

## Abbey Park School

Risk assessment for: Step 4 of lockdown easing 16<sup>th</sup> August 2021, following Coronavirus Pandemic

Written by: Mr J Young

Agreed by Trustees and CEO of The Park Academies Trust

Date: 23rd August 2021

**Please read carefully. If at any time, the Principal and/or Governors feel that it is not safe to open the school as a whole, to groups or individuals, parents and staff will be informed immediately. Monitoring of this Risk Assessment will be carried out regularly by the SLT to ensure that it is effective and all procedures are working as planned. The Risk Assessment will be updated after considering any issues identified and due to changes in public health advice. The school will have an Outbreak Management Plan.**

Item, place or circumstance to be risk assessed	Risk rating (before measures)	Actions taken to minimise risks	Risk rating (after action taken)	Person responsible
<b><u>Systems of Control – Prevention</u></b>  <b>Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school</b>	High	All Children must attend school unless they are ill From 16 <sup>th</sup> August 2021, children under 18 (or double vaccinated adults) do not need to self-isolate or miss school if a member of their household or a contact, has COVID-19. Instead, they will need to book a PCR test but can continue coming into school as long as they have no symptoms and the test result is negative. If your child develops Covid symptoms at home, they should stay at home and book a PCR test. NOT a Lateral Flow test. If your child develops Covid symptoms at school, they will be sent home and should book a PCR test.	Med	SLT, Pastoral Team, Trained First Aiders

		<p>If your child tests positive for Covid, they will need to self-isolate. The rest of the household does not need to self-isolate if they are under 18 or fully vaccinated – but instead should book a PCR test.</p> <p>The symptoms which require pupils to be sent home are:</p> <ul style="list-style-type: none"><li>• high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature). Electronic thermometers will be used to take temperature.</li><li>• new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li><li>• loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal</li></ul> <p>The First Aid room will only be used as a non Covid first aid room, please do not use for any other purpose.</p> <p>Those administering first aid will wear surgical gloves, face shields and aprons which will be provided.</p>		
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		If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. This area will be cleaned thoroughly daily and as appropriate after use.		
<b>Face coverings are used in recommended circumstances</b>	Low	The Department for Education have updated their guidance on the next phase of lockdown easing. Face coverings are no longer recommended for pupils or staff in classrooms or communal areas for pupils, staff and visitors.  In the case of an outbreak in the school a Director of Public Health may recommend the temporary use of face masks within communal areas and/or classrooms. The school will inform pupils, parents and staff if this is the case.  The school will be sensitive to those members of the school community who still use to use a face mask.	Low	All staff/Pupils/Visitors
	Med	Therefore, pupils must wear a facemask if they catch the school bus and it is also recommended that they wear a facemask on public transport.	Low	
<b>Ensure everyone is advised to clean their hands thoroughly and more often</b>	Med	Children will be encouraged to wash hands or sanitise thoroughly and frequently. Children will be asked to wash hands or sanitise their hands when they arrive at school, when they return from breaks, when they change rooms and before	Low	Pupils/Staff

		<p>and after they eat. There may be other times of day when children need to wash hands and will be asked to do so.</p> <p>Hand sanitation stations are located at entry/exit points to blocks/venues dispensing hand gel to allow cleaning where water and soap is not available.</p> <p>Should a staff member or pupil have a known intolerance to generic hand sanitising gel we advise them to bring their own brand or advise SLT so individual arrangements can be made.</p>		
<b>Ensure good respiratory hygiene for everyone promoting the 'catch it, bin it, kill it' approach</b>	Med	Tissues will be available in every classroom and children will be encouraged to use these then asked to dispose of the tissue in the bins provided following the "catch it, bin it, kill it" advice. Posters advertise the approach. There will be dedicated tissue bins in each room.	Low	Staff/Pupils
<b>Maintain regular cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</b>	Med	The building will be cleaned every evening and periodically every day by daytime cleaning staff. An enhanced cleaning schedule has been agreed. Ipads and computers and photocopiers, guillotines, laminators etc and any other commonly used equipment will be cleaned before and after use.	Low	Cleaners/Caretakers  Staff
<b>Keep occupied spaces well ventilated</b>	Med	Classrooms and work spaces will have doors and windows open for ventilation as much as possible but ensuring that a comfortable teaching environment is maintained. Mechanical ventilation should draw on fresh air. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets guidance and that only fresh outside air is circulated.	Low	Staff/Pupils
<b>Ensure individuals wear the appropriate PPE where necessary</b>	High	Additional PPE will only be required for: A pupil who becomes ill with Covid-19 symptoms and a 2-metre distance cannot be maintained	Med	Designated First Aiders, Testing Team.

		As part of the school's asymptomatic testing regime		
<b>Promote and engage in asymptomatic testing, where available</b>	Med	The school will follow the guidance set out by the DFE and PHE	Low	Principal/Operations Manager/Testing Team
<b><u>Response to any infection</u></b>				
<b>Engage with the NHS Test and Trace process</b>	Low	Close contacts will be identified via NHS Track and Trace. The school may be contacted by NHS Track and Trace to exceptional cases to identify close contacts. The school will continue to have a role in working with Health Protection teams in case of a local outbreak.	Low	Principal/Operations Manger
<b><u>Other Considerations</u></b>				
Clinically Extremely Vulnerable Staff	Med	Clinically extremely vulnerable (CEV) staff are no longer advised to shield. Updated advice is for the group to continue taking extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. Staff in schools who are CEV are advised to work from home where possible, but can attend their place of work if they cannot work from home. CEV staff will be directed by their line manager in their work from home.	Low	SLT/CEV staff
Clinically Extremely Vulnerable Pupils	Med	All those pupils who are Clinically extremely vulnerable (CEV) should attend school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.	Low	SLT/CEV pupils

Parent contact details in case of emergency	Low	Parents will be frequently reminded to ensure primary and secondary contact details are up to date and registered with the school office.	Low	Parents/Admin
Educational visits	Low	A full and thorough Risk Assessment will take place prior to any visit to ensure that any Public Health advice is included. From the Autumn term International trips can take place but trips must have regard to the latest Government guidance.	Low	SLT/Staff
<b>Well being</b>				
Mental Health and Well-Being – Pupils	Low	Pupils will have access to the Pastoral team where required. There is the option of the School Counsellor and Trailblazers for additional emotional support.	Low	Teachers/Pupils
Mental Health and Well-Being – Staff	Low	Staff are encouraged to discuss any concerns with their line manager or HR - SLT will be on site and encourage staff to discuss any questions or concerns. Staff with increased significant risk factors that are concerned should be given the opportunity to discuss their concerns and the measures the school is putting in place to reduce risks should be explained.  Pastoral Team have access to formal supervision.  All staff in the Trust have access to DAS Zurich Municipal Counselling service This is free to Trust staff and confidential.	Low	Staff  SLT  All staff/HR
Pregnancy	High	A risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If we are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, would check the workplace risk assessment	Med/Low	SLT/HR

		<p>to see if any new risks have arisen. An assessment may help identify any additional action that needs to be taken to mitigate risks. Guidance for pregnant employees will be followed because pregnant women are considered CV. We are aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch COVID-19. This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch COVID-19. Further guidance can be sought from guidance and advice on COVID-19 and pregnancy from the Royal College of Gynaecologists.</p>		
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