



Covid-19 School Risk Assessment and Contingency Plan – School	February 2022
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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.

On 21 February the Prime Minister set out the next phase of the Government’s COVID19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains. Our priority is to support you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances and mental and physical health



Address of school:	On track Education Broadway House Head Quarters Road West Wilts Trading Estate Westbury Wiltshire BA13 4JY
Risk assessment completed by:	Jo Holden
Date of assessment:	28 th Feb 2022
Date of next review:	31 st March 2022 (or as required)

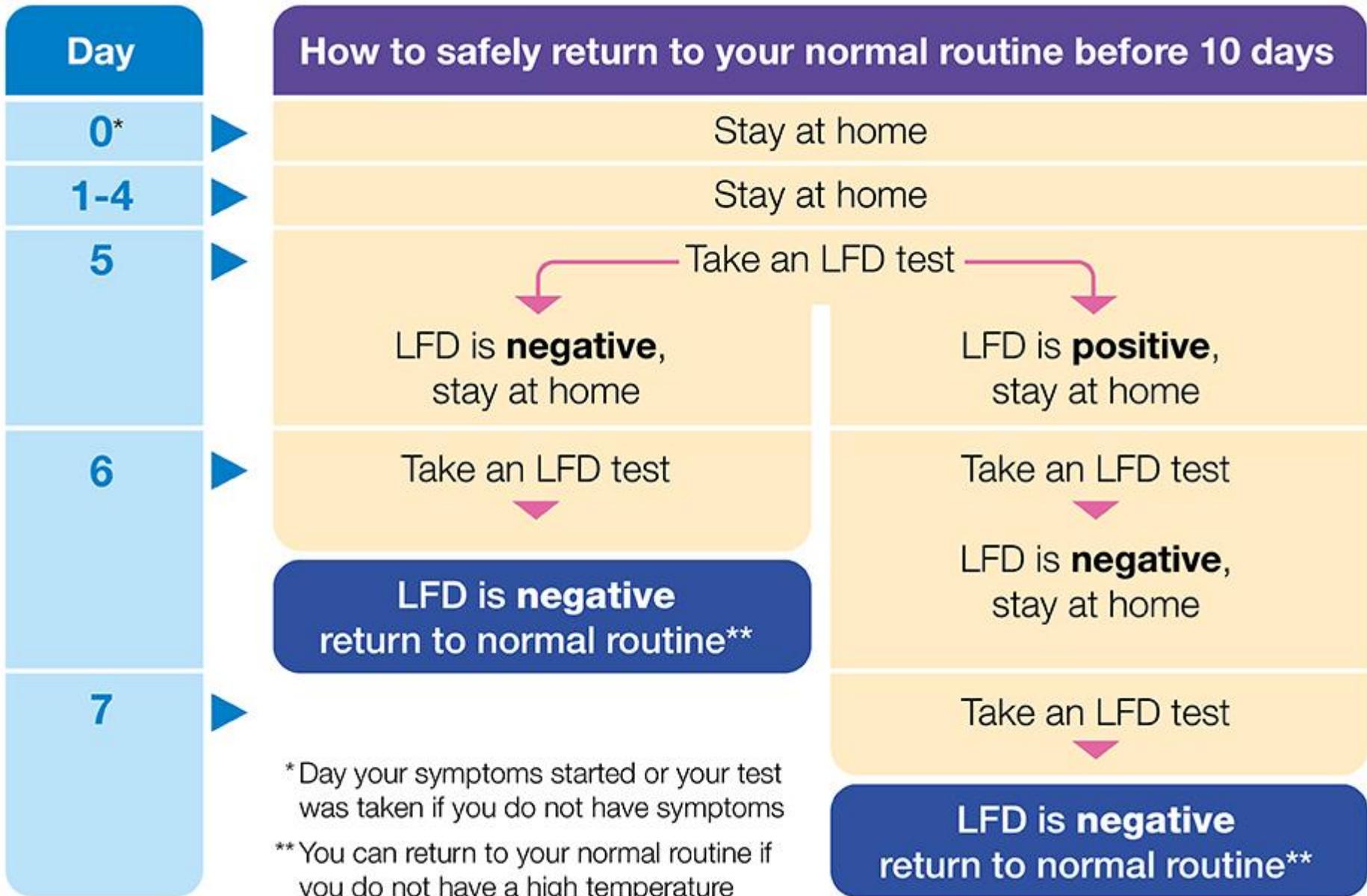
Dealing with suspected and confirmed case/ cases and outbreak:

There is no longer a legal requirement for people with coronavirus (COVID-19) infection to self-isolate, however if you have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people.

If you have COVID-19 you can infect other people from 2 days before your symptoms start, and for up to 10 days after. You can pass on the infection to others, even if you have mild symptoms or no symptoms at all. If you have COVID-19 you should stay at home and avoid contact with other people.

Many people will no longer be infectious to others after 5 days. You may choose to take an LFD test from 5 days after your symptoms started (or the day your test was taken if you did not have symptoms) followed by another LFD test the next day. If both these test results are negative, and you do not have a high temperature, the risk that you are still infectious is much lower and you can safely return to your normal routine

How to safely return to your normal routine before 10 days



If your day 5 LFD test result is positive, you can continue taking LFD tests until you receive 2 consecutive negative test results.

Children and young people with COVID-19 should not attend school while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to school, as long as they feel well enough to do so and do not have a temperature.

In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending our school where they have a confirmed or suspected case of COVID-19, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.

DfE guidance sets out the measures that all education settings should have in place to manage COVID-19 risk day-to-day. The thresholds are an indication for when to seek public health advice and include:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
- evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19
- a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

We can seek public health and operational advice by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.

Significant Hazard Section	Control measures in place:	Notes:
Asymptomatic Testing	Lateral flow Test site to be set up and carried out according to current NHS and DfE guidelines including key equipment and layout requirements. Asymptomatic testing is offered to pupils twice weekly on the school site. If there is a possibility that Covid transmission is taking place in school then asymptomatic testing may increase in frequency.	
	<ul style="list-style-type: none"> • Workforce roles, online training and competency established • Full PPE provided and staff trained • Guidelines to register and record results to be followed • Quality assurance processes put in place 	

Face Coverings	<ul style="list-style-type: none"> • Face coverings can be worn in accordance with relevant and up to date DfE guidance. 	Face coverings available should students / staff require them
Premises related matters		
Ventilation to reduce spread	<ul style="list-style-type: none"> • Windows will be opened wherever temperatures allows • Doors may be propped open, unless they are a fire door, and if temperatures allow • Mechanical ventilation, CO2 monitors and air cleaning units provided to all schools should be used in areas where ventilation is poor. 	Mechanical ventilation in situ - first aid room and DT area
Management of waste	<ul style="list-style-type: none"> • There is a lidded pedal bin in each classroom and area of the school • Bins are double bagged when emptied • Bins are emptied throughout the day if full • Testing materials are disposed of in accordance with government guidance and advice and yellow bin liners are used for clinical waste. 	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> • Each staff member is responsible for regularly cleaning down learning areas and equipment • Each staff member is responsible for cleaning down door handles and light switches in their area of the school • All areas of the school are cleaned professionally on a regular basis 	Anti bac wipes and tissues available in each area of the school.
Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> • There are sinks in each toilet • There is spare hand wash kept in each toilet and replenished as required • There are spare handtowels kept in each toilet and replenished as required 	
Sufficient hand sanitizer available for staff and pupils	<ul style="list-style-type: none"> • Hand sanitizer is available at several different points around the school and by every entrance in the school 	
Additional time for staff and pupils to carry out handwashing	<ul style="list-style-type: none"> • Each member is responsible for allowing pupils extra time to wash their hands as required 	
Handwashing practice with children	<ul style="list-style-type: none"> • Each staff member is responsible for role modelling good hand washing practice • 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. 	

Good respiratory hygiene	<ul style="list-style-type: none"> • Each staff member is responsible for role modelling good respiratory hygiene • Each staff member is responsible for encouraging pupils to 'catch it, bin it, kill it' • Tissues are provided in every classroom and each staff member is responsible for replenishing these from the main supply • Lidded bins are in all classrooms 	
Staff related issues		
Staff measures to reduce transmission	<ul style="list-style-type: none"> • Each staff member is responsible for following the latest Covid-19 related guidance • 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 	
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<ul style="list-style-type: none"> • Clear Covid-19 related instructions are given to all visitors • A record is kept of all visitors to the school via the electronic entry point 	
Insufficient staff capacity to deal with numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<ul style="list-style-type: none"> • Extra action should be considered if the number of positive cases substantially increase because it could indicate transmission is happening in the school • School Closure Policy to be followed; consideration to the following will be given: <ul style="list-style-type: none"> ○ Can the school timetable can be modified to utilise the skills of staff available for the school to remain partially open; ○ Could a reduction in pupil numbers could allow for the school to remain open; <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> <ul style="list-style-type: none"> • Implement full programme of remote learning for pupils not on site, giving students daily direct access to lessons and teaching staff. 	
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<ul style="list-style-type: none"> • Communicate the packages of support available; including support meetings, BUPA employee assistance programme, HR advice • School Closure Policy to be followed 	
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<ul style="list-style-type: none"> • 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. • 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 	

	<p>there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <ul style="list-style-type: none"> • Fluid resistant face masks, aprons and eye protection is available and a supply is maintained. 	
Pupil related issues		
Possible symptoms of Covid-19	<ul style="list-style-type: none"> • Staff check with pupils regarding symptoms on their arrival at school, which may include temperature taking with a non-contact thermometer. • Staff remain vigilant for developing symptoms throughout the day • Pupils who are unwell with Covid symptoms will not attend school 	
Pupil understanding	<ul style="list-style-type: none"> • Pupils know what the main symptoms of Covid are and know to report these if they develop symptoms, no matter how mild • Guidance is displayed around the school • 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 	
Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> • 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 • 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 • Suitable rooms have been allocated for this purpose and communicate intentions to staff; SH has been informed • Suitable PPE (including fluid resistant face mask) is available at these locations 	
Remote learning	<ul style="list-style-type: none"> • If a pupil is self-isolating, high quality daily remote learning will be provided by the school from the duration of their isolation • Pupils will be provided with remote learning equipment as required 	Paper and Practical tasks are also supplied to each student
Transport		
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> • Pupils are transported to school in local authority transport where they are expected to follow guidance including the wearing of face coverings as required. 	
Travel in school vehicles and staff cars	<ul style="list-style-type: none"> • Each journey will be risk assessed and only journeys which are necessary in order to meet pupil need are approved • Each journey is approved in advanced by the SLT • Pupils and staff may be encouraged to wear face coverings when travelling in 	

	<p>school vehicles</p> <ul style="list-style-type: none"> • The windows should be open to the extent that temperature and weather conditions safely allow • Hand sanitizer should be used by pupils and staff at the start and end of each journey 	
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> • All staff involved in the preparation of food, or the teaching of food technology, have had food hygiene training • Staff involved with food preparation will comply with the relevant hygiene related information 	
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"> • The Directors monitor the school's work remotely using the SchoolPod information management system • There are regular phone calls and virtual meetings between SLT and the Directors • The SLT report half termly to the Directors • A Director will visit the school every half term, unless restrictions disallow, to assess the Covid safety of the school 	