

# Bosmere Community Primary School



## COVID-19 Risk Assessment: September 2021 Onwards [Reviewed 6<sup>th</sup> October 2021]

This risk assessment is focused upon keeping our school safe for children, staff, parents and visitors.

### Key Purposes of our Risk Assessment:

- A) How do we aim to maximise children and staff time in school and minimise disruption?
- B) How will we meet the control measure requirements and latest guidance for children, parents, staff and visitors, as set out by the government?
- C) How will we meet the organisational needs of meeting the above-mentioned control measures and guidance?
- D) What contingency plans will we have in the case of an outbreak within our setting?
- E) How do we ensure good levels of hand hygiene and respiratory hygiene?
- F) How do we maintain a good cleaning regime?
- G) How do we ensure good levels of ventilation, balanced with personal comfort?

### The revision of the previous Risk Assessment has taken place following:

- Government relaxation of restrictions via Step 4, on 19<sup>th</sup> July 2021
- Revised guidance within the DfE 'Schools COVID-19 Operational Guidance document, 17<sup>th</sup> August 2021
- Government guidance on track and tracing procedures from Step 4 onwards, 19<sup>th</sup> July 2021 & 17<sup>th</sup> August 2021
- DfE 'Contingency Framework: Education & Childcare Settings', 17<sup>th</sup> August 2021

DfE Guidance Prevention Controls	Key Actions to Control the Hazards	Notes:
<p><b>1. Ensure good hygiene for everyone</b></p>	<p><u>Hand hygiene:</u> We shall maintain hand washing routines (either via sinks or sanitiser) at the following times:</p> <ul style="list-style-type: none"> <li>• As staff / children come in to school</li> <li>• For all visitors</li> <li>• At the start of playtimes (likely to eat)</li> <li>• At the start of lunchtimes</li> <li>• After using the toilets</li> <li>• Staff will instigate additional hand washing as and when it is deemed necessary.</li> </ul> <p><u>Respiratory hygiene:</u> Continue to promote the 'Catch it, bin it, kill it' approach through:</p> <ol style="list-style-type: none"> <li>a) Discussing the approach with children</li> <li>b) Having pedal bins for tissues in all classrooms/around school</li> <li>c) Ensuring appropriate supplies of tissues</li> </ol> <p>Ensuring children aware of coughing into sleeve approach</p> <p><u>Use of personal protective equipment:</u> In line with guidance above, staff will not be required to use PPE unless it forms part of their normal work. However, staff will be at liberty to use face masks or shields should they wish to continue to do so. Clear face shields will remain available for staff use if desired for close contact situations such as administration of first aid.</p>	<p>Note: bottles of soap and sanitiser are checked and refilled.</p> <p>Staff will be expected to clean their face shields regularly.</p>
<p><b>2. Maintain appropriate cleaning regimes, using standard products such as detergents</b></p>	<p>The following additional cleaning routines will remain:</p> <ul style="list-style-type: none"> <li>• Three times daily cleaning of: <ul style="list-style-type: none"> <li>○ Door handles</li> <li>○ Light switches</li> <li>○ Tap handles</li> </ul> </li> <li>• Daily cleans will prioritise: <ul style="list-style-type: none"> <li>○ Toilets</li> <li>○ Bins (including special tissue bins)</li> <li>○ Table tops and frequently touched surfaces</li> <li>○ Door handles / light switches</li> </ul> </li> </ul>	

DfE Guidance Prevention Controls	Key Actions to Control the Hazards	Notes:
<p><b>3. Keep occupied spaces well ventilated</b></p>	<p>As far as is practicable, we shall continue to have:</p> <ul style="list-style-type: none"> <li>• Classroom windows / external doors (where safe to do so) open</li> <li>• Share area/hall roof windows open</li> <li>• Windows open in other rooms / offices when used for meetings</li> <li>• Internal doors with Fireguard equipment attached, open, with all of these being closed each evening</li> </ul>	<p>In line with guidance on 17<sup>th</sup> Aug, we will take into consideration the 'thermal comfort' of pupils and staff in making these decisions</p>
<p><b>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b></p>	<p><b><u>October 2021 Update</u></b>  <i>Advice shared with parents following request from Suffolk County Council:  In the light of rising covid cases across the county, we have worked with Public Health colleagues in Suffolk on guidance for school leaders and also for parents and carers to reduce the risk of transmission in schools at 'outbreak' stage.</i></p> <p><i>This is to inform them on our behalf about the additional measures that may be put in place should the school or setting reach an outbreak situation.</i></p> <p><i>Please control and click to follow this link, alternatively, the letter is also uploaded to our school website: <a href="#">letter for parents and carers which we would ask you to send to the parents and carers of children at your school</a></i></p> <p><b><u>Sept Plan cont...</u></b>  When an individual develops COVID-19 symptoms or has a positive test, we will follow the latest advice available at the time of any incident / case arising. At the time of writing, these are:</p> <ul style="list-style-type: none"> <li>• No one with symptoms or a positive LFT should attend school; they will be advised to get a PCR test and await the results</li> <li>• No one with a positive PCR test should attend school; they should discuss with NHS Track &amp; Trace to identify close contacts and complete their isolation period</li> <li>• Where a member of staff tests positive with a PCR test, the school will contact the Self-Isolation Service Hub on 020 37436715 to report and take advice</li> <li>• Where a child or member of staff are admitted to hospital due to COVID-19, the school will contact Public Health on 0800 0468687, Option 1, to report</li> <li>• Anyone developing symptoms whilst in school will be required to go home (children will be isolated until collected)</li> <li>• No one that has been contacted by NHS Track &amp; Trace and advised to isolate should attend school until their period of isolation is completed</li> </ul>	<p>In line with the latest guidance, the school will not initiate self-isolation of anyone else if a positive case arises. The decision to request others to self-isolate will be the responsibility of the NHS Track &amp; Trace system.</p> <p>Windows to be opened where possible; staff to wear PPE as appropriate / preferred; room to be cleaned after use</p> <p>Following DfE guidance on 17<sup>th</sup> Aug, staff twice weekly testing using LFT devices will continue until the end of September 2021, when it will be reviewed by the government and the school advised.</p> <p>Headteacher to ask staff to advise of vaccination status upon return to school in September.</p>

DfE Guidance Prevention Controls	Key Actions to Control the Hazards	Notes:
	<p>Asymptomatic testing kits will continue to be offered to all staff as long as the government supplies them. All staff will be encouraged to carry these out twice weekly, then report the results to both the government site and the school online reporting form. The headteacher will continue to monitor this.</p> <p>As double vaccinated staff will not be required to isolate in most cases, it would be helpful for the school to have register of any staff that have not been double vaccinated, in order that their needs can be considered in the event of a case being reported</p>	
<p><b>Other considerations</b></p>	<p><u>Visitors, including contractors:</u></p> <ul style="list-style-type: none"> <li>• Face masks – if professionals are working with children, it will be for them to follow their own organisation’s guidelines; for contractors etc, masks will be worn if walking through / working in busy areas / where others are present.</li> </ul> <p><u>Parents coming into school:</u></p> <ul style="list-style-type: none"> <li>• We will be maintaining our current system of entering the building only by invitation / appointment</li> <li>• Masks will be worn if in busy areas / where others are present. In meetings it will be for the school staff to make the decision.</li> </ul>	

### Contingency Plans in Case of Outbreak of COVID-19 Within Our Setting:

The DfE have defined an outbreak as being:

Where the number of cases substantially increases, using the following measures -

- 5 pupils or staff, who are likely to have mixed closely, testing positive for COVID-19 within 10 days, or
- 10% of pupils or staff, who are likely to have mixed closely, testing positive for COVID-19 within 10 days

The DfE have defined 'close mixing' for primary schools and wraparound settings as follows:

- Primary – a class or teaching group / friendship groups at playtimes / sports teams / after school clubs
- Wraparound – staff & children that have taken part in the same activity session together

Where an outbreak does occur, the table below outlines the steps / measures the school will take / consider:

Possible Additional Measures / Considerations	Key Actions	Notes:
<b>Reporting &amp; Seeking Advice</b>	<ul style="list-style-type: none"> <li>• We can contact the DfE helpline on 0800 0468687, Option 1 to discuss appropriate actions and any additional measures to take.</li> <li>• The Headteacher will also inform the CEO &amp; the County</li> </ul>	The practical approach would be to call this advice line and go through the contents of this table to gain advice upon each aspect.
<b>If currently stopped, reinstating testing for staff</b>	<ul style="list-style-type: none"> <li>• If DfE advise this, ensure testing kits are available as quickly as possible &amp; re-order if this is possible</li> </ul>	Aim to keep an adequate supply of testing kits within school at all times.
<b>Reinstatement of face coverings for staff</b>	<ul style="list-style-type: none"> <li>• Consider if this is an appropriate step to take – i.e. will it be of benefit?</li> </ul>	If yes, ensure this is communicated to all staff promptly with clear details of when & where, etc
<b>Review ventilation</b>	<ul style="list-style-type: none"> <li>• Whilst considering the thermal comfort of the children and staff, review current ventilation policy and practices to see if increases or improvements can be made and, if so, in which areas.</li> </ul>	This may require additional clothing being worn inside and this should: a) be communicated to parents as well as staff & children

Possible Additional Measures / Considerations	Key Actions	Notes:
		b) consider any relaxation of school uniform that may be necessitated
<b>Review hygiene</b>	<ul style="list-style-type: none"> <li>• Look at current practices and consider: <ul style="list-style-type: none"> <li>○ Daily routines – changes needed?</li> <li>○ Additional one-off deep cleans?</li> </ul> </li> </ul>	
<b>Use of outdoors for learning</b>	<ul style="list-style-type: none"> <li>• Consider practicalities of increasing amount of lesson time spent outdoors</li> </ul>	
<b>Wider communication</b>	<i>Any actions should be communicated to parents in a timely manner, plus the CEO fully informed / consulted</i>	

**Outcomes of the Risk Assessment:**

This risk assessment is focused upon maintaining the safety of our children, staff, parents and visitors. It confirms:

- A) We are able to meet the organisational requirements, as set out
- B) The actions/procedures put in place would meet the control measures and guidance as set out by the government.
- C) We have a clear contingency plan for dealing with an outbreak within our setting, that covers all DfE required aspects.

**Monitoring:**

The risk assessment will be continually monitored and reviewed / updated where appropriate.

Mrs Green  
August 2021