

Heber School COVID-19 Risk Assessment

March 2022

Version: Updated 8th March 2022

Date for Review:

- Tuesday 19th April 2022, or sooner as required based on updates to guidance.
- This risk assessment has been updated in accordance with the document ‘Schools COVID-19 Operational Guidance’ updated in February 2022, and takes into account the government’s strategy on learning to live with COVID-19 in the community, minimising disruption to education.
- Appendix 1 attached to this document is an Outbreak Management Plan, which will be triggered in the event of an outbreak based on the criteria specified.
- Based on the low number of cases in our community, the following normal activities are gradually being reintroduced to our setting;
 - Live events and gatherings for parents and carers
 - Face to face meetings for staff
 - Assemblies to be reintroduced gradually in the summer term
- The following measures have been stepped down
 - Face coverings for staff
 - The use of asymptomatic twice weekly lateral flow testing for staff

Produced by: Heber School SLT

Approved by: _____ on behalf of the Governing Body on: _____

<u>Risk (and who might be affected)</u>	<u>Control Measures</u>	<u>Actions Required</u>	<u>Completed?</u>
Health and Safety of school site is compromised due to periods of school closure, individual class closure and / or changes to routine (All stakeholders)	In the event of a whole or partial school closure, all maintenance checks will be completed prior to reopening to include but not limited to: <ul style="list-style-type: none"> • Water, gas, electric, fire alarm & extinguishers, ventilation, lighting, security alarm, kitchen equipment. 	<ul style="list-style-type: none"> • Diarise fire drills termly • Check maintenance schedule at the start of each term and after any period of closure for any part of the building 	
Cleaning and hygiene standards are insufficient to limit spread of coronavirus (All stakeholders)	The school will follow the guidance on ‘cleaning of non-healthcare settings’. Morning cleaner/premises staff to: <ul style="list-style-type: none"> • Sweep outdoor areas • Attend to any cleaning issues onsite Evening cleaning team to clean: <ul style="list-style-type: none"> • Floors - hard and carpeted • All frequently touched surfaces; door handles, bannisters, hand rails and metal ‘push’ panels • Tables, desks and shelves • Toilets, basins and toilet walls • Replenish all stock - soap, toilet roll, hand gel, paper towels • Cleaning caddies stationed in every classroom and in the school office for cleaning of handles and surfaces as required. To contain anti-bac spray, cloths, paper towels, tissues, disposable gloves. • Lidded bins in all classrooms for disposal of tissues and other waste. • Soap and hot water available in all pupil toilets. • Soap and hot water available in all adult toilets. Cold water supply available in all classrooms. • Anti-bac hand gel dispensers situated in all classrooms and office 	<ul style="list-style-type: none"> • Regular replenishment of cleaning and sanitising supplies for each class. • Staff to be reminded to keep classrooms clean, tidy and clutter free. • Premises Manager to monitor standards and performance of the cleaning team. 	
Staffing shortages due to virus symptoms, isolating staff, staff childcare issues, staff working patterns or staff	Staffing levels should be stable unless there is an outbreak (see outbreak management plan) as only individuals with COVID-19 symptoms are required to isolate. There is no isolation for close contacts, either staff or pupils. There are no staff groups who will be advised to work from home. The school will:	<ul style="list-style-type: none"> • SLT to ensure staffing changes are planned for and communicated clearly. • School to ensure effective operation of 	

<p>health vulnerabilities create unsafe staffing levels.</p> <p>(Pupils)</p>	<ul style="list-style-type: none"> Consider the needs of any staff who are clinically extremely vulnerable and may wish to take extra precautions in the workplace. These staff will be offered risk assessments on a termly basis. Risk assessments will not be routinely offered to clinically vulnerable or other staff but staff may request them at any time. Encourage and support vaccine take-up amongst the workforce, and will ensure staff are released from work to attend vaccination appointments where needed. Liaise with a regular rota of supply agencies to fill any staffing gaps created by isolating staff. 	<p>staff home testing programme, with sufficient tests available.</p>	
<p>Risk of infection is raised due to contact between staff</p> <p>(Staff and pupils)</p>	<p>Unless in the event of an outbreak, it is expected that staff will work together without restrictions, but the school will employ safe working practices as follows (review all measures below):</p> <ul style="list-style-type: none"> Staggered break and lunch times for staff to enable the above Limit the amount of time spent in larger groups in meetings. Break out into smaller groups where possible. Use well ventilated school halls for larger staff meetings. Training and meetings can be delivered remotely via Google Meets or Zoom. Staff to communicate any queries or concerns with senior leaders, and to share suggestions. Staff to promote good hygiene within their class. Face to face meetings with visitors replaced by online meetings where suitable, but this is not essential. 	<p>There will be ongoing review of in-school procedures, particularly in the event of an outbreak; the risk assessment may be updated accordingly.</p>	
<p>Risk of infection is raised due to contact between pupils</p> <p>(Pupils and staff)</p>	<p>Unless there is an outbreak, pupils will be allowed to interact normally without restrictions, and will not be grouped into bubbles.</p> <p>Children will not be strictly separated from those from other classes, who they may share space with in the lunch hall or in the playground. However, consideration will be given to keeping year groups separate where it is possible to do so as this is timetabled for the year already. Larger group activities such as key stage or whole school live assemblies, may be reintroduced gradually before the end of the school year.</p> <p>All children will be able to attend school unless they are one of the very small number of children under specialist care who have been advised not to attend by their GP or clinician. Those children will be supported to learn at home.</p> <p>Wraparound Care Wraparound care provider (Magna) will act in accordance with operational guidance for schools at all times and in line with school procedures. In the event of an outbreak, adjustments may be made to pupil groupings to increase distancing between year groups.</p> <p>After School Enrichment Activities</p>		

	Enrichment activities will be allowed to go ahead as normal. In the event of an outbreak, adjustments may be made to pupil groupings to increase distancing between year groups.		
Risk of infection is raised during classroom activity (Pupils and staff)	<ul style="list-style-type: none"> • Children to maintain ongoing hand washing regime with access to hand gel, paper towels and tissues in all classrooms. • Help will be available for children who struggle to wash their hands independently via modelling rather than close contact. • Posters displayed in all rooms covering hygiene advice. These need to be age appropriate for children who may not be able to read. • Resources in EYs playground are cleaned regularly • Windows can be left open where possible, although this should be moderated in cold weather; windows only partially opened and particularly when the room is not in use. The need for increased ventilation is to be balanced with maintaining a comfortable temperature. • Carbon dioxide monitors are sited in classrooms to identify any rooms where ventilation is insufficient. 	<ul style="list-style-type: none"> • Ensure pupils are reminded of classroom routines on a regular basis. • Check that all signage for pupils is up to date and displayed prominently. 	
Risk of infection is raised during use of communal areas (Pupils and staff)	<ul style="list-style-type: none"> • Assemblies of more than 30 children are not currently taking place, but will be reintroduced later in the school year. • Playgrounds can be used by more than one year group at a time due to the reduced risk of outdoor mixing. • Communal areas to remain well ventilated. 		
Risk of infection is raised during lunchtime (Pupils and staff)	<ul style="list-style-type: none"> • Year groups are kept generally separate where possible in the lunch hall. • Handwashing for all children to take place before lunch • Children to be encouraged to bring in their own water bottles which they can fill up from the water coolers or taps 	<ul style="list-style-type: none"> • Staff to be provided with full timetable. • Updated medical info, including allergy info, to be shared on an ongoing basis with all staff via email. 	

<p>Risk of infection is raised during movement around the school</p> <p>(Pupils and staff)</p>	<ul style="list-style-type: none"> Children can move around the school freely, although further measures may be taken in the event of an outbreak. 		
<p>Increased Risk of Infection in toilet facilities</p> <p>(Pupils and staff)</p>	<ul style="list-style-type: none"> Embedding of handwashing/sanitisation routines to minimise the need to use communal toilets throughout the day. All classrooms now have sinks. All toilet supplies such as soap, toilet roll and functionality of taps and dryers checked weekly. Posters on display in toilets with reminders about handwashing. Toilet breaks built into the day to minimise children needing to go during session times. 	<ul style="list-style-type: none"> Hand washing/sanitisation routine to be shared with all staff. Posters to be displayed. 	
<p>Risk of infection is raised due to crowding at drop-off and pick-up times</p> <p>(Pupils, parents and staff)</p>	<ul style="list-style-type: none"> Parents will not come onto the school site in the mornings, and will drop children off at the gates, but will be allowed to wait in playgrounds for their children at the end of the day. Key stages to have designated arrival and leaving times and different entry and exit points which have been shared with parents. Staff will be in the playgrounds to assist KS1 children with lining up procedures and to supervise children to wash hands and/or use hand sanitiser on arrival. KS2 children will go into school independently. Staff supporting individual SEND children will collect those children at an identified drop off point. Parents will not enter the school site in the mornings. 	<ul style="list-style-type: none"> Ensure all new procedures are shared widely. 	
<p>Staff member at risk due to close contact with children due to pupil illness or first aid</p> <p>(Staff)</p>	<ul style="list-style-type: none"> All minor first aid (e.g. putting cold compress on a cut, using an ice pack) will be managed by the children where this is possible Government guidance only recommends use of PPE for staff who have physical contact with children who are suspected of having covid-19 symptoms or if delivering intimate care. Disposable gloves, aprons and masks will be made available for these instances and will be stored in the classroom. In other cases of closer contact, such as administering medicine, normal procedures will be followed but staff will have the option to wear further PPE if they wish to. First aid procedures to be managed by class support staff and lunchtime staff. First aid cases are not to be sent to the school office. All PPE which has been worn when dealing with a possible covid case should be bagged and disposed of in the yellow 'hazardous waste' bin in the disabled toilet. 	<ul style="list-style-type: none"> School to constantly ensure adequate PPE is available on site. 	

<p>Risk of infection is raised due to additional adults onsite during the school day.</p> <p>(Pupils and staff)</p>	<ul style="list-style-type: none"> ● Parents/carers to drop children at the designated school gate in the morning, but will be allowed into the playground to wait for their children in the afternoon. ● Visitors will be allowed to come onto site if for a specified reason such as a meeting or an appointment, but only if this meeting cannot be held online. Parents and carers are allowed in the school building if there is a specific reason such as dropping off medicine or if they have an appointment with a member of staff, although again this is minimised, and appointments held online when possible. ● Parents and carers are directed to the office email address and/or the main school phone number to communicate with staff and deliver messages. Immediate safeguarding concerns must still be reported immediately using normal procedures. ● Office staff will be responsible for ensuring that no parents or visitors enter the school site via the main entrance unless they have a specific reason. Drop-offs / pickups for wraparound care to be managed by Magna at the school entrance. ● Contractors arriving onsite to be managed by the Premises Officer and will ideally enter the site at low traffic times. 	<ul style="list-style-type: none"> ● Update any changes to schedule for drop off and pickup points with all staff and parents. ● Remind parents on how to contact the school remotely to avoid unnecessary visits. 	
<p>Increased risk due to a pupil or member of staff displaying COVID-19 symptoms and/or testing positive for COVID-19.</p> <p>(Pupils and staff)</p>	<p><u>Pupils with Symptoms</u></p> <p>If a child becomes unwell with possible symptoms of COVID-19 while at school, the school will follow the agreed guidance:</p> <ul style="list-style-type: none"> ● use of PPE by staff if a 2m distance cannot be maintained ● taking the child to the school entrance lobby until they can be collected ● contacting parents and carers to collect as a matter of urgency ● use of separate bathroom facilities if needed which should be cleaned after use ● calling 999 in an emergency <p>If a member of staff has helped someone who was unwell with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, they must self isolate and get tested). They should wash their hands thoroughly after contact.</p>	<ul style="list-style-type: none"> ● Ensure 'possible case' flowcharts are updated for each classroom. ● Check appropriate PPE levels in school in case of emergency. 	

	<p>Office to call parents/carers to arrange immediate collection and seek medical treatment. Parents/carers to be available to collect children at short notice without delay.</p> <p>Children sent home with symptoms are advised to go for a PCR test as soon as possible, and should not return to school until they have completed their correct isolation period (see below), unless they receive a negative PCR result in which case they can return to school straight away as long as they no longer feel unwell.</p> <p>If the child with symptoms has a PCR test which is positive, the child should self-isolate for 10 days from the day after the symptoms started. However, the isolation period can be cut from 10 days to 5 days after symptoms started, if the child tests negative on two lateral flow tests on Day 5 and Day 6 consecutively, in which case they can return to school as soon as they have taken the negative Day 6 test.</p> <p>Parents/carers will be regularly reminded not to send children to school who are displaying symptoms. If a child is unwell in school, the school will advise whether the child should stay in school, even where the parent believes the symptoms are not linked to the virus, in the interests of safety.</p> <p>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.</p> <p><u>Staff Members with Symptoms</u> Staff members who develop symptoms will remove themselves from their group and alert colleagues immediately. They will need to follow the same isolation procedure as pupils and can only return to work after a 10 day isolation, or if they receive a negative PCR test result, whichever is sooner. However, as with pupils confirmed as testing positive, the isolation period can be cut from 10 days to 5 days if the staff member tests negative on two lateral flow tests on Day 5 and Day 6 consecutively, in which case they can return to work as soon as they have taken the negative Day 6 test.</p> <p><u>Asymptomatic Testing</u></p>		
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	<p>Asymptomatic lateral flow testing has now ceased. In the case of an outbreak, and if advised by Public Health, the school may again advise parents and pupils to undertake asymptomatic lateral flow testing, to reduce the spread in the classroom.</p> <p>In the event of a positive lateral flow test result in a person with no symptoms, the person can assume that they have COVID-19 and should self-isolate for 10 days (or cut to 5 days as above if their Day 5 and Day 6 lateral flow tests are negative).</p>		
<p>Risk of inadequate planning and communication leading to poor delivery. (All stakeholders)</p>	<p>Risk assessment to be shared with all stakeholders including staff. Staff to be consulted on plans on an ongoing basis to ensure optimum planning and agreement.</p>	<ul style="list-style-type: none"> Any changes to plans or timetables to be shared widely. . 	
<p>Risk of inadequate planning and communication with pupils leading to heightened risk (Pupils and staff)</p>	<ul style="list-style-type: none"> Children in school are reminded of key safety messages; <ul style="list-style-type: none"> use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') Hand washing protocols 	<ul style="list-style-type: none"> Information to be shared in age appropriate format, and reinforced as needed. 	
<p>Risk of inadequate planning and communication with parents leading to heightened risk (All stakeholders)</p>	<p>The school will engage sensitively and supportively with all families as restrictions are stepped up and down. Special consideration to be given to families where increased vulnerabilities might continue to lead to additional anxiety.</p> <p>Key messages for families:</p> <ul style="list-style-type: none"> Parents should not bring their child to school if they display COVID-19 symptoms Children displaying symptoms should take a test before returning to school Ensure that parents understand procedures for access to school site Drop-off and collection locations will vary depending on year group 	<ul style="list-style-type: none"> Reminders on procedures to be sent to parents frequently. 	
<p>Risk of compromised provision in home learning due to staff</p>	<p>The school has created a revised home learning strategy and policy in the event of pupils needing to isolate or school closure.</p> <p>Support with managing these priorities to be delivered to teachers by the Senior Leadership Team.</p>	<ul style="list-style-type: none"> Set out non-contact time when relevant. 	

<p>being engaged at school (Pupils and staff)</p>		<ul style="list-style-type: none"> ● Remote learning strategy/policy shared with staff. 	
<p>Risk of increased anxiety and poor mental health (All stakeholders)</p>	<p>There is an ongoing focus on wellbeing. The school holds age appropriate, regular PSHE sessions with children to share their worries.</p> <p>Safeguarding procedures will continue as normal. All staff will be reminded of safeguarding procedures to follow if children make safeguarding disclosures.</p> <p>Staff to have regular opportunities to share any concerns both formally and informally with their teams and line managers, through phase and team meetings. Staff to communicate with Senior Leaders if they have worries or concerns to discuss, and to share suggestions regarding adaptation to practice.</p>		

Appendix 1

COVID-19 Outbreak Management Plan

Useful Contacts

Southwark Council Public Health Team, Monday to Friday, 9am – 5pm. E: publichealth@southwark.gov.uk

LCRC (PHE London Coronavirus Response Cell), Monday to Sunday, 9am – 5pm. E: lcrc@phe.gov.uk. T: 0300 303 0450

Department for Education COVID-19 Helpline, Monday to Friday, 8am – 6pm, Saturday to Sunday, 10am – 6pm. T: 0800 046 8687

Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance from step 4](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission, placing unsustainable pressure on the NHS
- As part of a package of measures responding to a 'variant of concern' (VoC)

Criteria for implementing the plan

Implementation of the plan will be considered if 5 pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10 day period.

Groups who may be considered to have 'mixed closely' would be the following:

- A friendship group who often play together
- A group of children who sit together in class
- A sports team
- A group attending wraparound care or enrichment clubs together

It is possible that a whole class could be considered as a close mixing group, dependent on the circumstances such as lessons undertaken etc.

The hospitalisation of a positive case would also be a trigger for the school to seek public health advice.

In the event of an outbreak, the school will contact the DfE Helpline on 0800 046 8687, Option 1 for general public health advice, and will also contact the local Southwark Public Health team. The school would also respond to any specific advice issued by the local team, such as in the case of a local spike in infection rates.

Outbreak Measures

The following measures will be considered and stepped up or down as appropriate in the event of an outbreak:

1. Review of Existing Mitigations

- The school will revisit, review and if necessary reinforce its existing hygiene, cleaning and ventilation measures as laid out in the risk assessment.
- The school will revisit, review and if necessary reinforce its communications and messaging regarding signs and symptoms of illness, advice on isolation and testing, and promotion of vaccination uptake.

2. Testing

- Re-introduction of asymptomatic twice weekly LFD testing for staff, where this has been stepped down.
- Recommendation for asymptomatic testing for children and families.

3. Face Coverings

- The temporary wearing of face coverings by staff who are not medically exempt, where this has been stepped down. This will not apply to pupils.

4. Shielding

- Shielding is currently paused. We will adhere strictly to national guidance on the reintroduction of shielding in the event of a major outbreak or Variant of Concern which would apply to those on the [shielded patient list \(SPL\)](#). Shielding can only be introduced by national government.
- In that event, the school will speak to individuals affected about arrangements for home working or learning.

5. Other measures

Consideration given to limitations on:

- Residential and non-residential educational visits
- School tours
- Parents on the school site at drop off or collection times.
- Parents coming into school for events such as parents evening, information meetings, social events.
- Live performances
- Onsite visitors for meetings

6. Reintroduction of Bubbles

Bubbles would only be considered in the event of a significant outbreak and in close consultation with public health authorities, due to the disruption this measure would cause to the school day. This is because keeping bubbles apart would require the school to amend the daily timetable.

7. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended by public health authorities, the school will implement measures as follows.

- Eligibility to remain in school. In the first instance, the school will stay open for:
 - Vulnerable pupils
 - Children of critical workers
 - Nursery, Reception, Year 1 and Year 2 pupils
- If further restrictions are recommended, the school will stay open for:
 - Vulnerable pupils
 - Children of critical workers

If restrictions on pupil attendance are needed, the school to consider workforce required onsite and the options for some staff to work remotely, with particular regard to the needs of any clinically extremely vulnerable and vulnerable employees.

7.1 Education and support for pupils at home

- All other pupils would be required to stay at home and will receive remote education. The school will endeavour to deliver remote education that meets the same standard that pupils would receive in school, as outlined in our remote learning policy.
- The school would continue to provide supermarket meals vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

7.2 Wraparound care

- In the event of an outbreak, access to wraparound care would be limited to those children that need it most, using the same criteria as the attendance restrictions.
- The wraparound care provider would communicate who will be eligible to attend once the restrictions are confirmed.
- The school would consider the postponement or cancellation of enrichment clubs.

7.3 Safeguarding

The school will review the child protection policy to make sure it reflects any restrictions and remains effective.

The school will aim to have a trained DSL or deputy DSL on site wherever possible. If our DSL (or deputy) can't be on site, they can be contacted remotely.

On occasions where there is no DSL or deputy on site, the school may share a DSL with another setting, and a senior leader will take responsibility for coordinating safeguarding on site.

7.4 Vulnerable Pupils

The school will follow up on any unexplained absence of vulnerable pupils and encourage attendance where appropriate, or ensure that they are able to access appropriate education and support at home.

Stepping down of outbreak measures

The decision to step measures down following an outbreak will be made in consultation with the public health authorities.