

## **Long Meadow School COVID-19 Risk Assessment Plan**

### **School closure 04.01.21-15.01.21**

The following risk assessment is for the identification of risk and the subsequent planning to mitigate against these risks following the Government directive to close schools in identified Tier 4 Areas from 04.01.21 to 15.01.21 in the first instance

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later. However, due to the rising cases in our local area, we are to move to remote learning for most children, only being open to those children of critical workers and those identified as vulnerable.

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting. As part of planning for this closure it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable them to operate during closures. Everyone needs to assess and manage the risks from coronavirus (COVID-19). This means school employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19).

Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

| Risk: Transmission Through Contact  | Who       | Measures taken:  | Status/<br>RAG<br>Rating |
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| <p>To create strategies for social distancing in school by considering:</p> <ul style="list-style-type: none"> <li>● a requirement that people who are ill stay at home</li> <li>● robust hand and respiratory hygiene</li> <li>● enhanced cleaning arrangements</li> <li>● active engagement with NHS Test and Trace</li> <li>● formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable</li> </ul> <p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> <li>● grouping children together</li> <li>● avoiding contact between groups</li> <li>● arranging classrooms with forward facing desks</li> <li>● staff maintaining distance from pupils and other staff as much as possible</li> </ul> | All staff | <ul style="list-style-type: none"> <li>● Created 2 groups of critical/vulnerable 'Consistent group' Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group</li> <li>● Pupils are seated side by side and will be forward facing where possible</li> <li>● Basic furnitures ( hall and ICT suite) only to be used</li> <li>● Pupils and staff will remain in their consistent group and interaction with staff from other groups should be minimal &amp; avoided as far as possible</li> <li>● There will be no contact with other groups during play/lunch times (separate areas in playground/field and rota times to be strictly adhered to)</li> <li>● Pupils to use school provided pens/pencils and must not share these. Other equipment can be shared within a consistent group</li> <li>● Sharing of whole school resources (i.e.maths resources, globes etc) between groups can occur during the day, but will be fully cleaned before doing so. This includes PE equipment which must either be cleaned thoroughly between groups, or rotated</li> <li>● Pupils will limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed</li> <li>● Preplanning sessions/activities to ensure there is no need for the children to sit together i.e. crowding around a resource</li> <li>● Continue regular talks to children on "social distancing"</li> <li>● Continue to keep windows/door open for ventilation</li> <li>● Keep internal doors open to the corridor to avoid touching handles (when all leaving room doors should be closed for fire safety) and external doors open to the playground during playtimes/lunchtimes (site secured by gates at this time)</li> <li>● Lunches to be packed lunches, either form ghome or from caterers for FSM children</li> <li>● Field continued to be used where possible through the day</li> <li>● Pupils to wash hands thoroughly before going out for break/lunch and on return</li> <li>● Alcohol gel to be used before and after using ICT suite</li> <li>● No face to face contact activities to be undertaken and regular reminders to children to move away from each other. Pupils will be encouraged to stand 2 meters away from each other and from staff including in their own group.</li> <li>● No air conditioning units to be used</li> </ul> | .                        |

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|  |                          | <ul style="list-style-type: none"> <li>• Children to be reminded of social distancing expectations before break and lunch</li> <li>• Staff room to be used minimally and with clear social distancing guidelines. one in one out policy</li> <li>• Parents and pupils were informed and encouraged to not use public transport. Parents/pupils encouraged to walk/cycle to school.</li> <li>• Socially distancing markings around one-way system.</li> <li>• All staff to use their own unique laptop at all times.</li> <li>• Kids Play to keep children in year groups or if number rise, phase at before and after school care</li> <li>• Avoid formal meetings with parents for all but serious issues and maintain social distancing if meeting parents outside (for example, on collection of child). If face-to-face meeting cannot be avoided, use of Google Meets for meetings to prevent face to face contact whenever possible</li> </ul> |  |
| <p>To reduce risk of exposure to COVID-19 by considering:</p> <ul style="list-style-type: none"> <li>• PPE provision for SEMH, behaviour issues etc. where restraint is required.</li> <li>• interacting with pupils with personal care needs</li> </ul> | <p>SLT<br/>All staff</p> | <ul style="list-style-type: none"> <li>• Supplies are stored centrally (Medical room) this includes when working with the children and can be accessed by all staff members as and where required in exceptional circumstances</li> <li>• Staff advised to wear face masks at all times in school during this period, Individual RA completed for all SEND children. Those identified as having high risk of virus transmission - 1:1 staff will be offered PPE (visor, gloves and apron) due to spit, drool, or more intimate needs</li> <li>• Addendum to behaviour policy to include added verbal warning (particularly with hygiene and social distancing)</li> <li>• PPE is available for staff who may need to remove a child from a classroom.</li> </ul>   |  |
| <p>To reduce risk of exposure to COVID-19 by considering:<br/>PPE provision for emergency purposes</p>   | <p>SLT<br/>All staff</p> | <ul style="list-style-type: none"> <li>• Supplies are stored centrally (Medical room) and can be accessed by all staff members as and where required in exceptional circumstances</li> <li>• Members of staff dealing with ill pupils or staff should wear PPE (plastic face shield, mask, gloves and apron), if cannot socially distance or isolate the child</li> <li>• Open window for ventilation</li> <li>• Any tissue will need to be placed in the new bin bag (in room). The room will need to be deep cleaned once they leave</li> <li>• If they need to go to the bathroom whilst waiting for medical assistance, they should use the toilet next to the room. This will then be closed and deep cleaned before reopening</li> <li>• Staff to remind children to make sure they know to tell a member of staff if they feel unwell. PG/KE/EK to call emergency services if there is any cause for concern.</li> </ul>                      |  |

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|   |  | <ul style="list-style-type: none"> <li>• MB/AD to dispose of all waste that has been in contact with the suspected case, including used tissues, and masks if used. These should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and put in the normal waste</li> <li>• Clean down area where pupil has been following cleaning in non-healthcare settings guidance<br/><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>   |  |
| 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 |  | <ul style="list-style-type: none"> <li>• 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 the last 7 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)</li> <li>• All schools must follow this process and ensure all staff are aware of it</li> </ul>   |  |
| If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)               |  | <ul style="list-style-type: none"> <li>• 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 must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19)</li> <li>• Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms</li> <li>• If a child is awaiting collection, they should be moved, to the Waterfall 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</li> <li>• A window should be opened for ventilation</li> <li>• If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</li> </ul>  |  |
| Positive identified case of Coronavirus of a member of staff or pupil at school.  |  | <ul style="list-style-type: none"> <li>• Schools will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace</li> <li>• The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate</li> <li>• The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising</li> </ul> |  |

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|  |  | <p>them to self-isolate for 10 days since they were last in close contact with that person when they were infectious</p> <ul style="list-style-type: none"> <li>● Close contact means: <ul style="list-style-type: none"> <li>○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>● The health protection team will provide definitive advice on who must be sent home.</li> <li>● To support them in school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups, e.g a child coughs directly at a member of staff</li> <li>● A template letter will be provided to school, on the advice of the health protection team, to send to parents and staff if needed. School must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</li> <li>● Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</li> <li>● They should get a test, and: <ul style="list-style-type: none"> <li>○ if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days</li> <li>○ if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</li> </ul> </li> </ul> |  |
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| Contain any outbreak by following local health protection team advice   |                    | <ul style="list-style-type: none"> <li>● If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and must continue to work with our local health protection team who will be able to advise if additional action is required</li> <li>● In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</li> <li>● In consultation with the local Director of Public Health, where an outbreak in school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</li> </ul> |  |
| Parents refusing to keep pupils off school when requested to self-isolate and test. Thus the spread of virus to the rest of the school population resulting in illness/death. | Staff and children | <ul style="list-style-type: none"> <li>● Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE Guidance for Schools Call DFE Helpline 0800 046 8687 or email <a href="mailto:Dfe.coronavirushelpline@education.gov.uk">Dfe.coronavirushelpline@education.gov.uk</a></li> </ul>  |  |
| To establish procedures to ensure regular hand washing in accordance with guidelines  | A                  | <ul style="list-style-type: none"> <li>● Staff assigned to refill soap dispensers throughout the day. Site staff to refill overnight</li> <li>● Site staff to spray toilets fully at 1pm daily</li> <li>● Children to wash hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food.</li> <li>● Flexible day timings to continue to allow teachers as much time as needed to carry out safe procedures and practices in classrooms.</li> <li>● Display “catch it, bin it, kill it poster” and “washing your hands” posters in toilets and notice boards, and classrooms</li> <li>● Educate pupils and staff on the importance of destination handwashing through letters <ul style="list-style-type: none"> <li>○ before leaving home</li> <li>○ on arrival at school</li> <li>○ after using the toilet</li> <li>○ after breaks and sporting activities</li> <li>○ before eating any food, including snacks</li> <li>○ before leaving school</li> </ul> </li> <li>● Sinks in the toilets are for use after going to the toilet, not for routine hand washing, to minimise traffic in the toilets.</li> </ul>   |  |

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|   |  | <ul style="list-style-type: none"> <li>● Set time aside for regular training and reminders on handwashing - This is necessary due to most children not attending school since changes made. Use free training and information resources such as ebug for pupils and short how to wash your hands videos.<br/><a href="https://www.youtube.com/watch?v=x3v521MTjio&amp;feature=youtu.be">https://www.youtube.com/watch?v=x3v521MTjio&amp;feature=youtu.be</a></li> <li>● Only single use paper towels and hand dryers (after using the toilet) to be used. Bins emptied overnight.</li> <li>● Regular checks of toilets throughout the day to ensure they are clean( sprayed), stocked with liquid soap and hand towels by AD/MB</li> </ul>  |  |
| <p>To identify a contained room or area for use should a pupil/pupils show symptoms of Covid-19</p> |  | <ul style="list-style-type: none"> <li>● Waterfall to be used as before. Bins for PPE disposal (if used) in place</li> <li>● Monitoring of illness must be rigorous and have a 'caution first' approach at all times.</li> <li>● Communication sent to all staff and pupils informing them they should remain at home if they are displaying any symptoms.</li> <li>● School to ensure it understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. School ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>○ book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>○ self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> </li> <li>● Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing</li> <li>● All schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested</li> </ul> |  |

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|   |            | <ul style="list-style-type: none"> <li>● School to ask parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> <li>○ If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>○ if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days</li> </ul> </li> </ul> |  |
| <b>Risk: Staff and Pupil Attendance</b>   |            |  |  |
| Identify staffing levels to ensure the reintegration of pupils adheres to social distancing guidelines                          | HT/DHT     | <ul style="list-style-type: none"> <li>● Staff to inform PG/EK/KE if they feel they are unable to return to work in January or any concerns they have</li> <li>● Plan is in place to ensure that each /group of children is staffed</li> <li>● Contingency plan has been developed to cover staff absence/sickness</li> </ul>  |  |
| To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation   | HT/DHT     | <ul style="list-style-type: none"> <li>● All communications are shared with staff</li> <li>● INSET held virtually to share new expectations with all staff and to address concerns</li> <li>● Access to well-being and mental health support communicated and shared with staff.</li> </ul>  |  |
| To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk | HT and CoG | <ul style="list-style-type: none"> <li>● Parent information written by Headteacher has been shared with all parents</li> <li>● Details provided of safeguarding measures in place to mitigate risk of infection</li> <li>● Clear expectations for parents have been shared</li> <li>● parents updated with information on all levels as it happens</li> </ul>  |  |
| Processes and procedures are established and shared with Parents for pick up and drop off arrangements                          | SLT        | <ul style="list-style-type: none"> <li>● Limit visitors on site Reinforced information to parents In summary: <ul style="list-style-type: none"> <li>○ No parents allowed on site unless to drop and collect.</li> <li>○ All parental communication with the office via phone or email. Any unexpected collection and drop off (i.e. medical appointments) to be arranged via phone.</li> </ul> </li> </ul>  |  |



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|  |           | <ul style="list-style-type: none"> <li>○ No contractor on site during this period unless an emergency</li> </ul>  |  |
| Process for collecting a child due to illness or an existing appointment during the school day is established and shared | SLT       | <ul style="list-style-type: none"> <li>● Guidance for collection has been established and shared with parents through letters. Handover in foyer.</li> </ul>  |  |
| <b>Risk: Maintaining Cleanliness</b>   |           |   |  |
| Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission                                     | All staff | <ul style="list-style-type: none"> <li>● Follow government guidelines as follows:<br/><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>● Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: <ul style="list-style-type: none"> <li>○ Door handles</li> <li>○ Desks, table tops</li> <li>○ Learning equipment/resources</li> <li>○ Light switches</li> <li>○ Books</li> <li>○ Toilets</li> <li>○ Sinks</li> </ul> </li> <li>● Additional cleaning capacity in place through use of support staff.</li> <li>● Cleans (by staff) to be completed at regular periods throughout the day</li> <li>● Cleaning staff briefed and monitored by MB</li> <li>● Social distancing in place for cleaning staff. All staff off site by 4.00pm daily</li> <li>● Ensure robust cleaning of high contact surfaces throughout the day</li> <li>● Obtain advice where required from, NHS 111 and DfE Helpline 0800 046 8687 or email: <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a></li> <li>● Door Handles (classroom doors will be kept open) Main entrance – hand sanitiser to be placed by main door and used after each entry.</li> <li>● Staffroom - urn/fridge/dishwasher handle, cupboards, sink taps – to be cleaned regularly by staff using the staff room</li> <li>● Identify how to manage these areas effectively</li> <li>● Tables and resources only to be sprayed when pupils are not in danger of the spray blowing into them.</li> <li>● Any cleaning solution clearly labelled and available in every area</li> <li>● Any spray bottles or wipes must be kept out of reach of children</li> <li>● All areas touched by children and staff must be cleaned regularly by the consistent group staff throughout the day</li> </ul> |  |

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|   |                     | <ul style="list-style-type: none"> <li>No resources to come into or leave school (apart from pupil's lunchboxes)</li> <li>Play trails and outdoor apparatus will be cordoned off.</li> </ul>   |  |
| Ensure cleanliness of outdoor equipment is maintained   | All staff           | <ul style="list-style-type: none"> <li>Outdoor equipment to be sprayed at lunch.</li> <li>Equipment not to be touched before or after school. Staff to monitor this</li> </ul>   |  |
| <b>Risk: Safeguarding</b>   |                     |  |  |
| COVID 19 is RIDDOR reportable and should be reviewed if anyone on site contracts this   | All staff           | <ul style="list-style-type: none"> <li>The School Manager will initiate the process of reporting this to MKC and the Health and Safety Executive</li> </ul>  |  |
| Check your fire safety systems  | MB/<br>HT           | <p>Checks carried out to ensure that:</p> <ul style="list-style-type: none"> <li>all fire doors are operational</li> <li>fire alarm system and emergency lights are operational</li> <li>No social distancing expected during fire alarm</li> </ul>  |  |
| <p>To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:</p> <ul style="list-style-type: none"> <li>At risk of exclusion</li> <li>In need of early help</li> <li>Have additional needs such as behaviour, sensory impairment etc.</li> <li>Exhibiting mental health and well-being issues</li> <li>In need of bereavement counselling</li> <li>Meeting the social care thresholds</li> </ul> | DSLs<br>HT<br>SENCo | <ul style="list-style-type: none"> <li>Pupils have been identified and risk assessed</li> <li>LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support</li> </ul>  |  |
| First aid and medication and delivering personal care done effectively, in not could have insufficient coverage for school and harm to pupils through malpractice   |                     | <ul style="list-style-type: none"> <li>Provide appropriate PPE for first aiders (mask, face shield, disposable gloves and disposable aprons) to be worn when there is a risk of virus transfer i.e. with coughing/sneezing/vomiting child. Inform first aiders what control measures are in place</li> <li>Any staff member, without valid first aid training, must alert a member of non-consistent group staff (with first aid training) to oversee first aid administration</li> <li>Office staff to ensure those pupils in school have up to date medication onsite and their allergen information is also up to date</li> <li>First aider and those administering medication to maintain social distancing where possible. Personal care. Staff providing personal care e.g. changing a child after they have wet themselves should wear</li> </ul> |  |

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|  |  | appropriate PPE (mask, face shield, disposable gloves and disposable aprons) |  |
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