only appropriate referrals for Penalty Notices are issued</p>
<p>Maintaining teaching & learning</p>	<p>Staff to put into place remote learning immediately a class/school needs to close.</p>	<p>Teachers will have planned for the following week's lessons, by the end of Friday of the previous week.</p> <p>TAs and the Headteacher will have access to the planning which will be on the Staff Portal.</p> <p>If a teacher/TA needs to self-isolate and remain well, they will continue to plan lessons.</p> <p>Teachers will keep some ad hoc lessons saved on the portal (making use of Oak Academy and BBC websites), should they be too unwell to come to school. These can be easily retrieved by other staff.</p> <p>Teachers will be prepared to combine classes if needed, to keep the school open for working parents.</p> <p>Teachers will switch to remote learning immediately should the school have to close.</p> <p>Scope to set up an i-pad on a tripod to video the teacher for core subject lessons will be discussed with the IT network manager as the ideal option if a pupil has to self-isolate for 14 days. (NB A teacher may be unable to operate the full extent of home learning provided during a lockdown, when they are working at school every day.)</p>

CONTACT LIST:

<p>For urgent public health enquiries ONLY IF YOU HAVE A CONFIRMED CASE OF COVID. (or suspected/confirmed outbreaks) The line is open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</p>	<p>New number from 17.9.20 DfE 0800 046 8687 (select the option to report a positive case) You will then be directed to the dedicated NHS advice team for nurseries and schools with confirmed cases.</p> <p>Within hours call 0344 225 3861 (option 4, then option 1) or out of hours call 0844 967 0083.</p>
<p>General queries: Buckinghamshire Council Public Health team For non-urgent public health enquiries</p>	<p>publichealth@buckinghamshire.gov.uk</p>
<p>Buckinghamshire Council Education team For non-urgent educational enquiries</p>	<p>sis@buckinghamshire.gov.uk</p>