**JMAT Risk Assessment Preparation V7**

**Document – Covid 19**

**March 2022 onwards**

On 21 February, the Prime Minister set out the next phase of the government’s COVID-19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains.

Our priority is for schools, colleges, childminders and nurseries to deliver face-to-face, high-quality education and care to all children and young people. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, as well as mental and physical health.

**REMINDER:** Under The Management of Health and Safety at Work Regulations schools have to carry out suitable and sufficient assessment of risks to:

Identify what could cause injury or illness (hazards)

Decide how likely it is someone could be harmed and how seriously (Likelihood)

Take action to eliminate the hazard, or if this is not possible, control or minimise the risk to an acceptable level (risk)

Coronavirus will still be present as a hazard, however given that the direct clinical risks to children are low and every adult will have had the opportunity to be doubly vaccinated by mid-September, the priority as a Trust is to deliver face to face education for pupils and limit the disruption previous bubble closures has caused.

As the government guidance is revised, schools may need to apply revisions to their risk assessment(s) in light of potential changes, local outbreaks and reacting to public health instruction. The Trust will implement the plans should further restrictions or local lockdowns be instructed

As such the following risk assessment preparation will enable a full school opening, learning lessons from the mitigations previously applied.

**An Understanding of:**

**Risk Assessment –** Placing proportionate control measures against hazards encountered in the workplace. As circumstances change and public health advice changes, Risk Assessments should be reviewed and include contamination controls. SLT should plan to review the Covid Safe RA, at least termly for 2021/22 academic year.

**Test and Trace/Isolation –** In September, children under the age of 18, will no longer be required to isolate if they are contacted by NHS Test and Trace. Those identified by NHS Test and Trace as being in close contact with a positive case will be asked to undergo a PCR test. NHS Test and Trace will instruct the isolation period for these individuals.

**Removing Bubble Integrity** – Schools will return to “normal practice” but may consider staffing limitations (particularly in the Autumn Term) so that a reactive return to minimised cross contamination of areas for staff and pupils, should there be an outbreak as determined by PHE.

**COVID SECURE MEASURES are now:**

The hierarchy of control measures in our Covid-19 defence:-

1. Hand Hygiene
2. Increased Hygiene Regime in setting (additional cleaning)
3. Engagement with Vaccine Programme by all staff
4. Observing NHS Test and Trace instruction and updated Infection Control Policy
5. Bubble integrity and minimising access to communal areas as and when instructed
6. Use of PPE.

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| STAFF | WHOLE CLASS BUBBLE – Sept 2021 onwards |
| ***Shielding Advice is no longer in place***  **Vulnerable staff** | All Staff should be in setting to undertake their role and responsibilities.  Schools must identify those staff who were previously considered CEV – as these may be subject to further shielding as a control measure if PHE inform a local or national outbreak.  School must seek to:   * Provide appropriate (where necessary) adjustments in relation to work commitment(s) * Make reasonable adjustments to support any additional need * Understand the vaccine status of all staff/adults in setting |
| **Testing - LFD** | All regular twice weekly lateral flow testing by staff will stop from the beginning of March.  If staff members become unwell displaying one or all of the main symptoms of coronavirus (cough, temperature or loss of taste or smell), they will continue to be able to access PCR testing to determine whether they have coronavirus.  A positive result will no longer impose a need to isolate, however if they are unwell, guidance remains that they should stay at home, particularly relating to a high temperature. |
| **Pregnant women**  After 28 weeks the specific individual “new and expectant mother” RA should be reviewed | Once a member of staff has told you they are pregnant, you should carry out a specific risk assessment as per usual practice.  This includes:   * Collaboratively adjust their work to avoid unnecessary stress and strain * Reasonable adjustments to work to minimise risks. * During third trimester revisit levels of risk prevalent in setting to determine next steps, include GP/midwife recommendations. |
| **Wellbeing** | Staff Wellbeing is a priority within the Trust and every effort to share appropriate resources and signposting will be made on a case by case basis. Supervision will be provided to Key Personnel in the event of further disruption due to locally or nationally informed events. |
| PRACTICAL APPLICATION | WHOLE CLASS BUBBLE – Sept 2021 onwards |
| **Balancing perceptions and reality of transmission rates of Covid 19**  Arrival and Departure | School gates will open in the morning at 8:40am and close at 8:50am and they will open at 3pm for collection. Separate bubble times will not be allocated.  Members of Senior Staff or admin team will be available for safeguarding at the front of school whilst the gates are open.  The one-way system will stay in place with families walking around the building to drop off/collect their children.  Families will continue to queue to get into school – school will provide spots that are 2m apart to separate families  Staff and visitors will be expected to sanitise their hands in the entrance hall on their way into and out of the building and use their own pen for signing in and signing out. |
| **Classrooms**  Removal of Bubble Integrity | Staffing will be kept as consistent as possible within year group phases to aid children SEMH, however, may be required to work in different spaces with different groups of children if the children’s education requires it. The Cover Teacher, Sports Coach and HLTA will be required to work across different phases in school in order to cover PPA, management time and illness and other staff may be asked to work in different parts of the school if circumstances require.  Staff who have refused the vaccine, will be encouraged to get themselves vaccinated however if they choose not to vaccinate, they do so at their own risk. When we are aware of positive cases in school, staff who are not vaccinated will be informed.  A member of staff in each bubble will be expected to wipe all desks, door handles and taps in the classroom hourly. Bubbles have been provided with a cleaning schedule checklist to follow to ensure the correct level of cleaning is sustained. The schedule will be completed each day, signed and filed in a cleaning file which will be stored in each classroom.  If a shared area is used, such as the library, art room, sensory room etc, staff will wipe down all surfaces after they have used the room.  Children and staff will be expected to wash/sanitise hands on arrival, break, before lunch, after lunch and before they go home. Staff to ensure that hand washing is done correctly. Parents may send the child with their own soap or moisturiser if preferred as long as it is clearly labelled with their name.  External classroom doors and windows should be open a regular points (at least 10 minutes each hour) to allow good ventilation into the classroom. Internal classroom doors should remain shut at all times as these are fire doors.  Desks can be either grouped or forward facing, whichever is most conducive to learning. |
| **Office Spaces** | The hot desk room should be sanitised after use.  PPA can take place in either the art room or the staff room after lunch has finished. Areas should be sanitised after use.  The sports leader and inclusion Champions can use the staff room as a space to work in, the area should be sanitised after use.  Within shared office spaces, staff have an allocated desk so sharing is limited. |
| **Communal Spaces** | Adults are no longer required to wear masks in communal spaces that are being used by different year group teams such as the corridors, the toilet and the staff room. |
| **Toilets** | Different year groups will be allocated to different toilet blocks  - Foundation Stage will use the toilets within their unit  - Y1 and Y2 will all use the Infant toilets  -Y3, Y4, Y5, Y6 will all use the junior toilets  Toilet visits should where possible, be restricted to a whole class set toilet times, however exceptions will be made where required.  All children will be expected to wash their hands after going to the toilet. Staff will closely monitor this and challenge anyone who hasn’t. Staff will support handwashing for the children in FS and KS1.  Toilets will be cleaned by the cleaning team after school and also before lunch as part of the reactive clean.  Sanitising spray and antibacterial wipes will be available for use in the upstairs toilet and it will be recommended to all groups using the space that they sanitise the space at regular intervals.  Staff toilets will continue to follow the cleaning protocol that is displayed on the wall. Visitors to school will be allowed to use these toilets however, will be requested to follow the cleaning protocol. |
| **Lunchtimes** | Breakfast club and after school club will take place in the hall. All children and staff should sanitise their hands upon entry. Children will be seated in bubbles.  School meals will be eaten in the hall by all children. Efforts will be made to sit children together with their cohort and limiting mixing, however mixing is inevitable for short periods of time.  The other areas around school used at lunchtime will be zoned and different phases will rotate around them so that they have access to all areas each week. The Sports Coach will take the lead on zoning the areas and ensuring staff use these areas appropriately.  Staff are to use their learning pods for their break out rooms to avoid staff mixing in the staffroom. The admin team, Headteacher and Sports Coach will use the staff room for their lunch. They must make sure the room is ventilated during this time. This will be kept under review.  When using the staffroom to make drinks, staff are to be mindful that they are not mixing with other key stages and keep their distance from other adults. |
| **Outside Playtimes**  ***Transmission rates are reduced outdoors*** | There will be 3 different zones for different age phases to play in. The phases will be FS, Y1 and Y2, Y3 and Y4, Y5 and Y6. EYFS will remain in their external area and forest school for their play and lunchtimes.  The KS1, LKS2 and UKS2 phases will rotate around the three zoned areas. One of the zones will include forest schools but this will be at a different time to FS. |
| **First Aid**  There will be a need to minimise direct contact with children.  ***See First Aid Policy and Intimate Care Policy*** | Typical response to First Aid requirements remain.  PPE will be provided and encouraged for staff to use when dealing with Intimate Care of a pupil or first aid. This includes, mask, apron, gloves and visor. |
| **Symptoms and Positive Test** | If anyone in our school community develops symptoms of coronavirus, they should not come onto school premises and should immediately seek a PCR test. School should be kept informed of the action taken and outcomes of the test so that they can respond appropriately. Staff and Children should return to school as soon as possible, in line with guidance, after a positive test.  Children and Staff are expected to take a LFD on day 5 and the day after. If both of these tests are negative and you do not have a high temperature children and staff can leave isolation and return to school. If the day 5 test is positive, staff and children should keep taking daily LFD tests until they receive 2 negative test results and they do not have a high temperature. Once they have 2 negative tests on 2 consecutive days 24 hours apart, they can return to school.  If a child presents in school with one of the COVID-19 symptoms (continuous cough, a high temperature or loss of taste or smell), a member of support staff will:   1. Wash their hands 2. Don full PPE (gloves, apron, face mask and visor) 3. Escort the child into the medical room avoid crossing anyone else 4. Open all windows in the medical room 5. Remain with the child until they are collected. 6. A member of the office staff will phone home to arrange for someone to collect the child as soon as possible. 7. Once the child has left, the member of staff must remain in full PPE and clean the medical room 8. Doff the PPE and dispose of in a medical bin 9. Place a sign on the door so that people know it has been used for a possible case. 10. Other people must not enter the room after use unless it is for another possible case. 11. Family instructed to get a test for their child.   The art room is used for the Medical room – If it has been used for an event of isolation. A warning sign will be placed on the door by the member of staff supervising the isolation saying – DO NOT USE – until the room has been cleaned by the cleaning team at the end of the day. The sign is placed in the room ready for use.  PPE donning and doffing instructions can be found at the end of this risk assessment.  All testing and tracing has now ended. School will share up to date guidance with parents as it is updated.  Staff will be informed when there is a confirmed case of COVID-19 within the cohort they work with regularly so they can increase sanitising and hygiene routines to prevent an outbreak developing. Parents will not be informed of positive cases of COVID-19.  If staff or children live with, or have stayed overnight with someone who has COVID-19, they are advised to:   * Minimise contact with the person who has COVID-19 * Avoid having contact with anyone you know is at higher risk of becoming severely unwell. * Pay close attention to the main symptoms of COVID-19 and order a PCR test if symptoms develop.   In addition to the above, if staff know they are living with someone who has tested positive or has spent an overnight stay with someone who has tested positive, they are required to wear a mask in all communal space and if they are in close contact with someone. |
| **Remote Learning** | Access to remote learning should be made, if the isolating pupil is well enough to engage.  Please see home learning policy September 2021 |
| **Educational Visits** | Educational visits will be permitted including overnight stays.  All visits will be planned and risk assessed in the usual manner by the lead teacher in charge of the visit.  Visit risk assessments must consider:   * What staff will do if a child shows symptoms whilst on the visit. * What PPE will be taken on the visit * How track and trace systems can be managed * Masks to be recommended in internal visits * COVID requirements of the venue   School will only book visits that have some COVID financial security against cancellation. |
| **Pupils** | Safeguarding concerns will be monitored in the usual manner  First Aider to be on site at all times  DSL or Deputy DSL to be available at all times  Pupils to be supported in the usual ways by staff and systems in school |
| **Behaviour and Expectations** | PSHE lessons will be taught 3 times a week and ROAR strategies will be used daily with all children.  Children who demonstrate SEMH concerns will access additional ROAR sessions tailored to their needs.  See Behaviour Policy 2021 |
| **Assemblies - gatherings** | Assemblies will not take place together in the school hall on a regular basis. Assembly materials will be emailed to classes and classes will have their assemblies as a class or in a year group team.  Occasionally, if local transmission rates are low, assemblies with mixed key stage teams may take place. If so, effort would be made to keep year group teams spaced out in the hall and the hall would be well ventilated. Adults will be required to wear masks whilst in the hall. |
| **Staff** | Staff need to keep the Head Teacher informed if they are unable to attend work with as much notice as possible and keep the Headteacher updated on lateral flow test results on day 5 and 6.  If staff are required to isolate, they are expected to work from home if they are well enough to do so. School will provide tasks that they can complete remotely. |
| COMMUNICATION | WHOLE CLASS BUBBLE – Sept 2021 onwards |
| **SLT School** | Regular SLT and staff meetings will commence in person, maintaining social distancing where possible. |
| **Staff** | Policies and Procedures including Risk Assessments will be communicated using RecordMY as must reads and/or paper copies circulated to those without access |
| **Parents/pupils** | The risk assessment will be placed on the website.  Parents will be regularly reminded of key information via newsletters, letters, text and email. |
| **Attendance** | Where to obtain LFD tests and links to PHE guidance will continue to be shared with all stakeholders.  Attendance is mandatory, any absence related to gaining a PCR test will be marked as a Code X. Confirmed positive Covid-19 cases will be recorded as illness.  Meetings with parents whose children fall into PA category will take place face to face with social distancing where possible. Wearing masks in this situation will be recommended but not enforced. |
| **Governance** | Governors will be communicated with regularly. Chairs of governors are involved in key decisions on reopening with LA and DfE informed of all plan at Trust level  Governors are kept up to date – Chair of Governor should disseminate information to whole LGB  Autumn term 1 meetings will be face to face where possible with social distancing and good ventilation but hybrid will be available to encourage attendance for those that are anxious or have difficulties attending. |
| **Professional meetings** | Professional meetings will continue online where it will not have a negative impact on the wellbeing or learning of the child.  Face to face meetings will be permitted with social distancing where possible and good ventilation.  All professionals to sanitise or wash their hands upon entry to the school and exit from the school. |
| **Visitors to school** | All visitors to sanitise or wash their hands upon entry to the school and exit from the school. |
| **Professionals in school** | All professionals to sanitise or wash their hands upon entry to the school and exit from the school.  All professionals are welcome in school if contributing to educational or wellbeing outcomes of the children. |

