

<p style="text-align: center;">Danes Hill School</p> <p style="text-align: center;">Coronavirus (COVID-19): risk assessment for pupils and staff</p>						
				Tiffany Callis		Date: 12 May 2021 Updated:06/09/2021 Updated: 30/11/21 Updates:Jan 2022 Updates 9 Feb 2022
Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/ No	By whom?	Risk rating following action H/M/L	Extra Control Measures
Preparing Buildings and Facilities Unused facilities over the summer	<u>H</u>	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • PAT testing • Fridges checked • Boiler/ heating servicing • Internet services • Any other statutory inspections • Thorough cleaning throughout the premises 	<u>Y</u>	<u>Estates</u> <u>Bursar</u>	<u>M</u>	
	<u>H</u>	<ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>First Aid Policy</u> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: 	<u>Y</u>	<u>Health and safety Officer</u>	<u>M</u>	Risk assessment sent out to all staff and link sent to parents.

<p>Awareness of policies and procedures</p>		<ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' <ul style="list-style-type: none"> • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus via email. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and school website – they are informed that they must contact the school as soon as possible, if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via signage and form teachers and are informed that they must tell a member of staff if they begin to feel unwell. • The school is aware it may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. • 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: <ul style="list-style-type: none"> - they are fully vaccinated - they are below the age of 18 years and 6 months 		<p><u>Assistant</u> <u>Head</u> <u>Pastoral</u></p>		<p>Changes to fire procedure – drills now carried out in full</p> <p>Updates to Risk assessment</p> <p>Staff reminded to look out for signs of COVID 19 and report to medical centre</p>
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		<ul style="list-style-type: none"> - they have taken part in or are currently part of an approved COVID-19 vaccine trial - they are not able to get vaccinated for medical reasons <ul style="list-style-type: none"> • 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 LFT. 				
Visitors and contractors on site		<ul style="list-style-type: none"> • All visitors sign the visitors book at Reception. • Records kept for at least 21 days • Any member of staff inviting a Guest speaker into school must fill in the Guest Speaker/Visitor declaration form. Please refer to the updated form for information to be gathered. • Parents are not allowed into school buildings unless invited by a member of staff. 	<u>Y</u>	<u>Reception</u>	<u>L</u>	
Attendance		<p>Clinically extremely vulnerable (CEV)</p> <ul style="list-style-type: none"> • All clinically extremely vulnerable pupils should attend unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. • Pupils who live with someone who is clinically extremely vulnerable should continue to attend school as normal. <p>Travel and quarantine</p> <ul style="list-style-type: none"> • All pupils travelling to England must adhere to current legislation, details of which are set out in government travel advice. 	Y	Reception	L	
Poor hygiene practice	H	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils to wash their hands e.g. before entering and leaving the school. • Pupils wash their hands with soap <u>before and after break times and lunchtimes</u> for no less than 20 seconds. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. 	Y	All staff Estates Bursar	M	

		<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • Bar soap is not used – liquid soap dispensers are installed and used instead. • Pupils are encouraged by staff to wash their hands correctly. • Pupils do not share cutlery, cups or food. • All utensils are thoroughly cleaned before and after use. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance. • The Estates bursar arranges enhanced cleaning to be undertaken where required. 				
Ill health	H	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. loss of taste and smell, a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil who displays signs of being unwell is immediately moved to the medical centre whilst they wait for their parent to collect them. NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. 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. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The parents of an unwell pupil are informed as soon as possible of the situation by school nurse or a relevant member of staff. 	Y	<p>SMT</p> <p>Assistant Head</p> <p>Pastoral</p> <p>Medical Staff</p>	M	<p>For Year 7 and 8s tests are sent home for home testing twice a week.</p> <p>If a child shows any COVID-19 symptoms, parents will be asked to test children with LFT.</p> <p>If Symptoms persist they can book a PCR</p> <p>Children will only be able to access remote</p>

		<ul style="list-style-type: none"> • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others in Medical Centre. • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. • If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Children sent to the medical centre with symptoms will have a LFT, once permission has been received from parents. If negative they can be sent back to class if not too unwell. Children will be sent home with LFTs to continue testing • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the <u>Administering Medications Policy</u>. • If a child/staff has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 7-day isolation period from the day they develop symptoms. 				learning if they have a positive LFT and are isolating.
Reducing the Spread of infection	H	<p><u>Testing</u></p> <ul style="list-style-type: none"> • Year 7 and 8 children will be tested before returning to school in January • Test kits will be sent home to Year 7 and 8 to test at home twice a week. 	Y	All staff	M	Deep cleaning and sanitising changing facilities will be done regularly.

- Staff have been given self-testing kits to use twice a week and before returning to school at start of term.
- If in close contact with someone with positive Covid 19 test – children between age 5 – 18 must do a lateral flow test for 7 days. Test kits will be available in Reception if parents need to collect some.

Positive LFT

- Staff and pupils with a positive LFD test result or Covid symptoms should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.
- Teachers isolating should continue to teach on-line unless unwell.

Face Masks

Staff can wear masks if they would like to. All children in Children can wear masks in school if they would like to.

Vaccinations

Staff not vaccinated may have to isolate if contacted by Track and Trace.

Ventilation

	<ul style="list-style-type: none">• Keep all classrooms well ventilated. Open windows and doors during lessons and allow air to be refreshed during any room breaks while maintaining a comfortable temperature.• natural ventilation – 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). Opening internal doors can also assist with creating a throughput of air• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using PPE at all times.• Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in the bin.• Pupils clean their hands after they have coughed or sneezed.• Parents are informed via email not to bring their children to school or on the school premises if they show signs of being unwell.• If someone tests positive, they should follow the guidance for households where possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 7 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 and two negative lateral flow tests on days 6 and 7. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-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.				
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- Full School Assemblies will take place in classrooms and staff meetings will take place indoors with all doors open.
- Extended Day Club and Breakfast Club will take place in the Dining Room/Library
- Staff room and workroom will be in full operation for getting drinks and snacks. An extra facility will be set up in the dining room.
- All doors will be propped open using wedges not fire extinguishers and wedges must be removed if fire bell sounds.

Swimming

- We have a one-way system entering and exiting the changing rooms.
- The children are divided between the four lanes according to abilities and are set off 5 metres apart.
- Changing rooms are cleaned regularly.
- Swimming hats are worn by ALL the children.
- Children are asked to remove muddy shoes/trainers before entering the changing rooms.
- Children are asked to shower if they are muddy.
- Equipment is cleaned in chlorinated water after use.

Drama and music

- teaching music, dance and drama as part of our curriculum, will continue especially as this builds pupils' confidence and supports their wellbeing.

Equipment

- For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items.
- Classroom based resources, such as books and games, can be used. These should be cleaned regularly, along with all frequently touched surfaces.
- Resources that are shared between classes, such as sports, arts, and science equipment will be cleaned frequently.

Poor management of infectious diseases	H	<ul style="list-style-type: none"> The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Social distancing measures are implemented as much as possible and PPE is worn where possible in medical room. The Estates Bursar/Bursar monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	Y	All staff	M	
Lack of communication	M	<ul style="list-style-type: none"> Reception reports immediately to the nurse about any cases of suspected coronavirus, even if they are unsure and discusses if any further action needs to be taken. Schools keep pupils and parents adequately updated about any changes to infection control procedures, as necessary. 	Y	Medical staff and SMT	M	
Emergencies	H	<ul style="list-style-type: none"> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Y	Admin staff and SMT	M	
Educational Visits	H	<ul style="list-style-type: none"> We can resume educational visits in the UK. All overseas trips have been postponed with review in September 2022. This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. Ensure educational visit planning and approval process is in place. Ensure existing groups remain together when on visits. 	Y	All staff	L	Children will be asked to take a LFT before departing on the trip and parents have been asked to remain available to collect their children if they test positive while on a residential trip.

		<ul style="list-style-type: none"> Consider what additional Covid-19 control measures are needed when visiting indoor and outdoor venues. Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. DH will carry out full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. 				Letter has been sent to confirm these requirements.
Measures to reduce the risk of transference of Covid 19 and keep staff and children safe	H	<p>Risk Assessments update to reflect measures changes to school procedure.</p> <ul style="list-style-type: none"> Extremely Clinically Vulnerable staff are advised not to attend work, please see Acting Head, Acting Deputy Head or Assistant Head Pastoral. Clinically vulnerable staff, including those who are pregnant, should attend work. If in doubt, please speak to the Acting Head, Acting Deputy head or Assistant Head Pastoral. (For further guidance see Government Guidelines) A risk assessment is carried out for pregnant women One nurse on site Children encouraged to walk to school. School buses will be provided with cleaning control. The buses will be cleaned before and after each route is complete. Year 7 and 8 will wear masks on the bus and overcrowding should be avoided. 	Y	<p>Head</p> <p>All staff</p> <p>Head of Bevendean</p>	M	Extremely Clinically vulnerable staff – special measures will be put in place if they return to work and a separate Risk Assessment done if required.
Support for pupils with SEND/MUSIC		<ul style="list-style-type: none"> Supply teachers, peripatetic teachers and other temporary staff can move between schools. 			L	
Catering at Main School and Bevendean site	H	<p>Water fountains will not be operational and children should bring in at least one full bottle of water each day. They will be able to refill their bottle in designated areas around the school.</p> <p>Holroyd Howe will be providing breaktime snacks in corridors for Lower School. Middle School and Upper School will get snacks in dining hall</p>	Y	<p>Holroyd Howe</p> <p>(HH)</p> <p>Bursar</p>	L	<p>Serving of food carried out by HH staff only</p> <p>Hand sanitiser before serving station</p>

		Lunch- Hot lunches will be provided- Bevendean kitchen will be shut but lunches will be taken down to Bevendean from Main School as it is impossible to socially distance in Bev kitchen Lunch will be eaten in Year groups in the dining hall, children will come in designated doors per year group. Upper School Lunch Yr6 dismissed at 1.10pm, Yr7 1.00pm, Yr8 120pm. Staff dining hall will be open for staff lunches.				HH measures in place for safe provision of food. Risk assessment carried out by HH.
Pupil and staff welfare and well-being	M	All teaching staff and medical colleagues should be continually vigilant as to the wellbeing of the children and colleagues and appropriate action and support will be given if concerns arise. Counselling support will be provided for staff and pupils. PSHE and form periods will regularly cover areas on concern regarding Covid-19	Y	All staff	L	Staff to contact a member of the SMT if they have any concerns.
Temporary addition measures in the event of an outbreak or Lockdown reinstated	M	Parents will be contacted by clarion if lockdown is reinstated in the local area. School will be closed and provision provided for key worker children. Previous risk assessments and measures will be reintroduced if an outbreak occurs <i>If the school is advised to consider reintroducing bubbles to reduce mixing for a temporary period, the school will consider whether it is possible to temporarily reinstate any measures it previously had in place to reduce mixing on transport.</i>	Y	SMT	L	If during school day, children will be supervised until parents can collect them.
Fire Risk Assessment	M	Fire risk assessment has been updated to account for the increased risk of having significant amounts of high-alcohol content hand sanitiser and compliance with its safe storage. Use of door wedges has been amended.	Y	Health and Safety officer	L	Fire drill will now be carried out.
Compliance with the measures outlined in the risk assessment	H	Staff must comply with the measures put in place in the risk assessment and this must be maintained while school is open. Any staff in breach of these measures should be reported to a member of the SMT.	Y	SMT	M	Regular reminders for staff and pupils to maintain a safe environment.
Risk rating			Likelihood of occurrence			

		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Covid safety measures

- No need for **bubbles** or to **reduce mixing in groups**.

Bubbles and social distancing



- No longer recommended in education and childcare settings.

Face coverings



- Education and childcare settings are not asked to undertake routine **contact tracing** for children and young people.

Contact tracing



- Fully vaccinated staff and under 18s will not need to self-isolate.
- Close contacts are expected to take a PCR test, NHS Test and Trace then will inform the individual of next steps.
- Under 18s** identified as close contacts will not need to self isolate if asymptomatic while awaiting a PCR test.

Self Isolation



- Two on-site tests at the start of the **Autumn term for secondary age and above students**, with regular home testing resuming following two on-site tests.
- Regular home testing from the start of term for all school, college and EY staff.

Testing



- We continue to encourage **Covid-19 vaccine** uptake in education.
- Routine vaccination should be offered to 12–15-year-olds** with underlying health conditions or who are household contacts of the immunosuppressed
- All **16- and 17-year-olds** should receive their **first dose** of the Pfizer-BioNTech vaccine

Vaccines



