

St. Nicholas, School

Department:	School return 16 months after Coronavirus pandemic – continuing from that time	People at Risk:	Staff, Pupils and Parents	
Assessment carried out by:	M Axton	Date:	29/6/22	Date of Review: ongoing

Please note this is a 'live' document and will be subject to change due to government advice. Due to increasing numbers of cases in school, masks will be worn by staff and senior pupils in the communal areas of the school from 6/10/21. Online lessons from 12/10/21 with option for pupils to stay at home. All pupils back in school after October half term. From 28/11/21 schools have been advised that staff and senior pupils should wear facemasks in all communal areas. **New variant of Covid discovered and is causing concern because it is very contagious (Omicron) From 20/1/22 staff and pupils no longer have to wear a facemask in classrooms but as a school they are still recommended to be worn.** From 24/2/22 face coverings are no longer recommended for classrooms or communal areas. These can still be worn by pupils or staff if it is their choice. Good respiratory hygiene and well-ventilated spaces are encouraged.

From 25/4/22 the only control measures in place will be encouraging hand hygiene, good respiratory hygiene and good ventilation. Face masks are optional.

According to government advice staff must self-isolate for 5 days and pupils for 3 days if they have Covid. Pupils will have to wait in the first aid room until they are collected, if they are suspected to have Covid.

Rise in the number of cases in school- face masks can be worn and staff need to show 2 negative test results 24 hours apart in order to return to school- 29/6/22 Pupils must only return when symptom free to reduce infection spread.

Hazards: Potential to cause harm	Consider how a person may be hurt	severity	probability	Risk score	Existing Controls	Further action	Target Date & By Whom
Journey to school	Risk of infection from travelling in school minibus	4	2	8	Minibus operated using Government guidance. Passengers seated in the same seat everyday. Some of the buses have screens between the driver and pupils. The driver and pupils have the choice to wear a face mask. Driver to clean door handles and seats with sanitiser after use. Use of minibus for school sports fixtures following this protocol. From 2/1/22 facemasks must be worn on school minibuses. From 24/2/22 face covering are optional on school minibuses.	ongoing	
Entering school	Risk of infection	4	2	8	Staggered start time and different entrances used will reduce mixing of pupils. Parents will drop off. Minimal gathering of parents outside school. Parents must wear a face mask when inside the school. Pupils and staff will have to sanitise hands before going to the classroom. Sanitiser stations located around school clearly labelled. Pupils and staff urged not to come to school if feeling unwell. Testing widely available plus the school has a limited number of test kits. Staff and senior pupils will be tested twice a week with a lateral flow test. Home test kits are available to order online or from the school which will receive deliveries.	ongoing	
Classrooms- during lessons Seniors Juniors	Risk of infection	4	2	8	Pupils will leave their bags in a designated cloakroom. They will bring in their own equipment. Reinforce respiratory hygiene. Use of single use tissues. Avoid face to face exposure. Side to side contact is preferable. Regular handwashing and access to sanitizing hand gel. Regular cleaning of touchpoints to be carried out during the	ongoing	

Yr1 and yr2					day. Door guards have been fitted to some doors. Ensure plenty of natural ventilation. Cleaning apparatus available for all classrooms. All members of staff will wear a face mask while walking along the corridors or areas of the school where social distancing is hard to achieve.		
Classrooms- during lessons year R and N	Risk of infection	4	2	8	Pupils will have a set classroom. Avoid face to face contact. If unavoidable then it must be for no longer than 15 minutes. Verbal warnings given and lessons which help explain why. Try to minimise the touching of the face especially eyes and mouth. Pupils will be encouraged not to put toys in their mouth. Reinforce good respiratory hygiene. Use of single use tissues. Toys and items touched during the school day will be washed in hot soapy water and left to dry in the air. Any soft toys will be removed. Regular handwashing will occur throughout the day. Access to sanitizing wipes and gel. Ensure plenty of natural ventilation of the room.	ongoing	
Break times/ Lunch	Risk of infection	4	2	8	Pupils will line up in year groups at the end of break. Pupils will receive individually wrapped food for break. Staff and pupils are advised to sanitise or wash hands after break. 2 members of staff supervising. Year 11 can use the coffee machine which should be wiped after each use. They have been encouraged to bring in an insulated cup for their hot drink. The tables/chairs are cleaned down after each sitting. Ventilation of the dining room is very important. Pupils are supervised by teaching staff. Face masks to be worn by all staff in corridors and communal areas. From 4/1/22 all senior pupils and staff must wear facemasks in the classroom as well as communal areas. This will be reviewed on 26/1/22. From 20/1/22 pupils no longer have to wear facemasks in classrooms but due to cases in the school facemasks can still be worn in the classroom. This is not mandatory but a recommendation. Recent rise in cases within the school- 29/6/22	ongoing	
Break times/ lunch Branksomewood	Risk of infection	4	2	8	Each class will have their set area for play. Pupils will be escorted up to the dining room by staff for lunch in the dining room. Staff and pupils must wash hands as advised with soap and water for at least 20 seconds after each break/lunch. Pupils don't have to keep to year group bubbles.	ongoing	
Break times- staff	Risk of Infection	4	2	8	Staff can use the staff room but must socially distance themselves. Staff are encouraged to bring in an insulated cup for hot drinks which can be taken away to their classrooms. No sharing of biscuits or cake. Individually wrapped biscuits are provided.	ongoing	
General cleaning	Risk of infection	4	2	8	The school is cleaned at the end of the day. Cleaning materials are available for staff and pupils to use. Sanitiser stations are still available for use. The school will have a 'fog' carried out at October half term 29/10/21	ongoing	
Use of toilets	Risk of infection	4	2	8	Thorough washing of the hands after use as advised. Pupils will be reminded regularly of the importance of hand washing. The younger pupils may need assistance and staff will have to help. There will be staggered toilet times for Reception and Nursery. Staff should avoid face to face contact. Face masks to be worn by staff in all communal areas. The toilets will be cleaned thoroughly by the cleaners at the end of each day.	ongoing	
Signage	Risk of infection	4	2	8	Signs around school reminding pupils and staff about hand washing, respiratory hygiene and social distancing. One-way system in operation in the senior teaching block. One-way systems are no longer in operation	ongoing	

Fire safety	Risk of infection	4	2	8	All fire safety checks on systems and equipment have been carried out and are up to date. A fire drill will be carried every half term. Pupils and staff will evacuate the building quietly and calmly keeping apart from other year groups, if possible. They will proceed to the assembly point where a register will be taken. Fire safety training will take place in house for all staff at the beginning of the spring term.	ongoing	
Lockdown	Risk of infection	4	2	8	On hearing the lockdown siren pupils will crouch down under desks. Blinds will be drawn and doors locked. Pupils and staff must keep quiet. Communication via email. Classes must wait for the 'all clear' before resuming normal activities.	ongoing	
First aid/ accidents	Risk of Infection	4	2	8	Pupils and staff should think carefully before activities in order to reduce accidents. Pupils will be verbally warned of dangerous activities. If an accident does occur medical assistance will be sought making sure that the first aider is suitably shielded to prevent possible infection. Near misses and accidents still need to be reported and/or reported. First aid training for a few staff on 19/4/21 with emphasis on Covid appropriate first aid.	ongoing	
Wet weather	Risk of infection	4	2	8	In the Winter the sports field will not be used. Hardstanding areas will be used for each year group on a rota system. In extreme wet weather the pupils will stay in their form rooms and be supervised by staff or prefects.	ongoing	
Support staff/ other staff on site Music- Peripatetic music, Music in the school Visiting professionals	Risk of infection	4	2	8	Regular hand washing following government advice. The school office is restricted to a few staff. Parents are allowed in reception but must wear a facemask. Washing hands thoroughly after opening them. Peripatetic music staff to only work in the Music Lodge. Perspex screens in use for individual music lessons. Wiping down of screens and any instruments between pupils. From week beginning 28/9/20 Brass/ wind instruments will be played in an orchestra in the Pritchard Hall. Windows and doors will be opened to allow for air circulation. Limited number of players. Not facing one another and blowing towards the ground. Following government/ music organisations' guidelines. Singing in assemblies will take place where pupils are socially distanced and following Government guidelines. Umbrella choir held outside, socially distanced for 30mins once a week. All visiting professionals should not come into school if they are unwell. They should wear a face mask in communal areas and make sure the room is well ventilated. It is optional to wear face coverings.	ongoing	
Wellbeing and mental health	Risk of infection	4	2	8	Staff will support pupils who are very anxious. There are resources online which will help educate pupils and give them a greater understanding. If pupils have particular issues then they can be referred to the CS department. Constant monitoring of pupils and the staff's wellbeing. Support of staff who are anxious. Any meetings should be held with limited numbers of people and ideally outside obeying social distancing rules. Meetings can be held using Microsoft Teams. Small meetings can be held face to face but the venue must be well ventilated. The school has enrolled for the Schools Mental Health Award. The school has a dedicated counsellor to help pupils. Staff are aware of websites which offer mental health advice for themselves. Weekly relaxation class for staff. Pupils are offered a variety of mindful activities one morning every 2 weeks.	ongoing	
Suspected covid-19 case-	Risk of infection	4	2	8	If a pupil or member of staff displays any symptoms of Covid-19 then they must go to the Medical officer. The Medical Officer will telephone their contact and request that they are collected. They will stay in the first aid room until collected. The first aid room is cold and additional heating may be required on very cold days. This room	ongoing	

				<p>will be thoroughly wiped down and sanitised after use. They must follow government advice with regard PCR testing, if they are over 5 years old and self- isolate. Parents/ staff will inform school of PCR test results. If a pupils or staff member has a positive result then they will have to self-isolate for 10 days. The local health team will be notified and any close contacts will have to have a PCR test. Constant advice to staff and pupils not to come in if they have a raised temperature, fever, new dry cough or a loss of taste/smell. The school has been sent a limited number of test kits and training has been undertaken by the Medical Officer and other members of staff. Track and Trace operational. Staff and senior pupils are doing a Lateral Flow test twice a week and reporting the results to NHS Test and Trace and the school. Two in school lateral flow tests for senior pupils when school reopens 2/9/21. Pupils and staff issued home test kits and twice weekly home testing will take place from then on. Continuation of lateral flow testing twice weekly and during school holidays. All results reported to NHS Test and Trace and the school. Advice from Department of Education and Public Health England is available. From 28/11/21 if someone has been identified as a close contact of someone with the Omicron variant then they will be required to self-isolate and book a PCR test regardless of vaccination status. From 2/1/22 lateral flow testing of all senior pupils at start of term. Change to isolation rules if a pupil or staff is identified as a close contact- they can do LFT every day and still attend school if they have a negative result and have no symptoms. If pupils or staff have had a positive PCR test the self-isolation period has been cut from 10 to 7 days. Staff and pupils must do a LTF on day 6 and 24 hours later and if negative, do another LTF before returning to school. This is possible only if there are no symptoms. Pupils and staff should now test twice a week even if they have had Covid-19 within the last 90 days. From 11/1/22 if you have a positive LFT then a PCR is not needed. This is a temporary measure Self-isolation rules remain the same. From 17/1/22 the number of days that staff/ pupils have to self-isolate for has been cut from 7 to 5 days. There must be no symptoms ie high fever and 2 negative lateral flow tests 24 hours apart on day 5 and 6. Care must be taken not to come back too soon and risk spreading Covid. The school recommends the wearing of facemasks in communal areas and the classroom for staff and senior pupils. From 24/2/22 If staff or pupils test positive they still have to self-isolate and can only return when they have two negative results over two days. Contact tracing no longer exists. Twice weekly testing for pupils and staff no longer happens. Staff have to self- isolate for 5 days minimum and must show 2 negative tests 24 hours apart before returning. Pupils have to self-isolate for 3 days. Pupils should only return once symptom free in order to reduce the spread of infection.</p>			
communication	Risk of infection	4	2	8	<p>Parents and staff will receive regular information about any changes to advice via Parent Mail. Prospective parent tours are taking place with visitors wearing face masks in side. Open morning planned for 9/10/21. Local infection rates will be closely monitored. There has been a steady rise in numbers locally since the start of term. Since half term the number of cases locally has dropped but is now rising. The Omicron variant is highly contagious and numbers nationally are very high. The numbers locally are high. Cases locally are still high but the government have Adopted a' live with it' approach.</p>	ongoing	

Sport	Risk of infection	4	2	8	Sports are being played according to Government/ professional body organisation guidance. Sports hall doors kept open if pupils are using it to allow for ventilation. Reduced shouting or chanting allowed. No sharing of water bottles. Fixtures being played against other schools. Outside staff are familiar with the school's Covid-19 policy. Outside staff are conducting twice weekly lateral flow testing and reporting the results to the school. They will not come to school if they show any of the symptoms and will notify the school if they must self-isolate. Spectators can watch matches but have no access to toilets. Return to normal for all sports fixtures.	ongoing	
School events- Open morning	The number of cases will be monitored and control measures implicated if necessary.	4	2	8	Visitors to open morning will have to have a negative Lateral flow test result and wear a face mask. Parents of existing pupils will drop off pupils at allocated time. There will be limited pupils in school. Social distancing to be observed where possible. Sanitising points available around school. Staff to conduct tours.	Ongoing	
House Drama	Risk of infection	4	2	8	Ventilation of Pritchard Hall increased. Separate seating areas for the 'Houses.' Pupils should not be in school if they feel unwell. Limited length of time spent in the hall.	Ongoing	
Infant Christmas play	Risk of infection	4	2	8	Parents are required to do a lateral flow test before attending, sanitise hands on arrival, wear facemasks and socially distance when viewing the play.	Ongoing	
St Nicholas Day	Risk of infection	4	2	8	Two services 30 minutes in length- one for juniors, one for seniors limiting the number of people in the hall. Stalls must have wrapped sweets	Ongoing	
Carol service	Risk of infection	4	2	8	Parents will have to pre-book one ticket per family and have proof of a negative lateral flow test.	Ongoing	
Entrance exams	Risk of infection	4	2	8	All external candidates had to have a negative LFT before sitting the exam.		
Offers Breakfast	Risk of Infection	4	2	8	Visitors were required to do a lateral Flow test that morning and it was recommended that they wear a facemask in school. They took these off to eat	Ongoing	
STEM week	Risk of infection	4	2	8	Visitors are encouraged to wear facemasks.		
Open Morning	Risk of infection	4	2	8	Visitors' wearing of facemasks is optional. Back to normal open mornings		
March 5/3/22							
House music- 29/6/22	Risk of infection	4	2	8	Growing number of cases- Pritchard hall air conditioning turned off and windows and doors open to allow for air flow. Face masks worn if desired.	Ongoing	
Lateral Flow testing- Staff/ Senior pupils	Risk of infection	4	2	8	See separate risk assessment for this. Twice weekly home testing for all staff and pupils from 8/3/21 with results being reported to NHS Test and Trace and to the school. Whole year groups will be tested in school if applicable. Pupils tested twice before and at the start of term -1/9/21 and 6/1/21. From 11/10/21 staff and senior pupils must do a daily lateral flow test due to rising infection numbers. This is only applicable if pupils and staff are in school. If pupils or staff have had Covid then they should not test until after 90 days. Staff and pupils can test within 90 days of having Covid. Staff and pupils no longer have to do Lateral Flow Tests twice a week.	ongoing	
Contingency plans- seeing a rise in the number of cases	Risk of infection	4	2	8	Various measures will have to implemented- the wearing of facemasks by pupils in communal areas and classrooms. Pupils coming into school in PE kit which minimises year group mixing. Focus on handwashing and sanitising. No assemblies and house music to be rescheduled. If large numbers of staff are affected possible closure of school and a switch to online teaching. From 12/10/21 online lessons and option for pupils to stay at home. Staff will be in school or teaching from home. Pupils back in school 1/11/21 after October half term. Separate assemblies for Juniors and Seniors. Any pupils at home can access online lessons. All school events will be individually assessed and changes made if	ongoing	

				<p>necessary to reduce the chance of infection. From 29/11/21 a new variant has been identified Omicron. This has resulted in government advice for facemasks to be worn by senior pupils and staff in communal areas around school. From 9/12/21 facemasks will have to be worn and a work from home notice has been given by the government. From 2/1/22 facemasks to be worn by staff and pupils in communal areas and in classrooms. From 20/1/22 facemasks no longer must be worn in classrooms but due to some cases in school it is advised that they are still worn. If there is a localised outbreak of cases within the school community then advice is sought from Public Health England. Twice weekly testing and the wearing of facemasks may have to resume.</p>		

Severity X		Probable frequency	
1	Negligible	1	Improbable
2	Minor injury	2	Possible

3	Major injury	3	Occasional
4	Single death	4	Fairly frequent
5	Multiple death	5	Frequent