

**Long Meadow School COVID-19 Risk Assessment Plan**  
**Reflecting changes from Government guidance September 2021**

The following risk assessment is for the identification of risk and the subsequent planning to mitigate against these risks following the Government guidance effective from 27<sup>th</sup> August 2021

All pupils should now be attending school.

Schools have been asked to:

- review and where necessary, update our risk assessment to make sure we are following the system of controls to minimise the risk of infection, including engaging with the asymptomatic testing programme
- have a contingency plan in place for outbreaks in our school or changes in restrictions
- communicate any changes in our processes to parents

The UK Government has worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to develop their guidance. Based on the recent ONS data, the risks to education staff are similar to those for most other occupations. Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants.

Working with PHE, they continually review the measures, which are informed by the latest scientific evidence and advice and update their guidance accordingly. We must comply with health and safety law and put in place proportionate control measures. To meet these obligations, we must: review your health and safety risk assessments in light of this refreshed guidance and make any necessary changes to our control measures applying the system of controls.

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

They have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance.

Risk: Transmission Through Contact	Who	Measures taken:	Status/RAG Rating
<p>To create strategies for reducing contact 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>• 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>	All staff	<ul style="list-style-type: none"> <li>• Pupils sit at the same desk for most of the time every day where possible</li> <li>• Continue to keep windows/door open for ventilation-smaller opening allowed in cooler weather but must be fully ventilated when empty at breaks and lunchtimes</li> <li>• Marking of work will happen but to try to be done beside a child rather than in front to minimise danger from unexpected coughs and sneezes</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>• 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, as well as other key points.</li> <li>• No air conditioning units to be used</li> <li>• All staff to take responsibility for ensuring communal areas remain clean e.g. by ensuring dirty crockery is placed in dishwasher</li> <li>• All staff to use their own unique laptop at all times.</li> <li>• Educational trip and visits can take place, but must have a full COVID secure Risk assessment as part of the planning process</li> </ul>	
<ul style="list-style-type: none"> <li>• active engagement with NHS Test and Trace</li> </ul>	All staff	<ul style="list-style-type: none"> <li>• Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</li> <li>• As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts.</li> <li>• Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.</li> </ul>	

		<ul style="list-style-type: none"> <li>School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</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>	SLT All staff	<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> </ul>	
<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for emergency purposes</p>	SLT All staff	<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> </ul>	
<p>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</p>	staff and children	<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> <li>they have one or more COVID-19 symptoms</li> <li>a member of their household (including someone in their support bubble or childcare bubble if they have one) has COVID-19 symptoms</li> <li>they are legally required to quarantine, having recently visited countries outside the Common Travel Area</li> <li>they have had a positive test</li> </ul> <p>They must immediately cease to attend and not attend for at least 10 days from the day after: the start of their symptoms the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school)</p> <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape the risk of harm</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p>	

		<ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a>. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p>	
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)	staff and children	<p>We must:</p> <ul style="list-style-type: none"> <li>• send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>• advise them to follow the guidance for households with possible or confirmed COVID-19 infection</li> <li>• advise them to arrange to have a test as soon as possible to see if they have COVID-19</li> </ul>	
If a pupil is awaiting collection, due to becoming 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)	children	<ul style="list-style-type: none"> <li>• 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 pupil, with appropriate adult supervision if required (medical room/waterfall)</li> <li>• a window should be opened for fresh air ventilation if it is safe to do so</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 if they need to go to the bathroom while waiting to be collected, they should use a separate toilet if possible - the toilet must be cleaned and disinfected using standard cleaning products before being used by anyone else</li> </ul>	

		In exceptional circumstances, if parents or carers cannot arrange to have their child collected, as long as it is age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the school.	
Positive identified case of Coronavirus of a member of staff or pupil at school.	staff and children		
Contain any outbreak by following local health protection team advice	all community	<ul style="list-style-type: none"> <li>• our Local Public Health Team will support us specifically if any of the following thresholds are reached: <ul style="list-style-type: none"> <li>○ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period (e.g. 3 cases in a class of 30). (whichever is reached first)</li> <li>OR</li> <li>○ If a pupil, student, child or staff member is admitted to hospital with COVID-19, this could indicate increased severity of illness or a new variant of concern and advice should be sought urgently</li> </ul> </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 Public Health and DFE Guidance for Schools Call DFE Helpline 0800 046 8687 or email <a href="mailto:C19SettingsandSchools@milton-keynes.gov.uk">C19SettingsandSchools@milton-keynes.gov.uk</a></li> </ul>	
Pupils and families who are anxious about return to school following the latest government guidelines 17th May 2021	children and families SLT	<ul style="list-style-type: none"> <li>• All pupils must attend school</li> <li>• If parents of pupils with significant risk factors are concerned, school to discuss their concerns and provide reassurance of the measures we are putting in place to reduce the risk in school</li> <li>• Schools to be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend</li> </ul>	

		because of sickness, is absent for a necessary religious observance etc)	
To establish procedures to ensure regular hand washing in accordance with guidelines	children and staff	<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 (flush, handles, taps) twice daily</li> <li>● Children wash hands after coughing or sneezing; after using the toilet; before and after handling food</li> <li>● Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff.</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 (wash or wipes)</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> </ul>	
LFT testing to be completed by all school staff	staff	<ul style="list-style-type: none"> <li>● Staff in school will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.</li> <li>● Primary age pupils will not be tested with LFDs. PHE have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices.</li> <li>● Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at home guidance.</li> <li>● They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> <li>● Those with a negative LFD test result can also continue to attend school and use protective measures.</li> </ul>	

Risk- Other risks identified			
Poor ventilation	children and staff	<p>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area.</p> <p>When our school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures.</p> <ul style="list-style-type: none"> <li>● Mechanical ventilation systems <ul style="list-style-type: none"> <li>○ These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. Systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</li> </ul> </li> <li>● Natural ventilation <ul style="list-style-type: none"> <li>○ Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space) and opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so).</li> <li>○ To balance the need for increased ventilation while maintaining a comfortable temperature we will consider opening high-level windows in colder weather in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing rearranging furniture where possible to avoid direct draughts</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>○ Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul>	
<b>Risk: Staff and Pupil Attendance</b>			
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>● Regular meetings timetabled to allow staff opportunities to express concerns</li> <li>● Access to well-being and mental health support communicated and shared with staff.</li> <li>● Staff well-being continues to be a priority focus for the new academic year.</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 continues to be shared with all parents</li> <li>● Details provided of safeguarding measures in place to mitigate risk of infection</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>● Staggered start and end times have been established</li> <li>● Requirements continue to be shared with parents through letters and Teachers2Parents</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>	
Travel and quarantine	Children and staff	<p>All pupils travelling to England must adhere to government travel advice and parents should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</p> <p>Those arriving from a 'red list' country, or have transited through one in the past 10 days, must quarantine in a government approved facility with a parent or legal guardian rather than at home.</p>	
Pupils abroad who are unable to return	Children and staff	<p>We will continue to work with the local authority to engage with families who are abroad to understand the child's circumstances and their plans to return. We will encourage families to return where they are able to, emphasising the benefits of regular school attendance and remind them that school attendance is mandatory.</p>	



Pregnancy	staff	<p>We will follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice.</p> <p>We are aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch COVID-19. This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch COVID-19.</p>	
Staff deployment	SLT and staff	<p>We may need to alter the way in which you deploy our staff and use existing teaching and support staff more flexibly. We will ensure that we continue to have appropriate support in place for pupils with SEND. Any redeployments of staff will not be made at the expense of supporting pupils with SEND.</p> <p>We will make sure that for any interventions or care for pupils with complex needs:</p> <ul style="list-style-type: none"> <li>● safe ratios are met</li> <li>● specific training is undertaken</li> </ul> <p>Staff who are not teachers may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher. This is covered under the: Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools the freedoms provided under the funding agreement for academies</p>	

Supply staff and other temporary or peripatetic staff	outside staff	<ul style="list-style-type: none"> <li>• We will continue to use supply teachers and staff.</li> <li>• Supply staff and peripatetic staff can move between schools. Such staff and visitors must follow our school's arrangements for managing and minimising risk based on the system of controls.</li> <li>• They will have access to information on the safety arrangements and be provided with this as soon as possible after the booking.</li> <li>• This also applies to other temporary staff and volunteers working in schools such as: support staff working on a supply basis peripatetic staff such as music tutors and sports coaches those working in before and after school clubs</li> <li>• Mixing of volunteers across groups should be kept to a minimum, and they should adhere to the system of controls in place.</li> </ul>	
Other support including specialist staff	outside staff	Specialists, therapists, clinicians and other support staff for pupils with special educational needs and disability (SEND) can attend school to provide interventions as usual where this is reasonably necessary, including where this requires them to move between settings.	
Remote education	children	<p>Not all people with COVID-19 have symptoms. Where appropriate, we should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so</p> <p>We will try to maintain our capacity to deliver high-quality remote education for the next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</p>	
Delivering remote education safely	staff	Keeping children safe online is essential. The statutory guidance keeping children safe in education provides the information on what we should be doing to protect our pupils online.	

Fire safety	SLT + MB	<p>Our Fire safety management plan has been reviewed and checked in line with operational changes. We have checked:</p> <ul style="list-style-type: none"> <li>• all fire doors are operational at all times</li> <li>• our fire alarm system and emergency lights have been tested and are fully operational</li> </ul> <p>We will carry out emergency drills as normal</p>	
Educational visits	Staff and children	<p>We were able to resume educational day visits. Any educational day visits will be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. We will consult the health and safety guidance on educational visits when considering visits.</p>	
Physical activity	children	<ul style="list-style-type: none"> <li>• We will prioritise outdoor sport where possible</li> <li>• Where it's not, we will use large indoor spaces with sufficient ventilation</li> <li>• We will consult government guidance when planning for team sports.</li> <li>• We may hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques.</li> <li>• Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible)</li> </ul>	
Indoor and outdoor performances	All staff	<p>We will consult the government guidance 'Events and attractions' when planning indoor and outdoor performances.</p> <p>We have identified any poorly ventilated spaces as part of our risk assessment and have taken steps to improve fresh air flow in these areas.</p>	

Risk: Maintaining Cleanliness			
Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission	All staff	<p>This includes:</p> <ul style="list-style-type: none"> <li>● continued frequent cleaning of rooms or shared areas that are used by different groups</li> <li>● frequently touched surfaces continued being cleaned more often than normal</li> <li>● cleaning toilets twice daily</li> <li>● encouraging pupils to wash their hands thoroughly after using the toilet</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>○ Light switches</li> </ul> </li> <li>● Additional cleaning capacity in place through use of teaching and 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>● Provide tissues for classrooms</li> <li>● Main entrance – hand sanitiser to be placed by main door and used after each entry.</li> <li>● Every classroom to be thoroughly cleaned at the end of each day with a high intensity solution. MB to oversee.</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>●</li> </ul>	
Ensure cleanliness of outdoor equipment is maintained	All staff	<ul style="list-style-type: none"> <li>● Outdoor equipment to be sprayed at the end of breaks and lunch.</li> <li>● Equipment not to be touched before or after school. Staff to monitor this</li> </ul>	

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<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 Business Manager will initiate the process of reporting this to MKC and the Health and Safety Executive</li> </ul>	
Recommission all systems before re-opening	Site manager MB	<p>Checks carried out on the following:</p> <ul style="list-style-type: none"> <li>• gas,</li> <li>• heating,</li> <li>• water supply,</li> <li>• mechanical and electrical systems</li> <li>• catering equipment</li> <li>• MB to liaise with MK LA H &amp; S</li> <li>• Ensure usual maintenance and safety checks continue to take place</li> <li>• Review Planned Preventive Maintenance schedule – what services are due between now and September and organise for these to be carried out outside of pupil hours</li> <li>• Ensure statutory checks are up to date i.e. boiler servicing. <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></li> <li>• Legionella checks have continued during school summer closure. Site staff checks weekly fire alarm checks have continued, as with other checks</li> </ul>	
Ensure water systems are safe and operational	Site Manager MB	Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied	
Check your fire safety systems	Site Manager MB/ 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> </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	All staff	<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>• Office staff to ensure those pupils in school have up to date medication onsite and their allergen information is also up to date</li> </ul>	

		<ul style="list-style-type: none"><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 appropriate PPE (mask, face shield, disposable gloves and disposable aprons)</li></ul>	
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