

Covid 19 Risk Assessment St Dunstan's School from September 2021

**This risk assessment is based on Updated Guidance for Full Opening: Schools**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Date of Risk Assessment: 31 August 2021**

**Signed (Headteacher): Lynda Bevan**

**Signed (Chair of governors): Kama McKenzie**

**HAZARD: Spread of Covid-19 Coronavirus** Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment is for pupils, teaching and support staff and should be adapted by each of MNPS schools. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other and from pupils as much as possible. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to **review other risk assessments you have in place, for example use of equipment and practical lessons.**

**Outbreak Contingency Plan is on final page.**

**Who Might be harmed:**

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

Risk topics	Additional Controls <i>[School please add anything unique to you and provide some detail of what it means for your school. Due to your unique circumstances there may be additional controls you need to consider]</i>	Action by who m? [name]	Action by when? [insert date]	Done [initial and date]	Review (22/10/2021)
<u>Building safety</u> <ul style="list-style-type: none"> <li>• The site team (or mobile team) will continue with all compliance checks (fire safety etc).</li> <li>• Competent Contractors will continue to carry out specialist testing</li> <li>• Site team (or mobile team) will carry out and record flushing for water outlets not having normal use.</li> <li>• Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school.</li> </ul>	<p>Headteachers or delegated senior leader will inspect health and safety records to confirm that compliance checks have been carried out.</p> <p>Where the school has not been able to organise external competent contractor inspections, the Trust's Estates Manager will be notified and a further risk assessment will be put in place if required.</p> <p>We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on. If required, we will undertake a drill of new</p>	<p>LMB/SG</p> <p>LMB/SG</p> <p>LMB/SG</p> <p>LMB/SG</p>	<p>17/9/21</p> <p>22/9/21</p> <p>22/9/21</p> <p>13/9/21</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>	

	<p>arrangements as soon as possible.</p> <p>Fire escape procedures will be updated throughout the school to show how students should line up in the event of a fire. (In tutor groups). The tennis courts will be labelled to ensure students know where to line up.</p> <p>Office will update fire box with new contacts and student lists in new classes</p> <p>Office team key holders to ensure side gate next to Lucas block is unlocked since staff teaching in Lucas block may not have a key for the gate.</p>	<p><b>LMB/CO</b></p> <p><b>MS</b></p> <p><b>SG/S T</b></p>	<p><b>6/9/21</b></p> <p><b>6/9/21</b></p> <p><b>6/9/21</b></p>	<p><b>LMB/CO</b> <b>Information shared and posters created. 8.9.21</b></p> <p><b>In place. 6/9/21</b> <b>LMB/ST/SG</b></p>	
<u>First Aid</u>					

<p>The Headteacher or senior leader will issue a First Aider list and ensure that all staff are aware of the nominated person each day</p>	<p>First aider list will be prominently displayed in the staff room and on the office door. Phone numbers are in the office.</p> <p>First aiders have been briefed on handling suspected Covid19 illness that occurs in school.</p> <p>PPE will be available for first aiders including face masks and gloves . Stocks of PPE available in the main office and cleaning cupboard. Staff may wear masks if they choose.</p> <p>The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness</p>	<p>LMB/ CO/S T</p> <p>LMB/ SG</p> <p>SG</p>	<p>6/9/21</p> <p>6/9/21</p> <p>6/9/21</p>	<p>Poster is displayed and first aiders fully aware of protocols. LMB/CO/ST 6.9.21</p> <p>PPE in main office and first aiders using this. LMB/SG 6.9.21</p> <p>Cleaners briefed and arrangements in place. LMB 6.9.21</p>	
<p><u>Staff working</u></p> <p>All staff are expected to be able to work in school from September. Schools will follow the government guidelines.</p> <p>Advice for those who are <a href="#">clinically-vulnerable</a>, <a href="#">including pregnant women</a>, is available.</p>	<p>Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will ensure safe working practices are implemented and additional measures are considered if these are needed.</p>	<p>LMB</p>	<p>6/9/21</p>	<p>Those who are vulnerable or have not had/are unable to have vaccination have been asked to inform ST. All staff have been advised of safe working practices and</p>	

<p>Advice for those who are extremely clinically vulnerable can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>.</p>	<p>All staff with underlying medical conditions and those in high risk groups (BAME, pregnant, elderly and extremely clinically vulnerable) have been contacted and where appropriate a risk assessment has been carried out.</p>	<p>LMB/ ST</p>	<p>6/9/21</p>	<p>recommendation to wear masks LMB 6.9.21</p> <p>ST aware of relevant staff. 6.9.21</p>	
<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water will be in place.</li> <li>• Regular hand washing will be taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands will be with disposable paper towels rather than dryers</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-vi">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-vi</a></li> </ul>	<p>Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none"> <li>• Posters (appropriate to setting) are displayed throughout the school</li> </ul>	<p>CO/A LL</p> <p>CO/S G</p>	<p>6/9/21</p> <p>6/9/21</p>	<p>Students and staff have been reminded and a checking for understanding task has been completed by all students. 7.9.21</p> <p>Posters in place 6.9.21</p>	

<p><a href="#">ruses-than-hand-dryers-17-04-2020/</a></p> <ul style="list-style-type: none"> <li>Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms</li> </ul>	<p>reminding pupils to wash their hands for 20 seconds</p> <ul style="list-style-type: none"> <li>We will encourage children to wash hands for 20 seconds. Regular reminders to use 'Happy Birthday' and posters will constantly remind students about hand washing.</li> </ul>	<p>ALL</p>	<p>6/9/21</p>	<p>Reminders delivered and regular reminders will be on briefing sheet. 6.9.21</p>	
<p><b>Cleaning</b> We will follow the COVID-19: cleaning of non-healthcare settings guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p>	<p>Where possible, Headteachers will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently. Where possible, extra cleaning will be undertaken during the day of high traffic areas such as dining halls.</p> <p>All classrooms to be thoroughly cleaned each night along with all accessed public areas.</p> <p>Students should have their own equipment, but if any is loaned</p>	<p>LMB/ SG</p>		<p>SG has arranged for one cleaner to be in school during the day to undertake cleaning duties required. 6.9.21</p>	

	to students, it will be sanitised before and after use.				
<b>Pupils Mixing</b>	Restrictions have now been lifted and so normal mixing will be taking place. We will continue to encourage hand washing, hand sanitising and will allow students to wear masks if they wish	Students will be reminded to wash and sanitise hands regularly through posters and verbal reminders from staff	LMB/ CO	6.9.21	Assemblies have been delivered at start of term which include this message Daily briefing sheets will include reminders 6.9.21
<b><u>Assemblies</u></b>	Restrictions have now been lifted. Whole school assemblies are an important part of school life in terms of building a sense of community and belonging as well as conveying key themes and messages. Whole school assemblies will take place in the sports hall. This is a large space with four doors, three of which open to the outside.	All doors will be opened prior to assembly starting and will be kept open for the duration of the assembly. Pupils will be facing forwards and will be listening rather than speaking. Weekly assemblies will be no more than 15 minutes Students will be reminded that they can wear masks if they choose. Student groups will enter and exit through all doors so that there is no 'bottleneck'	LMB/ SLT	10.9.21	Protocols are in place 8.9.21
<b>Movement Around the School</b>	Students will be able to move to lessons in different classrooms and to mix during social time.	In assembly at start of year and throughout the year, students will be reminded of expectations around	LMB	7/9/21	Assembly delivered at start of term which included this message

Students will be required to move following a one way system and to refrain from making noise such as raised voices while in enclosed spaces.	considerate movement, particularly while indoors and including using 'indoor voices' to minimise spread of particulates  Staff and students will be advised to wear masks in communal areas although this will be a choice			Daily briefing sheets will include reminders Letter sent home to parents has advised that students are recommended to wear masks in high traffic areas 7.9.21	
<b>Use of Outdoor Space</b> Pre covid use of outdoor space will be in place with the addition of specified areas for different key stages	Students will be reminded of expectations around behaviour and movement. Footballs will be allowed in social time	LMB/ ALL	7/9/21	Assembly delivered at start of term which included this message Daily briefing sheets will include reminders. Staff on duty will remind students.	
<b>Use of toilets</b> Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet	A toilet pass system will be in place for each teacher as a safeguarding measure rather than a covid measure. All students must have the permission to leave class page in planner completed each time they leave the class.	CO/ MC	7/9/21	Staff have been briefed on this message 3.9.21	
<b>Ventilation</b>	All classroom doors to be kept open while teaching going on.	LMB/ MAT		All staff have been briefed on this	



<p>Guidance suggests that good ventilation is necessary to prevent the spread of Covid-19</p>	<p>Windows to be open during lessons in good weather and partially open during cold weather (advice is that windows only have to be open enough to provide airflow for ventilation). Classroom doors may be shut if there is noise outside but windows must be opened wider if this is the case.</p> <p>During exceptionally cold weather, students may need to wear coats in classrooms if windows need to be kept open throughout the winter.</p> <p>Government will provide carbon dioxide monitors to measure air flow in areas where ventilation may not be as effective; if it becomes an issue, doors and windows in those rooms will need to be kept open at all times during the school day.</p>			<p>message. Regular walking of site by leadership team has checked that this is in place. 8.9.21</p> <p>Staff have been briefed on this message. 3.9.21</p>	
<p><u>Symptoms of Covid-19 – staff</u></p> <p>If anyone becomes unwell with a new continuous cough loss of smell, loss of taste or a high temperature in the workplace they will be sent home and</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or have a family member affected. Line managers will be the single</p>	<p>LMB 2/9/2 1</p>		<p>LMB has reminded line managers that they will be single point of contact should a member of</p>	

<p>advised to follow the stay at home guidance and get tested.</p> <p>Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Staff in schools have priority access to testing.</p> <p>If a test is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household do not need to self isolate if double jabbed or under 18yrs 6 months unless they have symptoms.</p> <p>If a test is 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 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or</p>	<p>contact point and will keep in regular contact to offer support. LMB will remind line managers that they will be single point of contact should a member of staff, or their family become unwell and suspect Covid-19.</p> <p>If staff have symptoms or have tested positive for coronavirus, they usually need to isolate for at least 10 days. If they are well enough, they should set work.</p> <p>Under new guidance, there is no need for those who are in the bubble to self isolate if they are fully vaccinated unless they show symptoms. Those who have been in close contact will be advised by NHS Test and Trace and advised to take a PCR test. Staff who do not need to isolate should continue to attend school as normal - they are not required to wear a face covering but will be advised to so.</p> <p>Schools should contact the local health protection team to</p>			<p>staff, or their family become unwell and suspect Covid-19.</p> <p>LMB/CO reviewed latest guidance with staff on INSET days 1&amp;2 2021. Staff have been asked to let ST know if they are not fully vaccinated or unable to have the vaccine so that this can be taken into account if any positive cases.</p>	
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<p>loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>	<p>assess what actions need to be taken.</p> <p>All staff have been briefed on what to do - how to get a test, how to report the result and how to engage with track and trace service. Regular reminders of what to do have been sent out with briefing sheets.</p>				
<p><u>Symptoms of Covid-19 – pupils</u></p> <ul style="list-style-type: none"> <li>• The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19</li> <li>• Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe).</li> <li>• Areas used by unwell pupils who need to go home will</li> </ul>	<p>Any pupil who feels unwell is moved to medical room (with passive supervision) to be sent home.</p> <p>Staff to wear PPE for all first aid LMB to remind all first aiders on procedures for dealing with poorly children and cleaning needed afterwards. PPE is provided for this.</p> <p>Cleaning of all areas visited by this student cleaned as soon as possible, medical room disinfected.</p>	<p><b>LMB/CO</b></p> <p><b>LMB/ST</b></p> <p><b>LMB/SG</b></p>	<p><b>2.9.21</b></p> <p><b>2.9.21</b></p> <p><b>2.9.21</b></p>	<p>LMB/CO have reviewed latest guidance with staff on INSET days 1&amp;2 2021</p> <p>SG has arranged for one cleaner to be in school during</p>	

<p>be thoroughly cleaned once vacated.</p> <ul style="list-style-type: none"> <li>Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others</li> </ul>	<p>These students can use the disabled toilet in the Sports Hall corridor if they need to – then it will be cleaned before the next use</p> <p>The child who has shown symptoms will need to self-isolate for 10 days and should have a PCR test. The school will ensure that relevant guidance is followed before the pupil returns to school. If child is well enough, work will be set to do at home.</p> <p>Under new guidance, there is no need for those who are in the bubble to self isolate if they are under 18 years and 6 months unless they show symptoms. Those who have been in close contact will be advised by NHS Test and Trace and advised to take a PCR test. Pupils who do not need to isolate should continue to attend school as normal - they are not required to wear a face</p>	<p><b>LMB/SG</b></p> <p><b>LMB/CO</b></p> <p><b>LMB/CO</b></p>	<p><b>2.9.21</b></p> <p><b>2.9.21</b></p> <p><b>7.9.21</b></p>	<p>school day to undertake cleaning as needed. Cleaning team undertaking thorough cleaning of all rooms after school every day LMB/SG 6.9.21</p> <p>A senior or pastoral leader will speak to parents to ensure they are clear about the guidance to follow. If child is well enough, work will be set.</p> <p>Students and staff have been advised to wear face coverings on transport and of option to wear in school as cases arise. 7.9.21</p>	
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	<p>covering but will be advised to do so and should do so on public or school transport.</p> <p>Purple folders held by class teachers will include seating plans for each class taught so that close contacts are easily identified.</p> <p>Where Covid-19 is confirmed, the school will contact the <b>local health protection team</b> for guidance. LMB and SLT are aware of when to contact the LHP team</p>	LMB/ CO	7.9.21	Staff have created seating plans. 7.9.21 Guidance from LHP team will be followed.	
<p><u>Communications</u></p> <p>The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms, do not attend school and should have PCR test.</p> <p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p>	<p>Trust CEO communicates regularly with parents and staff</p> <p>Arrangements for school closure, provision for vulnerable and keyworker students and lateral flow testing communicated with parents, governors, staff, county council and trust.</p>	AWI/ ST	1.9.21	AW to write to all parents before end of summer holidays 2.9.21	
		LMB/ MS	1.9.21	Email, facebook, letter and phone calls used to communicate.	

<p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p> <p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p>	<p>Specific guidance for parents on dropping students off and picking them up include bus gates on the turning circle and using the gate at the back of the Sports Hall to avoid bottle necks.</p> <p>Parents are asked not to accompany their child into school.</p> <p>Contractors will be asked to plan their arrival to avoid start and finish times and working in areas where students are.</p>	<p><b>LMB/MS</b></p> <p><b>LMB/MS</b></p> <p><b>LMB/SG</b></p>	<p><b>1.9.21</b></p> <p><b>1.9.21</b></p> <p><b>2.9.21</b></p>	<p>Reminder emailed to all parents before end of summer holidays and post on facebook page. Information also on website banner page for first week of term. 1.9.21</p> <p>SG has communicated this to any contractors coming in to school after 2.9.21</p>	
<p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182) Other guidance:</p>	<p>Leaders, as relevant to your school setting will be required to oversee this. All line managers will pass on any concerns raised and SLT will contact members of staff to address any concerns if possible and refer staff to the Employee Assistance Helpline.</p>	<p><b>LMB/ST</b></p>	<p><b>2.9.21</b></p>	<p>Employee Assistance programme details have been shared regularly with all staff and shared again in specific cases 2.9.21</p>	

<a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>	Internal communication channels and cascading of messages through line managers will be carried out regularly.	LMB/ ST/SL T	2.9.21	Daily briefing sheet, HoF briefings and whole staff briefings in place. 2.9.21	
	Regular communication of mental health information and open door policy for those who need additional support. Also senior leader will refer to MAT Central HR team when in doubt.	LMB/ ST/C O	2.9.21	Newsletter, website and posters in school signpost wellbeing services for staff and students 2.9.21	
	Student mental health issues will be passed by tutors to the pastoral team. They will provide support and where necessary signpost additional support through external services.	CO/S E/PJ	2.9.21	ELSA and Solutions Focused training have been completed by two members of staff. School nurse and PFSA in school one day each week. Pastoral team are cognisant of external agencies and how to refer. Newsletter, website and posters in school signpost wellbeing services for staff and students. 2.9.21	

<p><b>Contingency Planning in case of local outbreak</b></p> <p>If the number of cases in school rises substantially, extra actions will be taken. A substantial rise will be:</p> <ul style="list-style-type: none"> <li>• 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul>	<p>If a substantial rise occurs, a review of testing regime, hygiene and ventilation will be carried out by the Headteacher</p> <p>If there are concerns that transmission is occurring in school, advice will be sought from the DfE helpline (0800 046 8687, option 1) or PHE</p> <p>Increased frequency of testing for staff will be introduced</p> <p>Reintroduction of on site testing will be put in place - arrangements have been made so that this can be done quickly.</p> <p>Mandatory wearing of face masks for all students and staff will be reintroduced for all except those who are exempt - lanyards will be issued to those who are exempt to avoid confusion.</p> <p>In extremis, reintroduction of year group bubbles, staggered break and lunchtimes and more</p>	<p><b>LMB</b></p> <p><b>LMB/CO</b></p> <p><b>LMB/CO</b></p> <p><b>LMB/CO</b></p> <p><b>LMB</b></p> <p><b>LMB/SLT</b></p> <p><b>LMB/SLT</b></p>	<p><b>TBA</b></p>		
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	<p>frequent deep cleaning will be put in place.</p> <p>Events such as assemblies, parents' evenings, open evening and options evening will switch to online.</p> <p>Shielding is no longer in place but could be reintroduced in the event of a national outbreak; extremely clinical vulnerable staff will be asked to work from home if shielding is reintroduced; they will be expected to provide video lessons to be played in cover lessons if students are in school Any updated guidance will be followed.</p>	<p><b>LMB</b></p> <p><b>LMB</b></p>			
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