

Guidance template to support:

Coronavirus (COVID-19): Full Re-Opening Risk Assessment



Updated following government guidance issued Following BFC supplementary precautions from Public Health at Headteacher Briefing 15-Jun



Name of School/setting: BIRCH HILL PRIMARY SCHOOL

Assessment conducted by:	Job Title: SLT and Site Controller	Signature:	
Signed off by: Michael Dillon	Job Title: Headteacher	Signature: <i>Michael M</i>	Date: 4 th Jan 2022

Likelihood of Occurrence	High (probable)	MEDIUM	HIGH	HIGH
	Medium (possible)	LOW	MEDIUM	HIGH
	Low (remote)	LOW	LOW	MEDIUM
Risk Assessment Matrix		Minor (causes physical or emotional discomfort)	Severe (causes physical injury, or illness requiring first aid)	Major (causes major physical injury, harm or ill-health)
		Likely Impact		

The Risk Assessment Matrix is used to assess risks before and after control measures are applied. The objective is to remove all HIGH risks and to reduce all other risks to an acceptable level.

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Mixing and Bubbles	LOW	<p>Bubbles are recommended when case numbers in a year group are high. Because of staffing constraints, Year 2-6 will eat lunch in classrooms. Year R and Year 1 eat in the hall.</p> <p>Whole school assembly on line Full staff meetings online Year group assemblies can resume face to face subject to case numbers.</p> <p>Outbreak management plan in place to use if cases increase. Bubbles may be re-introduced if necessary.</p>	Staff and pupils	Spring Term 2022	L	Yes
Tracing, close contact and isolation	LOW	<p>Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. 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.</p> <p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are</p>	School community	Immediately	L	Yes

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		<p>strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</p> <p>Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts. Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.</p> <p>For further information please see SEND guidance. Further information is available in NHS Test and Trace: what to do if you are contacted and in the stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p>				

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Ensure good hygiene for everyone	Medium	<ul style="list-style-type: none"> Ensure good hygiene for everyone. Maintain appropriate cleaning regimes. Keep occupied spaces well ventilated Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>Hand hygiene Frequent and thorough hand cleaning should now be regular practice. Staff should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important. The e-Bug COVID-19 website contains free resources including materials to encourage good hand and respiratory hygiene.</p>	<p>Stock monitoring (SBM/Car etaker)</p> <p>All staff responsibility for helping children wash their hands</p>	Stock – as and when needed		
Maintain appropriate cleaning regimes		Regular cleaning schedule in place after school by cleaners. Teaching staff to wipe down tables at lunch time. LM and SS to do a clean each lunch time focussing on touch points. Site controller to ensure every classroom has adequate cleaning materials.	SBM/Car etaker	Immediately	Medium	Yes

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Keep Occupied spaces well ventilated		<p>All areas need to remain well ventilated, any areas that cannot be ventilated should have doors propped open to encourage an air flow.</p> <p>School should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>School has one Co2 monitor per class for monitoring ppm of Co2. Staff are asked to use monitors and adjust ventilation as required. Where readings are high and ventilation does not improve the readings, staff are asked to advise the SBM. Further guidance is available from the DfE</p>	All staff	Immediately	Medium	Yes
Pupil/staff displays signs of COVID	High	<p>When an individual develops COVID-19 symptoms or has a positive test</p> <p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <ul style="list-style-type: none"> ○ If anyone in school develops COVID-19 symptoms, however mild, school (SLT decide) should send them home and they should follow public health advice <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p>	School community	Immediately	High	Yes

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		<p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>Asymptomatic testing</p> <p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>Staff are asked to take LFD tests twice weekly and report both to school and the NHS. A positive LFD test should be reported to SBM and/or HT as soon as possible and a PCR test ordered. Staff should isolate until the PCR test is back. A negative PCR test overrides the LFD test and staff can return to work. A positive PCR test triggers self-isolation for 10 days.</p> <p>Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.</p>				

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		<p>Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 7.</p> <p>Health and social care workers, including those working in education settings, should continue to follow guidance for their sector on taking LFD tests on day 8, 9 and 10. For more information, visit COVID-19: management of staff and exposed patients or residents in health and social care settings.</p> <p>Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation.</p> <p>Further information, including examples of when to end self-isolation if you have had COVID-19 symptoms, is available in the stay at home: guidance for households with possible or confirmed COVID-19 infection.</p> <p>Confirmatory PCR tests</p>				

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		<p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>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.</p> <p>Additional information on PCR test kits for schools and further education providers is available.</p> <p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.</p> <p>If a parent or carer insists on a pupil attending school, HT can take the decision to refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. The decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>				

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Pupil requires medicine or first aid.		If pupil is old enough they can take medication themselves, supervised by adult for all other pupils, adult can administer this. Normal PPE worn for administering First Aid.	Staff	Immediately		
Pupil has toileting issues and requires changing		Usual PPE to be worn – Follow usual changing procedures	Staff	Immediately		
Children in High Risk categories		All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.	Parent/Attendance Office	As required		
Attendance		All pupils are expected to attend school. Attendance officer to monitor and follow-up absence.	Attendance officer	Immediately		

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Transmission of Covid virus		<ul style="list-style-type: none"> All staff and pupils to maintain hygiene measures as mentioned above. Visitors attending meetings are asked to wear a face covering. Where possible meetings will be held online. Visitors are minimised during high numbers of cases. Parent evenings and welcome meetings to be held online External visitors minimised where possible We would not ordinarily expect teachers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers. From December 2021, face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. When wearing a face covering, staff, visitors and pupils should: <ul style="list-style-type: none"> wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose 	School community	Spring 2022		

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		<ul style="list-style-type: none"> • avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination When removing a face covering, staff, visitors and pupils should: • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • only handle the straps, ties or clips • not give it to someone else to use • if single-use, dispose of it carefully in a household waste bin and do not recycle • once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them. • if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed <p>Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.</p>				

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Vulnerable staff		<p>From 13 December office workers who can work from home should do so. Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work.</p> <p>School leaders are best placed to determine the workforce required to meet the needs of their pupils. School leaders will need to consider whether it is possible for specific staff undertaking certain roles to work from home without disrupting to face-to-face education.</p> <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.</p> <p>If staff were previously identified as being in one of these groups, they are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have.</p> <p>Employers will need to follow this specific guidance for pregnant employees. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains further advice on vaccination.</p> <p>The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. For home working, employers should consider whether home working is appropriate</p>	SBM/HT	As required		

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		for workers facing mental or physical health difficulties, or those with a particularly challenging home working environment. Employers should discuss concerns with staff.				
Equipment		Shared equipment to be wiped down between uses. Regular handwashing advised for all to reduce risk	Staff	Autumn 2021		
Offsite Visits		Staff should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP)	SLT/Staff	As required		
School Operations Catering		<ul style="list-style-type: none"> The school kitchen will be fully open Kitchen will comply with the guidance for food businesses on coronavirus (COVID-19). The school will continue to provide free school meal support for pupils who are eligible 	SBM/Cook	Autumn 2021		

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School Operations Extra-Curriculum Provision		https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak Any external organisations will need to share RA with school	SBM/ Caretaker	Autumn 2021		
Drop off and pick up		Pedestrian gates are opened at 8.30am for children to be dropped off. Nursery opens at 8.45am and parents drop at gate. No one-way system in place. Gates opened at 3.15pm for collection at 3.15pm/3.20pm. Parents are asked not to enter school building. Parents are asked to book a telephone meeting for any long conversations with staff.	<u>SLT</u>	Autumn 2021		
Governors		Governor meetings may be held on-site as a hybrid virtual/in-person meeting if required.	HT/Governors	Autumn 2021		

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Number of positive cases increases		<p>For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.</p> <p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; <p>or</p> <ul style="list-style-type: none"> • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <ul style="list-style-type: none"> • Positive cases are reported by SBM or attendance officer on BFC system Crest to allow BFC to monitor clusters or outbreaks. • School are no longer required to collate details of close contacts, therefore this function on Crest will only be used in exceptional circumstances (e.g. when there is a significant outbreak and on the advice of PHE). • All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating 	HT/SBM to monitor	Autumn 2021		

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Contingency Planning for Outbreaks Remote Education		If classes or groups of individuals or an individual needs to isolate, remote education will take place. Individuals will be emailed work organised by the class teacher. Whole class remote education will take place via website/Zoom and will be overseen by Phase Leaders	Staff	As required		
Catch Up support		<p>https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-catch-up-premium</p> <ul style="list-style-type: none"> Individual pupil needs will be assessed in respect of catch up support required Direct or indirect support will be provided . 	<u>SLT/Teachers</u>	<u>Autumn 2021</u>		
Inspection		For state-funded schools, Ofsted has resumed its programme of routine inspections and will aim to inspect every state-funded school within the next 5 academic years. This will mean an extension of up to 6 terms in the inspection interval for those schools not inspected since the start of the pandemic. Within the 5-year period, Ofsted will continue to prioritise schools most in need of inspection, particularly those with the lowest Ofsted grades. It will also prioritise outstanding schools that were previously exempt from routine inspection that have gone the longest without a visit	SLT	For information only		

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Vulnerable Children		<p>Where pupils who are self-isolating are within the DfE definition of vulnerable, it is very important that systems are in place to keep in contact with them, particularly if they have a social worker.</p> <p>Some children may be vulnerable who are not officially in statutory systems and schools should seek to support any children who they believe may have challenging circumstances at home.</p> <p>When a vulnerable pupil is asked to self-isolate, we will</p> <ul style="list-style-type: none"> • notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head • agree with the social worker the best way to maintain contact and offer support <p>We will :</p> <ul style="list-style-type: none"> • check if a vulnerable pupil is able to access remote education support • support them to access it (as far as possible) • regularly check if they are accessing remote education • keep in contact with them to check their wellbeing and refer onto other services if additional support is needed. 	SLT/FSA	Ongoing		

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