

## Risk Assessment under Pinewood's Health and Safety Policy

Area of Responsibility: Prep School Pupils

Assessor: NAB

Date: 19/08/20

### **Risk Assessment for return of Prep pupils during COVID – 19 pandemic.**

NB: Ongoing changes adopted in response to Government Advice and advice from PHE South-East

	Hazard	Potential Risk	Grading (1 (low) -3)		Precautions in place
			Probability	Severity	
<b>A.</b>	Contamination of individuals with CV19 brought onto the site through:  a. Infected visitor b. Infected pupil/ staff member	Transmission of CV19	1	2	<p>For all staff, pupils and visitors. Any visitors exhibiting identified symptoms not to come on site, and follow Government guidelines for self-isolation as appropriate, current advice specifies 10 days.</p> <p>School should be notified of pupils displaying symptoms so that Government advice on self- isolation can be enforced. Pupils who develop symptoms should be tested for COVID-19 and the results shared with the Headmaster. See Appendix A.</p> <p>Pupils will be brought onto site in a staggered format and will move independently and swiftly to:  Year 8 - Main House  Year 7 - Science Block  Year 6 - Hoyland.  Year 5 – Hoyland  Year 4 – Lower School  Year 3 – Lower School</p> <p>Extra signage displaying Government advice present around school.</p>
<b>B.</b>	Infection from staff or pupils displaying symptoms during the school day.	Transmission of CV19	1	2	Any child who falls ill within the school day will be sent to one of the isolation pods where they will isolate before being collected and leaving the site.

				<p>Isolation and First-aid points – There will be dedicated isolation rooms for Lower School, Middle School and Upper School in the School Surgery (with the possibility of using the boarding house if necessary), and 2 isolation areas will also be created in the Pre-Prep for the EYFS and the Year 1&amp;2 pods.</p> <p>If anyone in the school 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 ‘<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>’, which sets out that they should self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</p> <p>Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The affected area should be clean as per school protocol as soon as possible after someone with symptoms has left to reduce the risk of passing the infection on to other people.</p> <p>PPE is available for first-aid trained staff should they need to attend a child without following the social distancing guidelines laid out herein.</p> <p><b>Staff are to heed any NHS test and trace service, notifications to self-isolate in order to prevent possible onward transmission of Covid-19’.</b></p>
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					<p>All pupils who attend an education setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>Parents or Guardians must inform the Headmaster of the result of the test or their continued health status so appropriate steps can be taken.</p> <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul>
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					In any event, the Headmaster will coordinate communication with parents.
C.	Infection due to inadequate hygiene on site	Transmission of CV19	1	2	<p>Effective infection protection and control includes:  Daily briefing for pupils Form Tutors to include hygiene methods.  This includes:  - Promoting ‘catch it, bin it, kill it’. Bagged bins provided and emptied regularly.  - Enforced regular washing of hands with soap and water during school day:  Hands must be sanitised on entering the buildings by staff and pupils.  Hands must be washed after using the toilets.  Hands must be sanitised before touching food/drinks.  Hands must be sanitised before leaving the building to go home.  Extra handwashing using soap and water for 20 seconds ensuring all parts of the hands are covered must be encouraged regularly throughout the day.  Extra signage to display Government advice.  No food/ drink items to be shared.  Frequently touched surfaces – desks, tables, door handles for example to be cleaned regularly by staff and domestic team throughout the day using detergents/wipes.  Pupil laptops (if in use) will be wiped down before and after use by the pupil, wipes disposed of in bagged bins.  Any shared equipment used by the ‘pod’ is to be sanitised regularly and not to be shared with another ‘pod’.  Teachers will use disposable gloves to move pupil laptops to a charging point, gloves should be disposed of in bagged bins.</p> <p>Teachers’ computers and keyboards should be used by one person at a time and wiped down regularly by the user. When a member of staff leaves a workstation it should be wiped down meticulously. Where possible movement between workstations should be minimised.</p>

					Equipment used by staff (laminator, strimmer, photocopier) will be wiped after each use by the member of staff who has just used it. Wipes will be available in the workroom and used wipes should be disposed of in a bagged bin.
<b>D.</b>	Infection due to inadequate social distancing	Transmission of CV19	1	2	<p>Social distancing measures will be put in place for drop off and collection outside the School.</p> <p>Social distancing will continue to be encouraged within pods and pods will not mix.</p> <p>Social distancing will be encouraged within the classroom setting and will be maintained within the confines of the facilities available. Time spent in close contact will be kept to a minimum and face to face contact avoided where ever possible.</p> <p>Staff should maintain a distance of 2 metres between themselves and other adults wherever possible. Where this is not possible this can reduce to 1 metre+ with additional protective measures in place.</p> <p>Staff should also maintain 2 metres from children wherever possible. When this is not possible due to the educational and care needs of the children, then they should avoid close face to face contact and minimise time spent within 1 metre of each anyone.</p> <p>Pods will move to different outside areas during break and lunch time. Movement around the 4 Blocks will be staggered between pods so that there is less traffic on paths and through doors to classrooms.</p> <p>Pods should try to adhere to one-way systems in each Teaching Block for example entering the Hoyland from Treetops end and leaving classrooms via external classroom doors or via the LS stairs exit.</p> <p>Extra signage to display Government advice within pod classrooms</p>

					<p>Restricted members of staff work with each pod throughout a week.</p> <p>Pods</p> <p>EYFS Years 1 and 2 (Pre-Prep) Lower School Middle School Upper School</p> <p>Staff will be informed of designated pod locations during free time and lunch breaks. When supervising pupils social distancing must be encouraged by staff both within pods and staff must manage the movement of different pods around school to avoid mixing.</p> <p>Should the fire alarms go off pods can be evacuated following the Fire Policy and will continue to be encouraged to maintain social distancing guidelines whenever practically possible on considering the risk and move towards the central muster point. Regular fire practices will take place.</p>
<b>E.</b>	Inadequate medical supplies	Inability to treat pupils	1	2	<p>Regular review of supplies and forecasting for future events will be the responsibility of the School Nurse, or an appropriate substitute in the absence of the School Nurse.</p> <p>Communicate lack of necessary medical supplies to parents of children affected. Children with specific medical needs may be asked to supply additional medication or remain off site.</p>
<b>F.</b>	Infection from first aid/medical needs.	Transmission of infectious disease.	1	1	<p>Surgery will look after the medical needs of staff and children and will be the first port of call if there are issues.</p>
<b>G.</b>	Inadequate hygiene routines on site.	Contaminated surface is not cleaned	2	2	<p>Regular and organised cleaning of high traffic areas and pods. Regular and organised cleaning of WC facilities Removal of soft furnishings from pods and communal areas in each block.</p>

<b>H.</b>	Inadequate safeguarding/child protection.	Harm to children or adults.	1	3	Up to date safeguarding policies will continue to be followed.
<b>I.</b>	Inadequate support of child well-being	Mental health issues	1	3	HD and her LS team/ HDW will support children who may be anxious about the current situation and need extra support.
<b>J</b>	Inadequate staff available	Inability to provide adequate supervision for pupils	1	2	Regular review of staffing and forecasting for future events to maintain adequate staff: pupil ratios The Headmaster will communicate regularly with staff regarding Government advice, by email and during school staff meetings. Ensure staff follow Government guidelines for self-isolation and return to work. Reduce provision of face to face school service if staff to pupil ratios cannot be maintained on site.

**Recommendations and Advice (further resources, training etc.): Regular review of Government advice, regular meetings of Senior Leadership Staff at the end of the day to review arrangements, regular reporting to the Council Covid Committee who meet weekly, to update regarding changes to policies and protocol, and consider the effectiveness of the operating structures.**

## Appendix A

The latest guidance here is dated 7 August 2020 and can be found [here](#).

In summary schools must ensure:

- o Anyone who displays symptoms of COVID-19 should be tested.
- o The NHS Test and Trace process is understood.
- o They know how to contact their local PHE health protection team.
- o That staff and parents will need to be ready and willing to:
  - § Book a test if they are displaying symptoms. As an essential worker staff have priority access to testing.
  - § Ensure staff and children must not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school.
  - § Test all children, when appropriate, including those under 5 noting that children under 11 will need to be helped by their parents if using a home testing kit.
  - § Provide details of anyone they have been in close contact with if they tested positive for COVID-19 or if asked by NHS Test and Trace
  - § Self-isolate if they have been in close contact with someone who tests positive for COVID-19 symptoms.
- o Parents and staff inform the school immediately of the test results.
  - § If someone tests negative:
    - And they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating.
    - They could still have another virus, such as a cold or flu, in which case it is still best to avoid contact with other people until they are better.
    - Other members of their household can also stop self-isolating.
  - § If someone tests positive, they:
    - Should follow COVID-19: guidance for households.
    - Must continue to self-isolate for at least 10 days from the onset of their symptoms.
    - Only return to school if they do not have symptoms other than cough or loss of sense of smell or taste.
    - Should keep self-isolating if they still have a high temperature until their temperature returns to normal.
    - Other members of their household should continue self-isolating for the full 14 days.
- Managing confirmed cases of COVID-19 in school:
  - o Schools must take swift action if someone has tested positive for COVID-19 and contact the local health protection team (if they have not already contacted the school) who will work with the school to:
    - § Carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
    - § Guide them through the necessary actions.



§ Send home those who have been in close contact with the person tested positive, advising them to self-isolate for 14 days since they were last in close contact with the infectious person.

- Close contact means:

- o Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin).

- o Proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual.

- o Travelling in a small vehicle, like a car, with an infected person.

§ Provide a template letter to send to parents and staff if needed.

- o Schools must not share the names or details of people with COVID-19 unless essential to protect others.

- o To support the local health protection team by keeping a record of:

- § Children and staff in specific groups/rooms (where applicable).

- § Close contact between children and staff in different groups/rooms.

- o Household members (of those who are sent home) do not need to self-isolate unless the child or staff member who is self-isolating subsequently develops symptoms.

- o If someone in a group that has been asked to self-isolate develops symptoms within their 14-day isolation period, they should follow COVID-19: guidance for households with possible coronavirus infection. They should have a test, and:

- § If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the COVID-19 within the remaining days.

- § If the test result is positive, they should inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period).

- § Their household should self-isolate for at least 14 days from when the person first had symptoms, following COVID-19: guidance for households with possible coronavirus infection.

- o Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation

- o Further guidance is available on Testing and tracing for coronavirus.

Containing an outbreak of COVID-19 in school:

- o Do contact and follow the local health protection team advice.

- o If Schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, schools may have an outbreak, and must contact their local health protection team who will be able to advise if additional action is required.

- o In some cases, health protection teams may recommend a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole school or group.

- o If schools are implementing the necessary controls then whole school closures should not be necessary or be considered except on the advice of health protection teams.

- o Any confirmed cases of COVID-19 in school (pupil or staff), and/or if the school is advised to close as a result, should report to Ofsted through the usual channels. □