



# LANCING COLLEGE: RISK ASSESSMENT

Version 8

## ACTIVITY: Implementing a Full Opening of Lancing Prep at Worthing: September 2021

<b>Name of Assessors:</b>	Keith Richards, Tony Richardson	<b>Other Staff:</b>	Kim Fisher Mark Milling and all staff at LPW
<b>Job Reference:</b>		<b>Review Date:</b>	Informal daily review and feedback, formal weekly review at SMT meetings
<b>Assessment Date:</b>	27/08/21	<b>Frequency of Task:</b>	
<b>Location:</b>	Hove and Worthing Prep Schools	<b>Approved By:</b>	Heather Beeby

### RATING SCALE:

<b>Severity</b>	1 = Low Very minor injury	2 = Slight First aid / Health Centre	3 = Moderate Hospital trip, unfit for one or more days	4 = High Serious injury, long term absence	5 = Very high Causing death	<b>Total Risk Severity X Likelihood</b>	<b>Low = Less than 5</b>	<b>Medium = Between 5 and 14</b>	<b>High = Between 15 and 25</b>	
<b>Likelihood of harm occurring</b>	1 = Almost impossible	2 = Unlikely	3 = Possible	4 = Likely	5 = Almost Certain	<b>Who may be harmed ✓</b>	Staff ✓	Pupils ✓	Visitors ✓	Contractors ✓
							Members of the Public <input type="checkbox"/>	Others.....		

In the light of new guidance of 30 December 2020, this risk assessment has again been reviewed (04.01.21)

There is a separate COVID 19 Testing Risk Assessment in place where we reference Lateral Flow Tests. (04.01.21)  
Additional changes following decision to only open the school for PS and children on Critical workers (05.01.21)

In the light of the new guidance of 22 February 2021, this risk assessment has again been reviewed (01.03.21)

In the light of the new guidance of 17 May 2021, this risk assessment has again been reviewed (17.05.21)

29 August 2021: This whole-school risk assessment looking at operational principles during the covid-19 pandemic has been reviewed and revised in the light of new guidance coming into force from 17 August 2021 and the changes to school operation guidance from HM Government [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/schools-covid-19-operational-guidance).

Key changes in this guidance for the Advent Term 2021 may be summarised thus:

- Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:
  - they are fully vaccinated

- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.

They should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

- Pupils are no longer required to operate in “bubbles”

**Contingency planning** see risk assessment and appendix contingency plan

Hazard or concerns	Harm resulting from hazard or concerns	Existing Control Measures	Severity	Likelihood	Risk Rating	Additional Control Measures	Severity	Likelihood	Risk Rating
1. Protection of clinically extremely vulnerable children and staff	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Currently shielding is currently paused but control measures can be reinstated should guidance change</li> </ul>	4	2	8				
2. Those who are unwell (pupils or staff) coming into school	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Pupils and staff who are unwell with COVID-19 symptoms to stay at home and advised to take a PCR test. They are to continue to isolate if a positive result. (10 days)</li> <li>Staff and pupils to inform the school of any COVID-19 test results as soon as they are received</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Letters sent from HM to parents and staff reminding that pupils and staff should not come to school in unwell with key symptoms</li> </ul>	4	2	4
3. Maintaining appropriate handwashing regimes	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Sufficient hand washing facilities with soap and hot water are available</li> <li>Hand sanitiser is available in each room</li> <li>Help will be available for children and young people who have trouble cleaning their hands independently</li> </ul> <p><b>All staff and children will:</b></p> <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly</li> <li>Clean their hands, on arrival at school and before and after eating, and after sneezing or coughing and after break time and moving one location to another</li> <li>Be encouraged not to touch their mouth, eyes, and nose</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Display signage catch it, bin it, kill it, etc.</li> <li>Regularly review the guidance on hand cleaning</li> <li>Two additional external handwashing facilities installed</li> </ul>	4	2	8

		<ul style="list-style-type: none"> <li>Regularly use the hand cleaning dispensers</li> <li>Use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it')</li> <li>Encourage the learning and practising of these habits through games, songs, and repetition</li> </ul>							
4. Cleaning regimes are not kept up to govt guidelines	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Enhanced cleaning throughout the day; A minimum of once a day or twice where possible across all areas</li> <li>Cleaning Team (normal hours) Cleaning Team (normal hours) evening/Teaching Staff cleaning of classroom environment touch points/1 x additional cleaner 09:30-15:30 cleaning general area touch points and toilet facilities throughout shift</li> <li>Cleaning packs for teachers/staff to be supplied to each classroom, office, reception, external play &amp; emergency packs to include, Ultra spray, antibacterial gel, blue roll, gloves, bin liners, cleaning guide and additional PP; masks, aprons as required Dan Gamble to ensure packs are fully stocked</li> <li>Staff to receive training on how and when to use cleaning materials</li> <li>Cleaning guides and frequencies in place for classrooms, general areas, and offices areas</li> <li>Classrooms and general areas to be cleaned at the end of the day</li> <li>Classrooms during day; frequent cleaning of touch points (as above) during the day; minimum once in the am and once in the pm</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li><u>Guidance for cleaning in non-healthcare settings outside the home</u> to be followed.</li> <li>See specific cleaning protocols and situation of the lateral flow testing site</li> <li>Cleaning staff updated on which rooms are being used by pupils and staff</li> <li>Cleaners to wear disposable aprons and gloves whilst carrying out cleaning duties</li> </ul>	4	2	8

		<ul style="list-style-type: none"> <li>• General areas during day; rolling cleaning of touch points; door handles, light switches, glazing, photocopiers/printers, toilets, sinks, staff room, external door handles</li> <li>• Toilets during day; as above</li> <li>• Bins for tissues will be double bagged when emptied throughout the day</li> <li>• Keyboards, desks, chair arms and telephones shared use to be minimised; to be cleaned before and after use by the user; cleaning packs provided in each location</li> <li>• Surfaces to be left clear at the end of each day to allow for easy and thorough cleaning of teaching spaces</li> <li>• Monitor and ensure cleaning consumables are in constant supply</li> </ul>						
5. Maintaining appropriate social distancing in classrooms	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>• Social distancing is currently paused but control measures can be reinstated should guidance change</li> </ul>	4	2	8			
6. Maintaining appropriate social distancing in reception office	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>• Parents, delivery personnel etc will not be entering reception areas</li> <li>• Screen is installed in Reception for signing in and out. Sanitiser is provided for use before and after signing in or out on the display screen.</li> </ul>	4	2	8			
7. Maintaining appropriate social distancing in kitchens	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>• See Separate Catering Risk Assessment</li> </ul>	4	2	8			
8. Maintaining appropriate social distancing in staffroom and resource areas	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>• Staff to be encouraged to take breaks outside</li> <li>• Shared PCs to be cleaned before and after use</li> </ul>	4	2	8			

		<ul style="list-style-type: none"> <li>Hand sanitiser to be kept adjacent to photocopiers along with hand cleaning signage etc</li> </ul>							
9. Maintaining appropriate social distancing in dining hall	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Additional sittings have been implemented</li> <li>Surfaces to be cleaned between sittings</li> <li>Tables to be arranged in rows with pupils facing the same direction</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>3 sittings daily (courtyard /gym used to keep bubble separate).</li> </ul>	4	2	8
10. Maintaining appropriate social distancing at play times	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Social distancing at play times is currently paused but control measures can be reinstated should guidance change</li> </ul>	4	2	8				
11. Maintaining appropriate social distancing when dropping off/picking up of pupils	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Parents to be informed not to bring children to school if they are displaying Coronavirus symptoms</li> <li>Pupils will wash/sanitise hands on arrival</li> <li>Pupils will sanitise hands before and after travelling on the minibus</li> <li>Parent to drop off children outside school buildings</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>Parents and pupils to be communicated new protocols/changes in protocols.</li> </ul>	4	2	8
12. Maintaining appropriate social distancing when accessing school transport	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Existing Transport Risk Protocols - Updated September 2021</li> <li>Existing Transport Risk Assessment - Updated September 2021</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>See COVID-19 Transport Risk Assessment and Code of Conduct for Home to School Transport in the context of the current COVID-19 pandemic.</li> <li>Parents and those children traveling on the minibus and taxi will sign a behaviour code.</li> </ul>	4	2	8
13. Maintaining appropriate social distancing when moving around the school	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Social distancing when moving around school is currently paused but control measures can be reinstated should guidance change</li> </ul>	4	2	8				

14. Maintaining appropriate social distancing in loos	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Social distancing in loos is currently paused but control measures can be reinstated should guidance change</li> </ul>	4	2	8				
15. Use of play/sports equipment/ materials/toys etc	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Restrictions on using sports/ play equipment are currently paused but control measures can be reinstated should guidance change</li> </ul>	4	2	8				
16. Music provision, settings - additional specific safety measures.	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Singing will not take place in larger groups such as choirs and ensembles</li> <li>Music ensembles are to be played in large and well-ventilated rooms.</li> </ul>	4	2	8	<b>See music activity-specific risk assessments</b>	4	2	8
17. Maintaining appropriate social distancing with contractors	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Social distancing from contractors is currently paused but control measures can be reinstated should guidance change</li> </ul>	4	2	8				
18. Maintaining appropriate social distancing with visitors on site	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Social distancing from visitors on site is currently paused but controlled measures can be reinstated should guidance change</li> </ul>	4	2	8				
19. Staff wellbeing	Fear of infection, low morale, stress related illness	<ul style="list-style-type: none"> <li>Staff to be kept updated and involved in working arrangements</li> <li>Regular staff meetings</li> <li>Regular contact to be kept with staff working from home</li> <li>Staff to communicate any problems they encounter to their line manager</li> <li>Staff have access to Employee Assistance Programme</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Twice weekly provision of Home LF Testing (consented) for all staff as a further mitigation of risk.</li> <li>Continued close working with all staff in listening and responding to staff concerns and put in extra systems to support staff wellbeing.</li> </ul>	3	3	9

20. Child wellbeing	Additional or worsened social, emotional, and mental health needs as a result of coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>• Pupils who may fall behind their peers as a result of time out of childcare settings or missed diagnosis as a result of a period of absence, will be supported by the SENCO who will put in place appropriate measures.</li> <li>• Pupils regularly invited to discuss any concerns during form time or PSHEE sessions</li> <li>• The Hive is open for 'drop ins' and appointments</li> <li>• School assessments used to highlight any educational gaps and appropriate support put in place for relevant pupils</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>• See separate risk assessments are required for those in need.</li> <li>• Lateral Flow Device Tests rolled out to pupils in Years 7 and 8 from Friday 27<sup>th</sup> August (2 x supervised tests)</li> <li>• Wellbeing support (Mrs. Pelling) available in school and via Teams</li> </ul>	4	3	12
21. Children who show symptoms at school	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>• Any child that becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should arrange to have a PCR test to see if they have coronavirus (COVID-19) and if it is positive, self-isolate for at least 10 days afterwards</li> <li>• If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms</li> <li>• Children awaiting collection will be moved to a room where they can be isolated behind a closed door with appropriate adult supervision</li> <li>• Window/s should be opened for ventilation. If it is not possible to isolate</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>• First-aid room has been designated as the isolation area</li> <li>• Emergency pack containing; aprons, gloves, face visor, masks, ultra-spray, blue roll, CoSH sheet, MSDS, Risk Assessment</li> <li>• See government 'stay at home guidance', August 2021 <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> </ul>	4	2	8



		<p>child, move them to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> <li>Any child awaiting collection who needs to go to the bathroom should use a separate toilet if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>PPE should be worn by staff if caring for a child awaiting collection if a distance of 2-metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>999 must be called in an emergency if the child is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> </ul>							
22. Staff who show symptoms at school	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Staff who develop the following COVID-19 symptoms - even if symptoms are mild - must self-isolate immediately: <ul style="list-style-type: none"> <li>a new continuous cough</li> <li>a high temperature</li> <li>a loss of, or change in normal sense of taste or smell (anosmia)</li> </ul> </li> <li>Staff should self-isolate at home, take a PCR test and wait for their results.</li> <li>Staff must self-isolate if they test positive, even if fully vaccinated. The isolation period includes the day their symptoms started (or the day the test was taken if they do not have symptoms), and the next 10 full days.</li> </ul> <p>Self-isolating can cease if those isolating</p> <ul style="list-style-type: none"> <li>are well and have not had diarrhoea or vomiting for at least 2 days</li> </ul>	4	2	8	<p>Further guidance can be found</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <ul style="list-style-type: none"> <li>Cleaning the affected area with normal household disinfectant 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</a></li> </ul>	4	2	8

		<ul style="list-style-type: none"> <li>• have not been advised by NHS Test and Trace that they are legally required to self-isolate</li> </ul> <p>If the PCR test result is negative but symptoms persist, this could point to other viral illness such as a cold, flu, or a stomach bug.</p> <ul style="list-style-type: none"> <li>• Staff should stay at home until they feel well and for at least 2 days after their last episode of diarrhoea or vomiting if applicable.</li> <li>• Staff should seek medical attention if concerned about symptoms.</li> </ul>				<p><u>guidance</u>. PPE will be required see above.</p> <ul style="list-style-type: none"> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</li> </ul>			
23. Pupils and staff who have had close contact with someone who has COVID-19	Transmission of coronavirus compromising children and staff	<p>Pupils and staff will not be required to self-isolate/stay at home if notified and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Fully vaccinated means vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since the</p>	4	2	8	<ul style="list-style-type: none"> <li>• NHS Test and Trace will be in touch with contacts to verify if they are legally required to self-isolate.</li> <li>• The NHS test and trace service <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> <li>• Staff who have been deemed a close contact will be advised to have a PCR test as soon as possible</li> </ul>	4	2	8

		<p>recommended second dose of that vaccine was received.</p> <p>NHS Test and Trace will be in touch with contacts to verify if they are legally required to self-isolate.</p> <p>Staff who have been deemed a close contact will be advised to have a PCR test as soon as possible.</p> <p>If unvaccinated staff members come into close contact with someone who has Covid-19 they must self-isolate for 10 days from the point/day of contact and take a PCR test.</p>							
24. Pupils and staff with a positive LFD result (years 7 & 8 only)	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>• Pupils and staff with a positive LFD test result should self-isolate/stay at home, take a PCR test and wait for their results. Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>• 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 individual can return to school.</li> <li>• Pupils and staff must self-isolate/stay at home if they test positive. The isolation period includes the day their symptoms started (or the day the test was taken if they do not have symptoms), and the next 10 full days.</li> <li>• Even if fully vaccinated, staff must self-isolate immediately for the next 10 full days as this is the period when the virus is most likely to be passed on to others (the infectious period).</li> </ul> <p>Self-isolating can cease if those isolating</p>	4	2	8	<p>Further guidance can be found <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Pupils and staff to test twice weekly</p>	4	2	8

		<ul style="list-style-type: none"> <li>• are well and have not had diarrhoea or vomiting for at least 2 days</li> <li>• have not been advised by NHS Test and Trace that you are legally required to self-isolate</li> </ul> <p>If the PCR test result is negative but symptoms persist, this could point to other viral illness such as a cold, flu, or a stomach bug.</p> <ul style="list-style-type: none"> <li>• Pupils and staff should stay at home until they feel well and for at least 2 days after their last episode of diarrhoea or vomiting if applicable.</li> <li>• Pupils and staff should seek medical attention if concerned about their symptoms.</li> </ul>							
25. A confirmed case of coronavirus at school	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>• If someone tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.</li> <li>• The 10-day period starts from the day when they first became ill or, if they do not have any symptoms, from when the test was taken. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>• Cleaning the affected area with normal household disinfectant 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>. PPE will be required</li> </ul>	4	2	8

		<ul style="list-style-type: none"> <li>If 5 children or staff who are likely to have mixed closely, test positive for Covid-19 in a 10-day period, or 10% of children and staff test positive for Covid-19, the school will follow the Contingency Plan and phone local HPT (Health Protection Team) for advice.</li> </ul>							
<p>26. Outbreak of Coronavirus at school e.g. when the following thresholds are reached</p> <p>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</p> <p>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p>	Transmission of coronavirus compromising children and staff	<p>Advice to be taken from DsPH. Additional measures to be considered:</p> <ul style="list-style-type: none"> <li>Increased testing of students and staff including reinstating School test site</li> <li>Reintroduction of face coverings</li> <li>Reintroduction of shielding</li> <li>Inter-school fixtures to be cancelled if LPW has 5 or more positive COVID cases at one time. Director of Sport to inform opposition schools.</li> </ul> <p>Limiting</p> <ul style="list-style-type: none"> <li>Educational visits</li> <li>Open days</li> <li>Taster days</li> <li>Parental attendance settings</li> <li>Live performances</li> </ul> <p>Further measures including:</p> <ul style="list-style-type: none"> <li>Restricting attendance</li> <li>Increasing remote education</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>Reinstate measures that are currently paused and follow the contingency plan.</li> </ul>	4	2	8
27. Staff who are pregnant	Transmission of coronavirus compromising staff and baby	<ul style="list-style-type: none"> <li>Pregnant women in the third trimester are in the 'clinically vulnerable' category and are advised to follow the advice for this category</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>The Royal College of Obstetrics and Gynaecology (RCOG) has published <a href="#">occupational</a></li> </ul>	4	2	8

		<ul style="list-style-type: none"> <li>• The school will conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW)</li> <li>• The risk assessment will be reviewed as appropriate</li> </ul>				<p><a href="#">health advice for employers and pregnant women</a>. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. The school will follow this advice and to continue to monitor for future updates to it</p> <ul style="list-style-type: none"> <li>• Staff who are pregnant are advised to communicate this to HR at an early stage of pregnancy to assist with risk assessment and management. Any pregnant member of staff will be risk assessed on an individual basis</li> <li>• Third trimester advice - If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach. This is because although you are at no more risk of contracting the virus than any other non-pregnant person who</li> </ul>			
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						<p>is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19. Your employer should ensure you are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). For many workers, this may require working flexibly from home in a different capacity. All employers should consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible. Where adjustments to the work environment and role are not possible and alternative work cannot be found, you should be suspended on paid leave.</p>			
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28. Parents/ pupils anxious about return to school	Impacts on welfare and potential interruption to education	<ul style="list-style-type: none"> <li>• If parents of pupils with significant risk factors are concerned, the school (primarily via the Form Tutor/Wellbeing Team but engaging other colleagues as required) will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.</li> <li>• Whilst wishing to hear and engage with concerns, we will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (e.g., granted a leave of absence, is unable to attend because of sickness, is being educated remotely by particular agreement with parents, is unable to return due to the international situation etc.).</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Updated RA displayed on school website</li> </ul>	2	2	4
29. Room ventilation insufficient	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>• Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• Mechanical ventilation should be adjusted to increase air flow, and well maintained</li> <li>• Mechanical ventilation should meet current operating guidance including recirculating fresh/outside air</li> <li>• Windows/doors to be kept open as far as possible if safe to do so. In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully at break times to purge air in the space.</li> <li>• Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• Individual areas should be assessed in the event of the use of fans to ensure that this</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>• Doors and windows to be closed/locked when not in use</li> <li>• Pupils reminded to wear suitable warm clothing when temperature falls</li> <li>• Staff reminded to open windows in all rooms and public spaces</li> <li>• Staff reminded to unprop doors when leaving the room empty or when there is a fire alarm</li> <li>• Pupils and staff reminded to dress appropriately for the weather and cold classrooms</li> <li>• Increase ventilation when spaces/rooms are unused</li> </ul>	3	2	6



		<p>assists ventilation rather than re-circulating air</p> <ul style="list-style-type: none"> <li>Any areas identified as having poor ventilation should be improved with fresh air flow or not used</li> </ul>							
30. Fire Evacuation Procedure Compromised	Pupils and staff not evacuating in timely manner	<ul style="list-style-type: none"> <li>Staff and pupils to exit through nearest evacuation route as normal</li> <li>Individually assessed propping open of specific fire doors during the day to increase ventilation and diminish frequency of touch points</li> <li>Any doors wedged open should be unwedged when exiting the building. In Pre-School and in Pre-Prep this should be completed by the TA at the end of the line as pupils leave the classroom room. In Prep, the teacher leading will remove wedge, and pupils to hold door as they pass.</li> <li>PEEPs to be in place for any pupils or staff who need assistance evacuating in an emergency</li> <li>Training to be delivered to all staff in any changes to arrangements</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>A practice drill will be conducted the week pupils arrive back at school, and every half term.</li> </ul>	4	2	8
31. Maintaining appropriate First-aid cover	Pupils and staff not receiving first-aid treatment	<ul style="list-style-type: none"> <li>First aider available at all times</li> <li>Where it is necessary for first aid provision to be administered in close proximity, staff should pay particular attention to sanitation measures immediately afterwards, including washing hands and the use of face masks.</li> </ul>	3	1	3	<ul style="list-style-type: none"> <li>Epi-pen for specific children to be kept with First-aid kit for the relevant year group.</li> <li>The Health and Safety Executive has published guidance on <u>first aid during coronavirus (COVID-19)</u> which will support local risk</li> </ul>	3	1	3

						assessments and provides guidance for first aiders.			
32. Use of private and public outdoor spaces - trips	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Separate risk assessments are carried out for each trip</li> <li>Pupils and staff to maintain good hygiene throughout</li> <li>Pupils and staff ensure thorough handwashing happens before and after the trip</li> <li>Any trip request submitted to SMT prior to confirmation or booking</li> <li>Usual trip planning documentation to be completed</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>See COVID-19 Transport Risk Assessment in the context of the current COVID-19 pandemic.</li> </ul>	4	2	8

**List of key Government guidance**

- [Guidance for full opening: schools](#)
- [COVID-19: guidance for households with possible coronavirus infection](#)
- [COVID-19: cleaning in non-healthcare settings outside the home](#)
- [NHS Test and Trace: how it works](#)
- [Coronavirus \(COVID-19\): getting tested](#)
- [Information for parents and carers](#)
- [Planning guide for early years and childcare settings](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- [Early years foundation stage: coronavirus disapplication's](#)

**ASSESSOR: Keith Richards on 1<sup>st</sup> September 2021**

**Assessor: Tony Richardson on 1<sup>st</sup> September 2021**

**Approved by: Heather Beeby, Head, on 2<sup>nd</sup> September 2021**