

# COVID-19: Risk Assessment

Claremont Primary School

September 2021

20.10.2021 October 2021 updates

12.12.2021 December 2021 ready for January 2022 opening



## Adopting/ Amending 'The Key' Template: Coronavirus: safety guidance summary and risk assessment update guide

Headteachers and Chairs of Governors are responsible for making decisions relating to the expansion of pupil numbers in school. The decisions made by school leaders take account of many local factors and recommendations and guidance issued by the DfE, the local authority and trusts.

### Sources:

- [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance)
- [COVID-19: Actions for out-of-school settings](#)
- [Guidance for contacts of people with confirmed COVID-19 infection who do not live with the person](#)
- [Guidance on COVID-19 measures for grassroots sports participants, providers and facility operators](#)
- [COVID-19 home test: step-by-step guide \(adults and children\)](#)

EXISTING SCHOOL POLICIES AND GUIDANCE CONTINUE TO APPLY ALONGSIDE THE ACTIONS WITHIN THIS DOCUMENT. IT HAS BEEN COMMUNICATED TO STAFF AND PARENTS THAT IT IS IMPOSSIBLE TO MITIGATE AGAINST ALL RISKS WITHIN SCHOOL WHILE COVID -19 IS IN THE COMMUNITY. **ALL GUIDANCE UPDATED AS RELEASED BY THE GOVERNMENT.**

## Internal Arrangements and plan to return to normal school practice pre-lockdown

## Updates to the risk assessment

December 9 <sup>th</sup> 2021 National Guidance	Update to Claremont's Covid Operational Risk assessment	Other information	RAG/ Review
<p>In all schools, <b>face coverings</b>:</p> <ul style="list-style-type: none"> <li>• <b>Masks to be worn</b> by staff or visitors either in classrooms or in communal areas</li> <li>• Are <b>legally required</b> on public transport</li> <li>• Are <b>legally required</b> in enclosed and crowded spaces where people may come into contact with others they don't normally meet, such as on public or dedicated school transport</li> </ul>	<p>In school:</p> <ul style="list-style-type: none"> <li>• All control measures related to staff and visitors wearing face coverings in classrooms and communal areas will <b>be enforced</b>.</li> </ul>	<p>In the Claremont Outbreak Management Plan Dec 2021- see Covid Consideration Website tab:</p> <ul style="list-style-type: none"> <li>• Include the use of face coverings in communal areas or classrooms in case of an outbreak</li> </ul>	
<p>It's no longer necessary to keep pupils in <b>bubbles</b>.</p>	<p>Adults and Children will no longer be asked to remain within their year group bubbles. Classroom table organisation can move away from forward facing lines Lunchtimes will resume to pre-covid practice</p> <p><b>Whole school assemblies will not take place in person</b></p> <p><b>Phase assemblies in hall spaced out</b></p>	<p>In the Claremont Outbreak Management Plan Dec 2021- see Covid Consideration Website tab:</p> <ul style="list-style-type: none"> <li>• covers the possibility of temporarily reintroducing bubbles, e.g. during a local outbreak.</li> </ul>	
<p>Curriculum</p>	<p>Claremont will resume their best practice- see website.</p>	<p>See Remote Learning: Microsoft Teams on website for offer during self-isolation periods for both individuals and whole classes</p>	

	Recovery/ rebuilding program for lost learning is in place- see <a href="#">Recovery Premium Statement Dec 31<sup>st</sup> 2021.</a>		
<p>Educational <b>day visits</b> and <b>domestic residential visits</b> can go ahead.</p> <p><b>International trips</b> are still not recommended before the start of the autumn term.</p>	<p>Separate risk assessment for each educational visit to determine whether it can be undertaken safely has continued throughout the pandemic and will continue.</p> <p>No International Visits are planned.</p>		
<p>Indoor and outdoor <b>performances</b> with an audience can go ahead.</p>	<p>Staff will refer to the guidance when planning indoor and outdoor performances <a href="https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions">https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions</a></p> <p>No gathering, and limited access to site for parents and visitors.</p> <p>LFT required and masks for all people coming onto site</p> <p>CO2 monitors in classrooms</p>	<p>Identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas. Advice on ventilation from the <a href="#">HSE</a> and <a href="#">CIBSE</a>.</p> <p>Remedial works have taken place over the summer break to secure full window opening in the school hall to support this.</p>	
<p><b>Indoor sport</b> can go ahead, but you should prioritise outdoor sport.</p>	<p>Staff will:</p> <ul style="list-style-type: none"> <li>• prioritise outdoor sport where possible</li> <li>• Where it's not, you'll use large indoor spaces with sufficient ventilation</li> <li>• consult <a href="#">Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators - GOV.UK</a></li> </ul>	<p>Both indoor and outdoor sporting competitions can take place.</p>	

	<p><a href="http://www.gov.uk">www.gov.uk</a> when planning for team sports</p>		
<p><b>All</b> staff and pupils, including those who are <b>clinically extremely vulnerable (CEV)</b>, should attend unless they're self-isolating or have been advised not to by their GP or clinician. However, CEV staff may wish to take extra precautions.</p>	<p>From <b>November 3<sup>rd</sup> 2021</b>, all staff/pupils will be required to attend school without preventative measures in place for when they're in school including if someone in their household has a positive LFT/PCR result. This is in-line with National Guidance.</p> <p>Staff will need to support attendance by seeking alternative child care for their own pupils if self-isolation needs to take place as much as possible.</p> <p>Staff will be encouraged to continue to use LFT twice weekly- reporting to school and NHS website log</p> <p>Staff to be encouraged to take part in vaccination program if not already <b>including the booster program</b></p> <p><b>Attendance restrictions should only ever be considered as a last resort - neither contacts or siblings of positive cases should be asked to isolate; from Tuesday 14 December, people who are fully vaccinated and identified as a contact of someone with COVID-19 – whether Omicron or not – should take an NHS rapid lateral flow test every day for 7 days to help slow the spread of COVID-19 and only isolate if a positive result occurs.</b></p>	<p>Attendance numbers will be monitored and coding applied to ascertain impact of return: SK Recovery program together with mental health will be monitored for all pupils including those with SEND and new to school.</p> <p>High percentages of those taking part</p> <p>High percentages of those already vaccinated</p>	

	<a href="#">Daily rapid testing for COVID-19 contacts launches this week - GOV.UK (www.gov.uk)</a> 14.12.2021		
Entry and exits to school site will return to normal		Videos on website for new children Newsletter- July and Tuesday 31 <sup>st</sup> for parents.	
Safeguarding	Safeguarding remains the priority We have reviewed our safeguarding policy and governors have approved addendums CP policy has been updated and approved by governors to reflect the changes in KCSIE 2021. In line with the policy, the DSLs have been supporting other agencies in ensuring all our children are safe.	Fortnightly meetings for DSL/ 2x DDSL Pastoral Lead meetings to follow up PPR New pastoral team embedded.	

**Claremont will continue to follow these protective measures; these will be shared in the first welcome back assembly in January 2022 and within classes by the class teachers.**

- No one who is required to self-isolate should attend school
- Handwashing will remain a priority on entry and exit of rooms
- Good respiratory hygiene, and promote the 'catch it, bin it, kill it' approach will be reinforced
- Strict and appropriate cleaning regimes will be retained. This will include;
  - Table cleaning at key point of day- playtimes, lunchtimes and after school
  - Deep clean of classes at the end of the day
  - Resources/ equipment cleaned after use
- Keep occupied spaces well ventilated; fire doors to remain closed from Sept 2021
- Promote and engage with the NHS Test and Trace process
- Manage confirmed coronavirus cases
- Contain any outbreak by following advice from your local health protection team

In some cases:

- Individuals may have the appropriate personal protective equipment (PPE), for example if they need to be in close contact with a pupil who develops symptoms or gets a positive lateral flow test at school.
- The Covid Co-ordinator role will remain- Mrs Candi Roberts and Mrs Julie Cook
- Promote and engage with asymptomatic testing (see more on updated testing guidance below) **and the booster vaccination program**

**How to respond to a suspected or confirmed case: See the attached flow chart.**

The local health protection team will work with you to manage an 'outbreak' of coronavirus. You should also seek their advice if any pupil or staff member is admitted to hospital with COVID-19. Find out more in the DfE's [contingency framework](#). Schools are no longer required to carry out contact tracing – NHS Test and Trace will take over, though in exceptional circumstances we may be asked to assist.

Close contacts or household members of a positive case **don't** need to self-isolate if any of the following applies:

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

Instead, they'll be advised by NHS Test and Trace to take a PCR test.

**What's the difference between the 2 types of test?**

**Lateral flow test:** a type of coronavirus test that delivers results within 30 minutes.

**Polymerase chain reaction (PCR) test:** sometimes referred to as a 'standard' test, it's the one that needs to be sent to a lab to get results

### Pupil shows symptoms

Teacher to contact Mrs Roberts who will collect the pupil and go to the **front entrance/ outside if weather permits** and to tell the pupil to keep 2 metres away from anyone they pass and not to touch anything. Signs will be put on adjoining doors to let staff members

Office team will contact parent so they can arrange for the pupil to be picked up. Pupil should be left alone in a ventilated room if possible and safe to do so. If a 2-metre distance isn't possible, the supervising staff member will wear a face mask. If contact is necessary, they'll also wear gloves and an apron. If there's a risk of fluids entering the eye, they'll also wear eye protection

### Staff member shows symptoms in school or gets a positive lateral flow test result at home

Staff member to inform **Headteacher** before leaving the school premises, avoiding contact with others (if at school. If at home, they must not come in to school)

if teaching in school, staff member to wait until supervision has arrived for their class before leaving

### Headteacher to tell the pupil/staff member:

- To start self-isolating
- That members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial
- (If the staff member has a positive lateral flow test result.) To report the test result to NHS Test and Trace
- To take a 'standard' **PCR test** (this **must** be taken **within 2 days** of a positive lateral flow test result) and report the test result to NHS Test and Trace. If a home testing kit is available in school, you can give it to them to take home if you think they may have barriers to accessing testing elsewhere. See below for what to tell them to do, depending on their PCR test result

**Note:** close contacts or members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial. If any of the above applies, NHS Test and Trace will contact them to advise them to take a PCR test. Children aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household

**Once the individual has left the premises (or if they're at home, immediately):** areas they've come into contact with in school to be closed, so these can all be cleaned and disinfected. If the individual is part of a class group, the rest of the group to be moved into an alternative location. All staff and pupils who've come into contact with the individual to be asked to wash their hands thoroughly for 20 seconds

If the symptomatic individual's PCR test is **negative**

Pupil/staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Pupil/staff member can return to school

If the asymptomatic individual's PCR test is **negative**

Staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Staff member can return to school

**Close contacts or household members of a positive case are exempt from self-isolating if any of the following applies:**

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

If the symptomatic or asymptomatic individual's PCR test is **positive**

Symptomatic individual to:

- Continue self-isolating for **at least 10 days**, counting from the day after their symptoms started (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)
- Then only return to school if the only symptoms they still have after the isolation period are a cough or loss/change of smell/taste (these symptoms can last for several weeks once the infection has gone) – they should **not** return until their temperature has returned to normal, or if they are otherwise unwell

Asymptomatic individual to:

- Continue self-isolating for **10 days**, counting from the day after the positive lateral flow test (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)

### What's considered 'close contact'?

You can be a 'contact' with someone with COVID-19 any time from 2 days before they take a positive test or develop symptoms, until 10 days afterwards. You are a 'close contact' if you:

- Are living in the same household as someone with symptoms or who has tested positive for COVID-19
- Have had the following types of contact with someone who has tested positive for COVID-19:
  - Face-to-face contact, including being coughed on or a face-to-face conversation within 1 metre
  - Being within 1 metre for 1 minute or longer without face-to-face contact
  - Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day)
  - Travelling in the same vehicle or a plane

Schools are no longer expected to do contact tracing – this will be done through the NHS Test and Trace app. However, there may be rare instances where you may be contacted to help with identifying close contacts.

You must not share the names or details of people with coronavirus unless it's essential for protecting others.

### SCHOOL READINESS SUMMARY

Barriers (Red and Amber areas)	Possible Mitigation	Current Solution and Rationale	Next Steps
<i>EXAMPLE Insufficient staffing to return expected pupils</i>	<i>None immediately</i>	<i>Take Year R and 1 only – prioritising younger age groups as recommended by DfE</i>	<i>Review staffing levels weekly  Liaise with secondary partners to consider a level of remote support for Year 6 transition</i>
Amber areas are ongoing or moving to green overtime as part of normal school business			Regular update as necessary and part of staff and SLT meetings and feedback from stakeholders and suppliers
Unknown but planned for: <ul style="list-style-type: none"> <li>• Possible positive CV case</li> </ul>			Constant review

<ul style="list-style-type: none"> <li>Staff/ Class/ year group lockdown</li> </ul>	All guidance procedures monitored and reviewed Face mask implementation Remote learning offer kicks in	Use DfE/ PHE Track, test and trace procedures	
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**SUMMARY OF CURRENT EXPANSION APPROACH:** Based on the analysis above, our current approach to expansion is as follows:

**12.12.2021 ready for January 2022**

School is ready for a full reopening without protective measures in line with National guidance.

Review: end of term 3