



Midsomer Norton
Schools Partnership

RISK ASSESSMENT FOR SCHOOL OPERATION FROM JANUARY 2022

RISK ASSESSMENT FOR SCHOOL OPERATION FROM January 6th 2022

This risk assessment is based on latest 'Dfe Schools COVID 19 operational guidance' updated 2nd January 2022 :

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Date of Risk Assessment: 03/01/22

Signed (headteacher): *Mr Rodell*

Signed (Chair of governors): *Ruth Cox*

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 MNSP 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.

HAZARD: Spread of Covid-19 Coronavirus

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

SUMMARY OF KEY DFE UPDATES (JAN 2022) - PLEASE READ:

You should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8 December that Plan B, set out in the autumn and winter plan 2021, was being enacted. As a result, these measures are reflected in this guidance for schools. This advice remains subject to change as the situation develops. COVID-19 continues to be a virus that

we learn to live with and the imperative to reduce the disruption to children and young people's education remains. Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that 'bubbles' will not need to be used in schools. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume and you no longer need to make alternative arrangements to avoid mixing at lunch. You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

Close contacts in schools are now identified by [NHS Test and Trace](#) and education settings will no longer be expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing. For further information please see [SEND guidance](#).

Further information is available in [NHS Test and Trace: what to do if you are contacted and in the stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

18-year-olds are treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see [Stepping measures up and down](#) section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

UPDATES HIGHLIGHTED YELLOW (DEC 2021)

Risk topics	Additional Controls	Action by whom? <i>[name]</i>	Action by when? <i>[insert date]</i>	Done <i>[initial and date]</i>
<p><u>Outbreak Management Plan</u> Schools should have contingency plans (sometimes called outbreak management plans) outlining what to do if children, pupils, students or staff test positive for COVID-19, or how to operate if advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible</p>	<p>Outbreak management plan to be published and shared with staff and families</p> <p>https://www.midsomernortonschoolspartnership.com/uploads/files/covid-19-outbreak-management-plan.pdf</p>	AR	01/09/21	

<p><u>First Aid</u></p> <p>The office will issue a revised 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 office and staff room and each classroom</p> <p>First aiders will be briefed (again) on handling suspected Covid19 illness that occurs in school on the first INSET day.</p> <p>PPE will be available for first aiders including face masks and gloves . These will be provided in a kit for each classroom /teaching zone and available to the main office and staff room also. These will form part of lunch time staff's first aid kit. Staff to inform office if supplies are running low. The cleaning team will be briefed again on cleaning arrangements following first Aid and suspected Covid 19 illness</p>	<p>DN/SS</p> <p>AR</p> <p>DN</p>	<p>02/09/21</p> <p>02/09/21</p> <p>Ongoing</p>	
<p><u>Staff working</u></p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.</p>	<p>Headteacher/appropriate leader will be aware of members of staff in vulnerable groups and will ensure safe working practices are implemented and additional measures are considered if these are needed.</p> <p>Staff to inform AR/DN of any relevant changes in circumstances.</p>	<p>AR/DN</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p><u>Hand Washing</u></p>	<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</p>	<p>All staff</p>	<p>Ongoing</p>	

<ul style="list-style-type: none"> • Hand washing facilities with soap and water will be in place. • Stringent hand washing will be taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands will be with disposable paper towels rather than dryers • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms 	<p>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. All classroom/teaching areas have been provided with a lidded bin for tissues, gloves etc.</p> <ul style="list-style-type: none"> • Check sufficient posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds • Pupils must wash their hands on arrival, before and after break and having lunch, after sneezing/using tissue and after going to the toilet. There will be support for pupils who have trouble washing their hands independently • We will encourage young children to learn and practise these habits through games, songs and repetition. Staff will use chimes, hand signals to remind children of handwashing time. • Hand-gel will always be available in each classroom and the main areas of school including entrances- anyone entering school will be expected and reminded to use it. EA/ RP to check supplies daily. 	<p>SB</p> <p>All staff</p> <p>EYFS Staff</p> <p>DN/RP</p>	<p>03/09/21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p><u>Face Coverings</u></p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p>	<p>Adults are no longer asked to wear masks in school – subject to any changes in official guidance either from the government or the local Director of Public Health in the event of a local outbreak.</p>	<p>N/A</p>	<p>N/A</p>	

<p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p>	<p>Adults and children may wear face masks if they wish. Jan 2022 - all adults are asked to wear face masks in communal areas unless exempt. Visitors asked to wear masks on school site during Drop off / Pick up</p>	<p>05/01/2022</p>		
<p><u>Cleaning</u></p> <p>An appropriate cleaning schedule is in place. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>PHE has published guidance on the cleaning of non-healthcare settings.</p> <p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p> <p>Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until: the individual tests negative; waste can then be put in with the normal waste</p>	<p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime. DN meet with cleaners on first day back to go over cleaning routines again</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. Buckets with cloths and PPE will be available in each teaching zone/classroom for on the spot cleaning throughout the day. Antibac spray must be locked away.</p> <p>Lunch tables will be sprayed between sittings.</p> <p>Additional cleaner to clean high frequency touch areas in toilets at lunchtime.</p> <p>Each school will prepare a checklist which can be ticked and monitored by the senior leader responsible.</p>	<p>DN</p> <p>cleaning staff</p> <p>SMSAs</p> <p>DN</p> <p>AR/DN</p>	<p>03/09/2021</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>06/09/21</p>	

<p>the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste</p>	<p>Checklist to be monitored daily by DN and adjustments made if necessary.</p>	<p>DN</p>	<p>Ongoing</p>	
<p><u>Social Distancing</u></p> <p>Social Distancing is no longer recommended</p>	<p>Social distancing measures are no longer in place – subject to any changes in official guidance either from the government or the local Director of Public Health in the event of a local outbreak.</p> <p>Where possible groups of children/ adults will still be asked to spread out.</p> <p>Meetings – will be continued to be conducted by GoogleMeet where possible.</p> <p>School events with parents attending will go ahead unless government guidance changes with other mitigation measures in place (ventilation/ hand sanitiser).</p> <p>Jan update We strongly encourage parents and other visitors to take a lateral flow device (LFD) test before entering the school. There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.</p> <p>There will be no large gatherings including assemblies with more than one phase for the immediate future.</p>	<p>All</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p>	

<p><u>Arrival at/ Dismissal from school</u> The school will revert to normal timings at the beginning end of the day (8:35 doors open, lessons start 8:45am)</p>	<p>Staff will help manage entry to the school to avoid bottlenecks</p>	<p>All</p>	<p>Ongoing</p>	
<p><u>Movement around the school</u> Where possible we will continue to minimise busy corridors</p>	<p>Teachers lead classes outside at play/ lunch. 1 x TA/ SMSA stands at entrance next to studio hall to manage children in. Teachers are in the class doorway to greet children/ manage behaviour.</p>	<p>All teachers TAs/SMSAs All teachers</p>		
<p><u>Use of toilets</u> Different groups do not need to be allocated their own toilets, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>Staff should pay particular attention to handwashing before and after supporting children who need help with toileting (or eating). Toilets to be cleaned at lunchtimes</p>	<p>All</p>		
<p><u>PPE</u> Disposable gloves should continue to be worn for cleaning. Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc Guidance on appropriate PPE eg for nappy changing is available at:</p>	<p>Staff to be reminded that wearing gloves is not a substitute for good hand washing and that gloves can also spread the virus. Each classroom has a box with First aid/ PPE (mask, gloves, apron) in case a child is displaying symptoms and needs accompanying to the isolation room. Staff to liaise with the office if more PPE is required. Staff to wear face coverings when moving around the school and when in busy areas.</p>	<p>AR All All All</p>	<p>02/09/21 Ongoing Ongoing Jan onwards</p>	

<p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.</p> <p>In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.</p> <p>Face coverings do not need to be worn when outdoors.</p>				
<p><u>Symptoms of Covid-19</u></p> <p>Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting</p>	<p>The music room will be used for isolation if necessary. If a child in Sunbeams nursery shows symptoms the small room in sunbeams will be used. Teachers will put PPE and face mask on the child before moving to the isolation room.</p> <p>The HT/ DHT must be informed before the decision to send a child home is made.</p> <p>Unwell pupil to use disabled toilet in old office.</p> <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly</p>	<p>All</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p>	

<p>COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days (or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier) and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none">• fully vaccinated adults – people who have had 2 doses of an approved vaccine• all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status• people who are not able to get vaccinated for medical reasons• people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts</p> <p>Further information is available in NHS Test and Trace: what to do if you are contacted and in the stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p>	<p>vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p>			
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Asymptomatic testing:

Testing remains important in reducing the risk of transmission of infection within schools. Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged.

Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school. Further information on Daily Rapid Testing can be found in the Tracing close contacts and isolation section. There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.

- The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19
- Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe).
- Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated.
- Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection.

<p>These facilities should then be cleaned prior to use by others</p>				
<p><u>Confirmed Covid-19 and Riddor reporting</u></p> <p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> • An incident at work as led to possible or actual exposure to Covid-19 • A member of staff has Covid-19 caused by exposure at work 	<p>DN to coordinate communications with PHE SW/ BANES</p> <p>Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through the Services Director. If reports are needed these will be made on our behalf through B&NES</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information on PCR test kits for schools and further education providers is available.</p>	<p>DN/ AR</p>	<p>Ongoing</p>	

	Individuals who test positive can return from isolation on day 8 if wto separate lateral flow tests return negative on Day 6 and Day 7			
<p><u>Communications</u></p> <p>The Trust will communicate with staff and parents to make it clear how COVID measures have changed</p>	<p>Trust CEO communicates regularly with parents and staff</p> <p>Letters to parents on Tuesday 31st August from trust and from school detailing specific arrangements.</p> <p>Letters to parents on 04/01/22 & 05/01/22 from trust and from school detailing specific arrangements.</p>	<p>AW/AR</p> <p>AW/AR</p>	<p>31/08/21</p> <p>05/01/22</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)</p> <p>Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>Children should continue to be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</p> <p>Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a potentially changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also senior leaders will refer to the MAT Central HR team when in doubt.</p> <p>Staff will be encouraged to take lunch breaks together with their colleagues. There are no restrictions on the use of the staff room.</p> <p><u>Mental health support for children</u></p> <p>All children to complete Rainbow survey on return to school to assess confidence/ worries</p> <p>Teachers make referrals via the SENCO for learning mentor support</p> <p>Headstart - pastoral mentoring for boys continues.</p> <p>Rosie the School Dog - to assist anxious children into school/ help as incentive to be determined</p>	<p>AR/SB/SLT</p> <p>All teachers</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

are aware of children's attachments and their need for emotional support at this time.	and focused. (Children to wash hands if given opportunity to stroke her)			
<u>Fire Safety</u> The fire evacuation plan remains in force; muster points as per normal.	Fire drills to be held as usual. Adults leading each group to walk their group to muster point. First fire drill second week of term	All staff	17/09/21	
<u>Access to the curriculum/ Wider curriculum</u> There should now be no practical obstacles to ensuring access to the wider curriculum	Wrap around care will be offered to parents including those at St John's School. Children will not need to remain in bubbles. Extra- curricular clubs: Clubs can run as normal Swimming: Swimming lessons will resume. Catch up lessons will be offered to top non-swimmers in Year 5. Swimming is still able to continue. Trips: Trips can go ahead as usual subject to a risk assessment approved by the head. Parent helpers may attend.	N/A		
Behaviour – children and staff are out of practice in regards to some routines due to the use of staggered times/ bubbles last year. It is important that all staff support appropriate expectations consistently, fairly and with clarity.	Teachers and leaders will restate expectations Anti-bullying charter re-introduced, discussed and signed by all children. Greenie Time to run as normal. Children are able to mix when outside.	All staff	05/09/21 then ongoing	