

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

Assessment written by: Headteacher

Checked by Health & Safety Governor.

Distributed to all staff, and parents informed of its existence

Date: 19.6.21



<b>Benefit from this activity</b>	School and pre-school are currently fully open, with after school clubs and wrap around care functioning as normal. Good control measures will continue to be in place to limit the risk of the spread of coronavirus within the school community. Our aim is 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.
<b>Who is at risk</b>	Pupils (main school and pre-school), families of pupils, staff, families of staff, visitors.
<b>Potential Hazard/Risk</b>	Pupils could catch the coronavirus or pass it on to others within the school community and at home. Staff could catch the coronavirus, but are unlikely to pass it on unknowingly as they are undertaking twice weekly lateral flow tests. Parents / visitors could spread the coronavirus into the school community
<b>Overall summary of provision</b>	<b>The school will open normal hours and days for all children, with universal infant school meals, fruit and milk provision in place.</b> <b>National advice is still that children are at LOW levels of risk and Buckinghamshire's numbers of cases are low in comparison to many other places in the UK. Care and caution however do need to be taken with regards to staff and parents' contact with each other. Children showing any of the 7 main signs of covid will be asked to take a covid test (ie high temperature, continuous cough, loss of taste/smell, diarrhoea, sore throat, headache and fatigue).</b> <b>Care and caution still need to be taken with regards to staff and parents' contact with each other.</b> <b>Staff will be undertaking twice weekly lateral flow tests. If positive, they will need to take a PCR covid test to confirm this is positive too. PHE will be contacted but the advice is likely to be, to close to all children who have been in close proximity to the member of staff in the last 48hrs. As the school are operating as one bubble, with staff needing to be timetabled across classes, this could impact the whole school.</b>

### PHE advice

- 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.** Their household should also self-isolate for 10 days if their child tests positive.
- **Staff/pupils (family member) who test negative may return to school** when they have recovered from the initial symptoms and feel well.

	Government Recommendation	School Measures
<p><b>Effective infection protection and control</b></p>	<p><b>The following 4 preventative measures must be in place at all times:</b></p> <ol style="list-style-type: none"> <li>1. <b>Minimise contact with individuals who are unwell</b> 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.</li> <li>2. <b>Clean hands more often than usual</b> - 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.</li> <li>3. <b>Ensure good respiratory hygiene</b> by promoting the 'catch it, bin it, kill it' approach,</li> <li>4. <b>Clean frequently touched surfaces daily</b> using antibacterial spray/wipes and standard products, such as detergents / Milton steriliser.</li> <li>5. <b>As of 26.1.21, all adults within school are able to undertake twice weekly lateral flow tests (LFD) to ascertain potential positive cases where the person is asymptomatic</b> (see separate risk assessment for the procedure for these).</li> </ol> <p>Reduce unnecessary contact by encouraging the use of space and choice of activity. Minimise contact and mixing by for eg staggered arrival/departures times without reducing school day. Encourage parents to be socially distanced to each other.</p>	<p>Pupils / staff will not attend school if they or a household member have any symptoms which could be perceived as linked to coronavirus.</p> <p>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 ad hoc 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 maintain a cautious, social distance between themselves at all times.</p> <ul style="list-style-type: none"> <li>• Slightly staggered start &amp; finish times (KS1 8.35am &amp; 3pm, Year R 8.40 and 2.55pm, pre-school 8.50am &amp; 2.50pm). Year 1 and Year 2 parents not to come through the pedestrian gate but in and out of main driveway, keeping a check for any vehicles. YR and pre-school parents bring their child down the pedestrian pathway and exit as quickly as they can across the grass up to the fruit tree by the gazebo.</li> <li>• 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. It is preferable to host meetings outside where weather permits.</li> <li>• All ad hoc staff or club coaches will be asked to complete lateral flow tests the day before they attend school.</li> <li>• Reading helpers will wear masks and be doubly vaccinated.</li> <li>• Visitors (eg to view the school on a 1-1 basis) will asked to wear a face mask and be asked to keep a social distance from other adults.</li> <li>• Care to be taken within the office area, where it is not easy to socially distance.</li> <li>• Children to only bring key items from home (eg water bottles, hats, coats, reading books)</li> <li>• Windows and doors to be open to maintain good ventilation</li> <li>• Outdoor play equipment is in use as risks are very small for surface contamination spread.</li> <li>• Pupils will now have their PE kits at school and change into them on the school site</li> <li>• National guidance states that newly cleaned clothes are not needed each day, but the usual uniform cleanliness to be followed.</li> <li>• Staff, after school club leaders, may wear face shields if they wish</li> <li>• Little Apples to anti-bac upon arrival rather than wash their hands. All children to anti-bac after play times but continue to wash their hands before lunch and after using the toilet.</li> <li>• Generally to increase pupil &amp; staff use of anti-bac during the day to increase hygiene procedures eg after visiting library, after using pencils and equipment in a lesson</li> <li>• Clubs restarted on Monday 8<sup>th</sup> March.</li> <li>• Educational visits are permitted under the precautions listed.</li> </ul>

<b>Personal protective equipment (PPE)</b>	<p>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 face mask can be worn by the supervising adult if preferred.</p> <p>If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask may 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, the child is perceived as likely to have covid symptoms, then eye protection should also be worn.</p> <p>Gloves and aprons to be worn as usual for intimate care.</p>	<p>Reading books to be changed daily by staff, now that risks of contamination from surfaces is thought to be much lower.</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 119 online coronavirus service or <b>book a test online</b>. The pupil in question should not return until they obtain a negative test result. <b>If a test result is positive, the school will take advice from DfE/PHE (see contact detail PTO).</b></p> <p>Dirty / wet clothes to be sent home in a tied, plastic bag.</p>
<b>Staff developing covid-related symptoms</b>	<p><b>If a member of staff displays covid-19 related symptoms, Bucks have priority Covid-19 testing for ‘essential workers’:</b></p> <ul style="list-style-type: none"> <li>• The member of staff makes a request for a priority test to the school secretary who completes the relevant form on the Service Now Portal to request a test, then emails it to the HR Service Desk. The simple form asks for name, SAP number and mobile number, and approval that they are an essential worker;</li> <li>• The HR Service Desk will refer the employee’s details to the NHS Priority Testing Site;</li> <li>• The employee will receive a text message with a link to the test booking page and a verification code.</li> </ul> <p><b>If a member of staff tests positive, they must list those who fall in the following categories:</b></p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• extended close contact (within 1 to 2 metres for more than 15 minutes) with an individual</li> </ul>	
<b>Children and provision</b>	<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>Staff and pupils to avoid contact with anyone with symptoms</p> <p>Pupils and staff frequently wash hands and follow good respiratory hygiene practices</p>	<p>Parents to keep secretary informed of any health changes in pupils (or within their family) and to pass this information on to staff where relevant.</p> <p>The school will be cleaned and disinfected every day.</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>Any singing will take place in a well ventilated room.</p>
<b>Attendance</b>	<p><b>Bucks Guidance:</b> Schools to continue their normal attendance monitoring procedures</p>	<p>The school to respond to any daily/weekly attendance data collections requested from the DfE and Bucks LA.</p>

<p><b>Maintaining teaching &amp; learning</b></p>	<p>Staff to put into place remote learning immediately a class/school needs to close. Support for remote learning if a family need to isolate but the rest of their class are at school.</p>	<p><b>See remote education policy.</b> Teachers will have planned for the following week's lessons, by the end of Friday of the previous week. TAs and the Headteacher will have access to the planning which will be on the Staff Portal. If a teacher/TA needs to self-isolate and remain well, they will continue to work from home/plan lessons. 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 or by parents should the whole class need to self-isolate. Teachers will be prepared to combine classes if needed, to keep the school open for working parents. Teachers will switch to remote learning immediately should the school have to close. Scope to set up an i-pad on a tripod to video the teacher for core subject lessons exists, if this is deemed preferable to include any pupils self-isolating at home, into the rest of the class's lesson. Lessons will be uploaded to the school Google site accessed by school Office365 pupil logins. Parents are informed of these, with IT support given if needed. Chrome books can be loaned for families who have insufficient devices for home learning.</p>
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**CONTACT LIST:**

<p><b>For urgent public health enquiries ONLY IF YOU HAVE A CONFIRMED CASE OF COVID</b> (or suspected/confirmed outbreaks) The line is open Monday to Friday from 8am to 6pm, and 10am to 6pm on Saturdays and Sundays.</p>	<p>DfE coronavirus (COVID-19) helpline: 0800 046 8687 (select the option to report a positive case) PHE Advice Service is Option 1 but please listen carefully to all of the available options before selecting the most appropriate option for your nursery, school, college or university. You will then be directed to the dedicated NHS advice team for nurseries and schools with confirmed cases.</p>
<p><b>General queries:</b> Buckinghamshire Council Public Health team For non-urgent public health enquiries</p>	<p><a href="mailto:publichealth@buckinghamshire.gov.uk">publichealth@buckinghamshire.gov.uk</a>  Department for Education The Department for Education coronavirus (COVID-19) helpline and the is available to answer any questions you have about coronavirus (COVID-19) relating to education settings and children's social care. Phone: 0800 046 8687 Opening hours: Monday to Friday from 8am to 6pm Saturday and Sunday from 10am to 6pm</p>
<p>Buckinghamshire Council Education team For non-urgent educational enquiries. Report all positive covid tests. Log any closure on SchoolsWeb and revise on a weekly basis thereafter.</p>	<p><a href="mailto:sis@buckinghamshire.gov.uk">sis@buckinghamshire.gov.uk</a></p>