

<b>RISK ASSESSMENT FOR:</b>	<b>Coronavirus (COVID-19) Return to full on-site provision, March 2021</b>	
<b>This risk assessment should be read in conjunction with the Covid-19 addendum to the CNS Safeguarding Policy, Behaviour Policy and Health and Safety Policy</b>		
<b>Assessment by:</b> Castle Newnham Senior Leadership Team  <b>Signature:</b>	<b>Date of assessment:</b> w/b 8th March 2021  updated 19 <sup>th</sup> May 2021	<b>Date of review:</b> Review will be continuous and at least monthly In line with government and / or public health updates Stakeholders will be alerted to any updates
<b>Location of activity:</b> South & North Sites		

- Key risks:**
- Covid-19 could spread in the school setting and new variant has a higher transmission rate, sometimes asymptotically
  - Covid-19 - signs of symptoms and/or confirmed case/s could arise
  - Staffing - The school becomes in danger of closing its essential on-site provision
  - Cleaning - Stocks could become dangerously low due to national/local shortages putting school at risk of closure
  - General health and safety could be compromised
  - Site constraints - adaptations to make the site safe within Covid-19 guidelines could be physically prohibitive
  - Remote learning - potentially limited by need for staff to be deployed on site
  - External visitors - parent volunteers, site works and recruitment

**RISK RATING**

<b>Risk Value</b>	<b>Risk Rating</b>
<b>5</b>	Very High
<b>4</b>	High
<b>3</b>	Medium

2	Low
1	Very Low

Covid-19 is spread in the school setting			
Who is at Risk?	How can the hazards cause harm?	Normal/DfE Control Measures	Risk rating

<p>Pupils</p> <p>Staff inc. external contractors</p> <p>Parents</p>	<p>Covid-19 is a potentially serious and life-threatening illness, particularly to those in <a href="#">vulnerable categories</a></p>	<p>Cleaning, hygiene and social distancing</p> <ul style="list-style-type: none"> <li>● follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>● ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>● all people and pupils on school site will be told to hand sanitise on arrival to school and encouraged to bring their own hand sanitiser wherever possible</li> <li>● clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>● staff to vacate the site as soon as possible after pupils leave to allow for cleaning and to ensure all rooms are clean for the following day</li> <li>● where possible, all spaces should be well ventilated &amp; doors should be propped open, where safe to do so, to limit use of door handles and aid ventilation</li> <li>● get in touch with public sector buying organisation partners about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed</li> <li>● clean rooms and equipment between usage by different groups where this is unavoidable.</li> <li>● staff should explicitly re-teach the handwashing routines and refer to these regularly throughout each day</li> <li>● wherever possible staff and pupils should follow government guidance on maintaining at least a 2m distance between themselves and another person. It is noted that this is more challenging for children in KS 1, Early Years and for some pupils with vulnerabilities.</li> <li>● additional guidance for staff supporting pupils with SEND has been updated and distributed</li> <li>● regular, twice weekly testing (LFD) is available for all staff, including regular visitors. Secondary pupils will also be tested on their return to school 3 times if there is consent, then will have access to home tests as directed by DfE.</li> <li>● face coverings to be worn by all in the secondary setting including in classrooms where 2m distance cannot be maintained or where a pupil is exempt.</li> <li>● face coverings to be worn by all adults and essential visitors to the site in communicable areas (both sites).</li> </ul> <p>Reduce mixing and numbers within education or childcare setting by:</p> <ul style="list-style-type: none"> <li>● one-way systems in place</li> <li>● staggered start/end to day, break times &amp; lunch times</li> <li>● ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> </ul>	<p>High - 4</p>
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		<p>At lunchtime pupils should remain in bubbles and use separate outdoor areas and staff should be mindful of social distancing and endeavour to use different areas in small groups for their lunch break</p>	
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Covid-19 - Signs of symptoms and/or confirmed case/s			
Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Risk rating

<p>Pupils</p> <p>Staff inc. external contractors</p> <p>Parents</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Infect other people</p>	<p>If anyone becomes unwell with <a href="#">Covid-19 symptoms</a> in an education or childcare setting, they must be sent home or collected (in the case of a child) and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>. Parents of other children in the bubble will be notified that someone from their child’s bubble has been sent home with symptoms. Other members of the affected bubble will not be sent home, as per current guidance <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>. The decision to act will be based upon the latest guidance on signs and symptoms and will be made by a member of the SLT. Cleaning the affected area after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>If a single child is awaiting collection, they should be moved to Head’s office (South Site), 6EB classroom (North Site primary), medical room (North Site secondary) where they can be isolated behind a closed door with a toilet and handwashing and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. The WC should be cleaned and disinfected using standard cleaning products before being used by anyone else. In the case that a whole bubble is awaiting collection they can remain in the classroom with the usual member of staff.</p> <p>In an emergency, follow usual CNS first aid procedures.</p> <p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to seek a test. Their fellow household members should self-isolate until the results of the test. All staff and students who are attending an education or childcare setting will have access to a test and are encouraged to get tested in this scenario.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms or tests positive.</p>	<p>High 4</p>
		<p>As part of the (proposed) national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>	



**Staffing: The school is in danger of closing or partially closing because of low staffing levels**

Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Risk rating
<p>Pupils</p> <p>Staff</p>	<p>Inadequate levels of supervision for pupils</p> <p>Inadequate leadership availability</p> <p>Inadequate first aid provision</p> <p>Shortage of cleaning staff due to Covid-19</p>	<p>Staffing levels are monitored and are sufficient to ensure there are enough members of staff to supervise pupils in school and site maintenance/cleaning.</p> <p>There is a register of staff under the following headings administered by R Tomei:</p> <ul style="list-style-type: none"> <li>● staff who have already had covid-19 (self diagnosis)</li> <li>● staff who have tested positive</li> <li>● staff who have tested negative</li> <li>● staff who have a family member who has confirmed case or has symptoms so you are self isolating (plus dates)</li> <li>● staff with shielding letters</li> <li>● staff who are absent for some other reason during the COVID 19 period</li> <li>● None of the above</li> </ul> <p>Regular reminders to staff to pass on relevant information for the register</p> <p>Where staffing levels are below what is required, capacity for pupils in school will be reduced and / or staff working from home may be called upon at short notice and so they should have measures in place to make this possible.</p> <p>SLT provision to be reviewed should any member of SLT become unwell or have to self-isolate.</p> <p>SLT members will minimise transmission by avoiding direct contact with pupils and staff working in bubbles as this could undermine the security of the bubble and risk wider transmission to SLT and other staff.</p> <p>Should staff display symptoms or test positive for Covid-19, they are instructed not to attend work until a negative test has been obtained or they have isolated for 10 days.</p>	<p>High 4</p>

		<p>All staff who have received shielding letters will not be expected to report for work on site until such restrictions are lifted. Staff who feel they have relevant clinical vulnerabilities should consult a member of SLT who will seek further advice where necessary and deal with each colleague on a case-by-case basis, including completing an individual risk assessment for the member of staff</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to a member of SLT. Staff are aware of how to report sickness and how they will be paid during their absence.</p> <p>Staff are encouraged to communicate remotely, where possible, and to minimise close-proximity interaction, particularly in the staffroom.</p> <p>Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus, infection control procedures (i.e. handwashing, avoiding hand to mouth contact and disinfecting relevant areas) and social distancing arrangements are adhered to at all times.</p> <p>Assess capacity for cleaning in-line with cleaning staffing levels and close fully or partially as a result</p> <p>Keep under review the workload associated with different ways of working.</p> <p>Ensure that remote learning is managed well.</p> <p>Ensure work patterns are balanced across the Federation and that the process is discussed and explained to staff.</p> <p>Review communications and ensure that staff are kept up-to-date and 'in touch'. Use remote communication strategies for meetings and for keeping in touch. Continue to address social needs as well as organisational needs.</p> <p>Consider the mental health and wellbeing of staff. Sign post services which may be of support via email and around the school and on posters.</p> <p>Continue with staff check ins (may be done remotely)</p> <p>Weekly staff testing is available to all colleagues who are working on the school site. Serial testing is also available for staff identified as a close contact of a positive case. (North Site)</p>	
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Cleaning - Stocks are dangerously low due to National/local shortages, putting school at risk of closure			
Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Risk rating
<p>Pupils</p> <p>Staff inc. external contractors</p> <p>Parents</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Risk of infection or spreading of the virus</p>	<p>Secure in advance and replenish regularly a good stock of soap, alcohol-based hand sanitiser and tissues, wherever possible encouraging staff and pupils to bring their own</p> <p>Adequate hand-washing facilities to enable staff and pupils to clean hands more often than usual with proper hand washing habits</p> <p>Secure in advance and replenish regularly a good stock of standard cleaning products to ensure that frequently touched surfaces are cleaned often</p> <p>Work according to government guidelines to replenish stocks of lateral flow tests and PPE associated with the testing programme</p>	<p>Medium 3</p>

General Health & Safety is compromised			
Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Risk rating
<p>Pupils</p> <p>Staff inc. external contractors</p> <p>Parents</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Inadequate health &amp; safety support for pupils and staff</p>	<p>Keep the Health &amp; Safety Policy under review and add this risk assessment as an appendix.</p> <p>Share risk assessment with following members of the governing body:</p> <ul style="list-style-type: none"> <li>● Chair of Governors</li> <li>● Health &amp; Safety Governor</li> <li>● Safeguarding Governor</li> </ul> <p>Share risk assessment with the Chief Education Officer</p> <p>Define procedures for staff to return safely to school and allow adequate time to prepare classrooms and classroom routines for the phased return of students.</p>	<p>Medium 3</p>
		<p>Review PPE needs for all staff, consider contact risks and communicate with staff.</p> <p>Masks and/or visors to be worn in all communal areas by all staff, other than those exempt.</p> <p>Review lunchtime and break time arrangements to ensure social distancing measures.</p> <p>Review drop off and collection protocols for parents, including a one-way system</p> <p>Ensure 'normal' health and safety / PPM checks continue as far as allowed within the constraints of this risk assessment.</p> <p>Review and add an addendum to the behaviour policy to take into account the potential for behaviour which may compromise safer practices and / or social distancing and alert parents to the consequences of non-compliance.</p>	

Site constraints - adaptations to make the site safe within Covid-19 guidelines are physically prohibitive			
Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Risk rating
<p>Pupils</p> <p>Staff inc. external contractors</p> <p>Parents</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Possibility of increased risk of spread of virus</p>	<p>Review and make whatever physical changes and adaptations needed to the site – both in terms of a safe entry/exit to the school for all, one-way entry and exit systems and safety around the site during lessons and recreation times.</p> <p>Rearrange classrooms to ensure all students can follow social distancing effectively.</p> <p>Review and cancel all site lettings and make decisions as to when these may be re-started in line with government guidance on 'lockdown'.</p> <p>If this cannot be achieved, options can be discussed with the local authority.</p>	<p>Medium 3</p>

Remote learning in the case of full or partial closure - potentially limited by the need for staff to be deployed on site			
Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Risk rating
Pupils	High numbers of children on site requiring teaching staff to support children on site would negatively impact remote learning offer	<p>Ensure clear message is given to parents that if there is an adult at home, to keep children at home wherever possible to keep numbers as low as possible on site</p> <p>Utilise support staff across the federation in the first instance to support children who are in school</p> <p>Where other staff absence or increased child numbers require the use teachers on site, consider spreading year group (primary)/subject department (secondary) teachers across different days to ensure others can 'pick up' the remote learning workload</p> <p>Where a member of staff falls ill, and depending on the department capacity to set learning for this member of staff, parents can be informed that remote learning in that area may be reduced accordingly.</p>	High 4