



## **Covid-19 School Risk Assessment and Contingency Plan - Westbury**

**25<sup>th</sup> August  
2021**

This risk assessment is to ensure there are measures in place at this school to keep pupils and staff safe during the Covid-19 pandemic.

This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for our school.

### **Prioritising education**

The government and Department of Education's overarching objective is to maximise the number of children and young people in face-to-face education and minimise any disruption, in a way that best manages the COVID-19 risk. The impacts of having missed face-to-face education during the pandemic are severe for children and young people. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

**Public health advice should be sought if a pupil, student, child or staff member is admitted to hospital with COVID-19, by phoning the DfE helpline (0800 046 8687, option 1).**



<b>Address of school:</b>	On Track Education Broadway House Headquarters Road West Wilts Trading Estate Westbury Wiltshire BA13 4JY
<b>Risk assessment completed by:</b>	Jo Holden, Head Teacher
<b>Date of assessment:</b>	25 <sup>th</sup> August 2021
<b>Date of next review:</b>	3 <sup>rd</sup> September 2021

**Dealing with suspected and confirmed case/ cases and outbreak:**

Anyone displaying symptoms of Covid, however mild, should stay at home and follow public health advice, including undertaking a PCR test.

Those who test positive with Covid should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. The school will implement high-quality blended learning arrangements so that any child who is well enough to learn from home can do so.

Under-18s, irrespective of their vaccination status, and double vaccinated adults, will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate. 18-year-olds will be treated in the same way as children until 6 months after their 18<sup>th</sup> birthday, to allow them the opportunity to get fully vaccinated.

Extra action should be considered if the number of positive cases within the school substantially increases because it could indicate transmission is happening in the school.

The threshold to seek public health advice is reached if 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. In these circumstances phone the DfE helpline (0800 046 8687, option 1)

If there is a possibility that Covid transmission is taking place in school then asymptomatic testing may increase in frequency. Hygiene and ventilation measures may enhance. The school may be advised that face coverings should temporarily be worn in communal areas and/or classrooms, for pupils, students and staff. Children of primary school age should not be advised to wear face coverings. In the event of an outbreak within the school, open days, parental attendance and live performances may be limited. Outdoor learning may be encouraged and crowding avoided.

Significant Hazard Section	Control measures in place:	Notes:
Asymptomatic Testing	<p>Lateral flow Test site to be set up and carried out according to current NHS and DfE guidelines including key equipment and layout requirements.</p> <p>Asymptomatic testing if offered to pupils and staff on the school site.</p> <p>If there is a possibility that Covid transmission is taking place in school then asymptomatic testing may increase in frequency.</p>	
	<ul style="list-style-type: none"> <li>• Workforce roles, online training and competency established</li> <li>• Full PPE provided and staff trained</li> <li>• Guidelines to register and record results to be followed</li> <li>• Quality assurance processes put in place</li> </ul>	<p>PPE is available for all staff and should be requested when needed.</p> <p>LFD Testing will be available twice weekly in school for those children whose parents have consented.</p> <p>LFD kits will be provided for holiday periods to parents who have given consent</p> <p>Staff have access to home LFD kits</p> <p>Should staff not be confident about doing lateral flow tests the school will maintain the ability to test on site.</p>
Premises related matters		
Ventilation to reduce spread	<ul style="list-style-type: none"> <li>• Windows will be opened wherever temperatures allows</li> <li>• Doors may be propped open, unless they are a fire door, and if temperatures allow</li> </ul>	<p>Poorly ventilated areas will continue to be monitored.</p> <p>Windows and doors will be open whilst maintaining a healthy working temperature within the classroom.</p>

Management of waste	<ul style="list-style-type: none"> <li>• There is a lidded pedal bin in each classroom and area of the school</li> <li>• Bins are double bagged when emptied</li> <li>• Bins are emptied throughout the day if full</li> <li>• Testing materials are disposed of in accordance with government guidance and advice and yellow bin liners are used for clinical waste.</li> </ul>	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> <li>• Each staff member is responsible for regularly cleaning down learning areas and equipment</li> <li>• Each staff member is responsible for cleaning down door handles and light switches in their area of the school</li> <li>• All areas of the school are cleaned professionally on a daily basis</li> </ul>	<p>Hand sanitiser, wipes and tissues are available in every classroom</p> <p>Each student has their own personal stationary kit including pens, rulers etc</p>
Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> <li>• There are sinks in each toilet</li> <li>• There is spare hand wash kept in each toilet and replenished as required</li> <li>• There are spare handtowels kept in each toilet and replenished as required</li> </ul>	
Sufficient hand sanitizer available for staff and pupils	<ul style="list-style-type: none"> <li>• Hand sanitizer is available at several different points around the school and by every entrance in the school</li> </ul>	
Additional time for staff and pupils to carry out handwashing	<ul style="list-style-type: none"> <li>• Each staff member is responsible for allowing pupils extra time to wash their hands as required</li> </ul>	
Handwashing practice with children	<ul style="list-style-type: none"> <li>• Each staff member is responsible for role modelling good hand washing practice</li> <li>• Each staff member is responsible for encouraging pupils to wash their hands as appropriate. Staff with sinks in their classrooms will be encouraged to get students to use them.</li> </ul>	
Good respiratory hygiene	<ul style="list-style-type: none"> <li>• Each staff member is responsible for role modelling good respiratory hygiene</li> <li>• Each staff member is responsible for encouraging pupils to 'catch it, bin it, kill it'</li> <li>• Tissues are provided in every classroom and each staff member is responsible for replenishing these from the main supply</li> <li>• Lidded bins are in all classrooms</li> </ul>	
Staff related issues		
Staff measures to reduce transmission	<ul style="list-style-type: none"> <li>• Each staff member is responsible for following the latest Covid-19 related guidance</li> <li>• If a staff member displays symptoms of Covid, however mild, they should not attend school but should stay at home and follow public health advice</li> </ul>	

<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<ul style="list-style-type: none"> <li>• Clear Covid-19 related instructions are given to all visitors</li> <li>• A record is kept of all visitors to the school via the electronic entry point</li> </ul>	
<p>Insufficient staff capacity to deal with numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<ul style="list-style-type: none"> <li>• Extra action should be considered if the number of positive cases substantially increase because it could indicate transmission is happening in the school</li> <li>• The threshold to seek public health advice is reached if 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. In these circumstances phone the DfE helpline (0800 046 8687, option 1)</li> <li>• School Closure Policy to be followed; consideration to the following will be given: <ul style="list-style-type: none"> <li>○ Can the school timetable can be modified to utilise the skills of staff available for the school to remain partially open;</li> <li>○ Could a reduction in pupil numbers could allow for the school to remain open;</li> </ul> <p>If operation cannot be achieved, the agreement of the Governing Body will be sought to, close or partially close the school. Senior management of the school would then communicate the closure/partial/early closure to all relevant parties and update the school website.</p> </li> <li>• Implement full programme of remote learning for pupils not on site, giving students daily direct access to lessons and teaching staff.</li> </ul>	
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<ul style="list-style-type: none"> <li>• Communicate the packages of support available; including support meetings, BUPA employee assistance programme, HR advice</li> <li>• School Closure Policy to be followed</li> </ul>	<p>School wellbeing officer available daily.</p>
<p>Accessing PCR testing arrangements are clear for all staff</p>	<ul style="list-style-type: none"> <li>• Information provided to staff: <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></li> </ul>	
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<ul style="list-style-type: none"> <li>• If a pupil becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</li> <li>• If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> <li>• Fluid resistant face masks, aprons and eye protection is available and a supply is maintained.</li> </ul>	

<b>Pupil related issues</b>		
Possible symptoms of Covid-19	<ul style="list-style-type: none"> <li>• Staff check with pupils regarding symptoms on their arrival at school, which may include temperature taking with a non-contact thermometer.</li> <li>• Staff remain vigilant for developing symptoms throughout the day</li> <li>• Pupils who are unwell with Covid symptoms will not attend school</li> </ul>	
Pupil understanding	<ul style="list-style-type: none"> <li>• Pupils know what the main symptoms of Covid are and know to report these if they develop symptoms, no matter how mild</li> <li>• Guidance is displayed around the school</li> <li>• Staff work to encourage pupils to become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread</li> </ul>	Posters displayed in school. Issues in relation to Covid are discussed in tutorial time with pupils.
Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> <li>• If a pupil is awaiting collection, they will be moved to the medical room where they can be isolated behind a closed door and with appropriate adult supervision if required</li> <li>• Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 meters away from other people</li> <li>• Suitable rooms have been allocated for this purpose and communicate intentions to staff; SH has been informed</li> <li>• Suitable PPE (including fluid resistant face mask) is available at these locations</li> </ul>	
Remote learning	<ul style="list-style-type: none"> <li>• If a pupil is self-isolating, high quality daily remote learning will be provided by the school from the duration of their isolation</li> <li>• Pupils will be provided with remote learning equipment as required</li> </ul>	
<b>Transport</b>		
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> <li>• Pupils are transported to school in local authority transport where they are expected to follow guidance including the wearing of face coverings as required.</li> </ul>	
Travel in school vehicles and staff cars	<ul style="list-style-type: none"> <li>• Each journey will be risk assessed and only journeys which are necessary in order to meet pupil need are approved</li> <li>• Each journey is approved in advanced by the SLT</li> <li>• Pupils and staff may be encouraged to wear face coverings when travelling in school vehicles</li> <li>• The windows should be open to the extent that temperature and weather conditions safely allow</li> </ul>	

	<ul style="list-style-type: none"> <li>• Hand sanitizer should be used by pupils and staff at the start and end of each journey</li> </ul>	
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> <li>• All staff involved in the preparation of food, or the teaching of food technology, have had food hygiene training</li> <li>• Staff involved with food preparation will comply with the relevant hygiene related information</li> </ul>	
Oversight by directors		
Lack of director oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<ul style="list-style-type: none"> <li>• The directors monitor the school's work remotely using the SchoolPod information management system</li> <li>• There are regular phone calls and virtual meetings between SLT and the Directors</li> <li>• The SLT report half termly to the Directors</li> <li>• A Director will visit the school every half term, unless restrictions disallow, to assess the Covid safety of the school</li> </ul>	