

WCPS Risk Assessment for the Provision of Education On-Site During National Lockdown Spring Term 2021

Introduction

This risk assessment focuses on reducing the risk of transmission of COVID 19 within the school setting to children, staff and parents and carers. It highlights the likelihood, impact of risk and control measures to ensure that the school has taken all precautions to satisfy the requirements of safety for the duration of the pandemic.

The responsibility for enacting control measures are the **Headteacher (Deputy DSL), and Deputy Headteacher (DSL)**.

This document outlines System controls and risk assessments in line with the latest guidance.

Policy Context

This risk assessment is based on the most recent Government Guidance for educational settings which should be regularly reviewed. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> last updated on 7th January 2021

Key Points from latest Government Advice:

During the period of national lockdown we only allow vulnerable children and the children of critical workers to attend. All other children should not attend and are learning remotely on Seesaw until February half term.

Essential measures include: a requirement that people stay at home if they:

- are ill with virus symptoms
- have tested positive, even if asymptomatic
- have been advised by NHS Test and Trace to do so
- are household members of a positive case, even if that case is asymptomatic
- are required to self-isolate for travel-related reasons

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Other essential measures include:

- robust hand and respiratory hygiene
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible
- minimise the potential for contamination so far as is reasonably practicable
- keeping children in consistent groups
- arranging classrooms with forward facing desks

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.

Risk Assessment

Hazard	Control Measures
Drop off / Collection	
Parents, staff children transmit COVID 19	<ul style="list-style-type: none">• tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)• Parents advised to reduce any unnecessary travel on coaches, buses or public transport• Staff on gate duty need to wear a mask and social distance.• No parents are allowed on school site• 8.45am drop off for all children• Teaching assistant to open side gate at 8.45am and padlock gate at 9am or whenever the last child on the register is dropped whichever is earliest.• 3pm collection from side gate of school

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	<ul style="list-style-type: none"> • Teaching assistant to contact parent (emergency contact details at back of Orchard Hall in Oak classroom) and using school landline (in Orchard Hall) and contact member of SMT if any child has not been collected by 3.15pm.
Entry into school setting	
Non symptomatic /Asymptomatic child/ staff member	<ul style="list-style-type: none"> • Wash hands for 20 seconds or use hand sanitiser • Staff, children, young people and families should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing and at any time they move between rooms. • Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation) and catch coughs and sneezes in tissues. Bins for tissues should be emptied throughout the day. • Educational posters around school site informing of good hygiene
Mixing of children and staff	<ul style="list-style-type: none"> • EYFS and Year 1 and 2 children taught in two separate spaces – EYFS in Oak classroom and Year 1 and 2 in Orchard Hall. • Due to the relatively small numbers and practicalities of staffing the children of key workers and vulnerable children are in a “super bubble” • Mixing of staff on the rota is minimised where possible • Ensure wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Seating students at the same desk and using the same ipad and pencils pot each day

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	<ul style="list-style-type: none"> • The playground is shared by pupils within the “super bubble”. Children are not allowed to play contact sports and should be encouraged to not come into contact with one another. Adequate cleaning of playground equipment by Andre Foster at the start of each day, following the COVID-19: cleaning of non-healthcare settings guidance • Stagger the use of staff room (door left open and one in, one out) and offices to limit occupancy
<p>During the school day</p>	
<p>Desks are too close in proximity</p>	<ul style="list-style-type: none"> • Increase cleaning of surfaces in classrooms, including desks and handles, and within toilet blocks and changing rooms, adhering to guidance on cleaning of non-healthcare settings • Adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. Exception is in EYFS classes where children due to their very young age will be grouped together in tables.
<p>Sharing of resources / books and touching of surfaces</p>	<p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • No resources, e.g. reading books to be taken home from school • By seeking to prevent the sharing of stationery and other equipment where possible, e.g. using individual pencil pots. Shared materials and surfaces should be cleaned and disinfected more frequently • Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day • Regular cleaning

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	<ul style="list-style-type: none"> • Use of gloves • Use personal stationery provided by school, keep on each of the child's desks and keep in named boxes
Online Safety	<ul style="list-style-type: none"> • Children should be supervised by teaching assistants whilst working online. • Children should be provided with regular time away from the screen. • The safe use of technology is a focus in all areas of the curriculum and pupils receive guidance on cyber safety through our PSHE programme. • The School has appropriate filters and monitoring systems in place • Teaching assistants should familiarise themselves with WCPS Acceptable Use Policy and the Anti-Bullying Policy as well as the Safeguarding Policy
Break times / Lunchtimes	
Children playing in close proximity, physical contact / outside space	<ul style="list-style-type: none"> • Keeping apart when on the playground or doing any physical exercise • Visiting the toilet one after the other. Every child going to the toilet needs accompanied to and from the entrance of the toilet. • No contact sports or games to be played
Use of play equipment	<ul style="list-style-type: none"> • Use of climbing frame is allowed • Playground equipment – arrangements made on cleaning and storing after each playtime and separate equipment for each year group – Andre Foster to take responsibility for cleaning at the start of each day. Read COVID-19: cleaning of non-healthcare settings • Encourage individual activities where possible
Staff proximity	<ul style="list-style-type: none"> • Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. • For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.
Medical Emergency accident / Incident of COVID	<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting contact the member of SMT on duty, they

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	<p>must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <ul style="list-style-type: none"> • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the toilet while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
Accident or emergency incident	<ul style="list-style-type: none"> • Refer to current First Aid policy on school website https://wcps.org.uk/useful-info/policies/ If there is not a member of SMT in the building and you are in any doubt about what to do dial 999 in an emergency or their life is at risk • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance • Use of gloves in all situations
Child displaying COVID 19 symptoms	<ul style="list-style-type: none"> • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

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	<ul style="list-style-type: none"> • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. You can find guidance on cleaning in non-healthcare settings. • Testing for affected child and family
Staff member displays symptoms	<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the staying at home guidance. Contact a member of the member of SMT on duty • Headteacher will give guidance on accessing testing for staff member and family
Significant COVID outbreak affecting staff and children	<ul style="list-style-type: none"> • Head teacher to contact Merton Council Public Health team for advice • Close or limit entry into school • Cohorting of staff and children to prevent transmission • Ensure staff rota discourages transmission • Reduce face to face meetings and utilise technology instead
Failure to take precautions in respect of shared equipment	<ul style="list-style-type: none"> • Pupils to sanitise hands before and after use. Signs to remind users to take hygiene precautions before use. • Copiers to have wipes located next to them. • All classrooms to have sanitiser kit (wipe, gel and fabric sanitiser for staff chair) replenished weekly. • Toilets, door handles, switches, hand rails and regularly used hard surfaces cleaned x3 times daily. • Office staff/caretaker in receipt of deliveries provided with gloves. Receiving deliveries with 2m distance at all times.

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	<ul style="list-style-type: none"> Limited use of staff room, distancing measures in place. Shared computers limited and keyboard to be wiped down before and after use. Max number of 1 person in the kitchen and 1 person in the communal area. Fabric sanitiser available
<p>Medical Risk Assessment in the COVID-19 Environment</p>	
<p>Failure of staff to deal with isolating suspect COVID-19 cases, and normal medical issues?</p>	<p>Follow protocol below for dealing with a suspected case:</p> <p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).</p> <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 (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. This only applies to those who begin their isolation on or after 30 July. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for</p>

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	<p>ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Staff informed of and encouraged to access NHS track and trace system if test positive. Appropriate PPE for staff assessing pupils/ staff with covid 19 symptoms.</p>
<p>Failure to update first aid policy, procedures and appropriate response to spectrum of medical issues</p>	<p>First Aid policy https://wcps.org.uk/useful-info/policies/ regularly reviewed by Andrew Morrison and Sharon Lisk</p> <p>Whole school briefing in autumn term and regular updates given to all staff.</p>
<p>Failure to equip the medical room(s) properly</p>	<p>Medical room equipped with PPE and thermometers. Separate examination rooms for isolation.</p> <p>Face shields are available in the first aid room for any member of staff. Staff are not required to wear them; but may wish to as an additional precaution. Any staff member using a face shield must label it, keep it in their teaching space and clean it regularly.</p>
<p>Failure to consider use of PPE by staff and pupils including disposal and guidance on use</p>	<p>PPE policy follows government guidance as updated from time to time.</p> <p>Current government advice is masks are not compulsory for either pupils or staff.</p> <p>School has stocks of PPE equipment. Online videos have been made available to all staff in the correct procedures for using PPE equipment.</p> <p>In the case of a pupils developing symptoms, pupils to be isolated from class and medical staff notified. Isolated until taken home.</p>

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<p>Failure to record staff and pupils / families with pre-existing medical conditions</p>	<p>HR have contacted all staff concerning medical conditions and conducted risk assessment.</p> <p>School has details of pre-existing medical conditions and the information is shared with all teaching staff.</p>
<p>Failure to record who has tested positive for COVID-19</p>	<p>Cases recorded.</p> <p>School to use NHS track and trace system.</p> <p>All visitors details to be recorded</p>
<p>Failure to record contacts with COVID-19 positive individual</p>	<p>Record of contact will continue to be kept as previously.</p> <p>School to use NHS track and trace system.</p>
<p>Failure to record those sent home with COVID-19 symptoms (a cough, high temperature, shortness of breath, anosmia)</p>	<p>Record will continue to be kept as previously.</p> <p>School to use NHS track and trace system.</p>
<p>Failure to keep in contact with those that have suffered from COVID-19 and / or are isolated at home</p>	<p>Regular correspondence with those in self isolation via line manager (staff) or teacher (pupil)</p>
<p>Failure to consider plans for registering, induction and supervision of contractors on site</p>	<p>Contractors must provide contact details for track and trace.</p> <p>Contractors isolated from other people on site, temperature checks not taken.</p> <p>Contractors issued with school COVID-19 risk assessment and contractors own risk assessment required before entry to site.</p>