



Solefield School RISK ASSESSMENT FORM.

Department/Area: Re-Opening of School during COVID-19 pandemic **Assessment of risk carried out by:** Head with Strategy Team (Helen McClure, Kate Easton, Barbara Volpato, Gemma Goodwin, Dana Koheji) and Chairman of Governors (Robert Clewley), Facilities manager (Lindsay Savage), H&S Consultant (Wesley Mason), post January 2021 guidance from Ellis Whittam H&S Consultants

Assessment Date: 24th August 2020 **Review Date:** August 2020, Reviewed 4.11.20
Reviewed 5.1.21
Reviewed 20.1.21
Reviewed 23.2.21

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control measures in place)	Do you need to do anything else to control this risk? Action by who & when? (Outcome)	#Was the assessment of risks adequate? If not indicate why not and report to the Head.
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Parents, Staff and Governors not aware of latest Government guidance	Staff, pupils and visitors to site by incorrect procedures or PPE being used incorrectly.	<p>Latest Government advice is being regularly accessed, assessed, recorded and applied.</p> <p>School Covid Officer (Headmistress) receives updates from Gov.UK on regular basis, reviews contents and disseminates information as appropriate to Governors, management and staff.</p> <p>Parents kept informed by Headmistress or Deputy Head via regular e-mail updates, school website, social media, Heads Up and Bulletin, as appropriate.</p> <p>In addition, emergency contact lists can be used in the situation where technology fails to work.</p> <p>All the latest advice is forwarded by e-mail to the Governors and/or documentation placed on the Governor Portal in Useful Documents section for the Governors to access remotely. Chair of Governors is involved in all operational decisions along with members of the Leadership Team, the Facilities Manager and the Premises Manager.</p> <p>External safety consultants (Ellis Whittam) provide updates as required relating to any updates that impact the school.</p>		
Contamination by contact if insufficient PPE for staff, when pupil requiring first aid or assistance e.g. intimate care in early years.	Staff administering first aid or assisting a sick pupil	<p>Staff are trained on situations where PPE is required, according to Government guidelines.</p> <p>Quantities of PPE has been reviewed and orders placed; suitable levels will be maintained going forward.</p> <p>PPE to be kept at first aid points around school that will be in use when school open.</p> <p>Sick room/area located for isolation of sick pupils if required.</p>		

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<p>Rules on Social Distancing (SD) and other hygiene rules not understood or observed by parents and visitors to school</p>	<p>Staff and pupils through uncontrolled contact between extended groups of people where visitors coming on site.</p>	<p>Parents not to be allowed on site generally, unless by prior appointment. All meetings to take place by zoom where possible.</p> <p>Visitors' access to school is controlled effectively with social distancing being observed and PPE worn if required.</p> <p>All details of visitors to site are recorded in the visitor book with contact number being kept in case contact tracing needs to be followed up.</p> <p>Delivery drivers do not enter the premises.</p> <p>Parents are required to observe the Government guidelines and to ensure that they do not send a pupil into school who is unwell or showing any of the COVID -19 signs. They are also required to follow the isolation guidelines not returning pupils to school until the relevant time period has elapsed. This has been communicated to them by the Head in writing and there are frequent reminders.</p> <p>The hiring out of rooms to peri music teachers for individual lessons is carefully monitored to allow for social distancing and screens used. Peri teachers are not be able to collect pupils from classrooms; form teachers remind pupils about lessons.</p> <p>Choirs are suspended with singing taking place in small form classes only. All concerts and services are pre-recorded and shared with parents virtually.</p>		
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<p>Rules on Social Distancing (SD) not understood or observed by staff and pupils.</p>	<p>Staff or pupils by contamination through close contact.</p>	<p>All rules on SD and other hygiene rules such as handwashing (see below) have been and continue to be communicated to all year groups. This is done via the school's RSHE programme, form time and online assemblies. Reminders are around school by way of posters.</p> <p>There will be no queuing in corridors. Should there be any need for groups to pass each other in the corridor, brief transitory contact such as this is deemed to be low risk. Pupils will not move around school as much as they would normally. Pupils in Years 7 & 8 and adults should wear masks in communal areas and in classrooms where it is not possible to maintain social distancing of 2 metres.</p> <p>Pupils mix in year group bubbles of no more than 27 pupils for some lessons, sport and breaks but in most cases the bubble sizes will be significantly smaller.</p> <p>Pupils in Years 7&8 should strive to maintain SD of 2 metres from one another. Whilst pupils do not need to socially distance in their bubbles, the member of staff should try to maintain a distance of 2 metres from each individual pupil at all times. Members of staff will be able to move between bubbles.</p> <p>Layouts in offices and other meeting rooms has been be changed to allow effective social distancing working side to side or back to back.</p> <p>Staff are trained on what is required by them and what and how they need to ensure the rules in place for pupils are enforced.</p> <p>The Leadership Team in school monitor and observe staff to see whether the rules put in place have been understood are being observed by the staff.</p> <p>Teachers in school monitor and observe pupils to see whether the rules put in place have been understood by the pupils. The behaviour policy will be adapted to reflect the seriousness of pupils jeopardising their and the safety of others with inappropriate behaviour.</p> <p>Pupils eat lunch in the dining room in their year bubbles with minimum contact with adults will be put in place. Breakfast Club and After School Care take place with pre-packed snacks and consistent groups, where possible.</p> <p>Holroyd Howe (Caterers) have a mobilisation plan that is commensurate with Gov UK guidance dated 22nd February 2021. Pupils are served lunches in a socially distanced</p>		
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		<p>manner and eat in year group bubbles. Pupils with allergies wear wristbands in case of an unforeseen switch in catering staff.</p> <p>Non-residential trips will take place following a full risk assessment and communication with the appropriate parents. These are suspended from 8th March 2021 until further notice.</p> <p>Non-contact sport will take place with pupils kept in year groups bubbles or small consistent groups. Equipment will be regularly sanitised and pupils will come to school in games' kit on games and PE days to minimise contact with others.</p> <p>Exercise books are able to be collected in and marked. The school has invested in visualisers for use for feedback in lessons and more verbal feedback given with pupils annotating their own work where possible in purple pen.</p> <p>Pupils remain in their form rooms for the majority of lessons. They move to specialist rooms where necessary to deliver this subject effectively i.e. Science. These teachers ensure that all equipment and desks are sanitised before each class.</p> <p>Break times, drop off and pick up will be staggered to avoid as much shared use of space and mixing of groups as possible.</p> <p>All boys will be met on Solefields Road by the Headmistress and Mr Smeeth. Boys will then be monitored walking to the school grounds by staff.</p> <p>Reception - Year 2 boys will be collected from Solefields Road by a member of the Pre-Prep team and escorted to school as a group.</p> <p>Pupils who walk to and from school and bring a mobile phone to school should give it to the their form teacher for safe keeping at the start of every day.</p>		

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<p>Rules on hygiene not understood or observed by staff and pupils.</p>	<p>Staff or pupils by contamination through direct or indirect transmission</p> <p>Staff, pupils and parents</p>	<p>Preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions have been considered and assessment made as to the best method for preventing both types of transmission. In this way the risk of transmission of infection will be substantially reduced. These include:</p> <ul style="list-style-type: none"> • minimizing contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school • cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitizer ensuring that all parts of the hands are covered. In the case of the Pre-Prep children, in particular, there will be supervision of how they wash and sanitize their hands by staff. Regular times during the school day have been provided for this in the timetable. The school has invested in six additional hand sanitizing stations for staff and pupils. • ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Tissues, sanitizer and lidded or double –bagged bins are provided in all classrooms. Posters have been displayed to ensure that the messages are promoted clearly and regularly in language appropriate to the age group concerned. • cleaning frequently touched surfaces using anti-bacterial and anti-viral products, such as detergents and bleach. In addition to the regular cleaning and disinfection by the contract cleaners, see below, extra sanitizing spray and disposable wipes and gloves have been provided in all classrooms that will be used for the time being. • minimizing contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times), see above. • teachers and pupils in Years 7&8 are encouraged to wear masks in communal areas and classrooms where social distancing is not possible. <p>Teachers work with pupils closely in RSHE at school or online and other pastoral times to monitor closely. There are Wellbeing Hubs for pupils and staff and pastoral support and talk time available. Teachers communicate regularly with parents to reassure and</p>		
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Increased anxiety		answer any queries. There is a school counsellor available for all pupils. The Wellbeing Staff Team and SLT will monitor staff welfare carefully with individualized care. The school counsellor has offered support presentations to parents and she and Mrs Koheji are on hand for advice and support. Staff work very closely with parents.		
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<p>Cleaning routines insufficient to minimize and prevent contamination through contact on surfaces.</p>	<p>Staff or pupils by contamination through contact with surfaces where residues of the virus remain</p>	<p>The school site has a thorough deep clean throughout the whole school to ensure that it is as clean and disinfected as possible before pupils return. This is done by the cleaning contractors who observe social distancing from staff.</p> <p>The cleaners continue to clean all areas of the school that are used during term time when the school is open to pupils. This includes disinfecting classrooms and other rooms that are used with focus on high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces by the cleaning manager in consultation with the Facilities Manager. When the school reopens to all pupils, the cleaners will expand their remit to all areas of the school.</p> <p>In addition to the daily cleaning by the cleaning contractors, members of staff will undertake enhanced cleaning of all toilets in the middle of the day including key touch points (handles, taps, flushes, etc).</p> <p>All desk areas whether for staff or pupils will operate a “clean desk” policy to allow the cleaners to disinfect areas used daily.</p> <p>Equipment is shared as little as possible. Pupils from Year 3 upwards (inclusive) bring their own pencils and equipment in to use. Pupils in the Pre-Prep have equipment for their individual use that remains in school and is cleaned regularly.</p> <p>Musical instruments, keyboards, art equipment, science equipment and any other shared games etc are wiped clean with anti-bacterial wipes before being used by another pupil.</p> <p>Shared equipment that is used regularly in Pre-Prep is cleaned at least once in 24hours rather than just regularly, more often if the staff in charge of Pre-Prep deem this appropriate. Play equipment and easily cleaned toys are used and sanitised regularly instead.</p> <p>High risk areas shared areas such as the toilets and staff kitchen area are regularly monitored for hygiene.</p> <p>Staff are expected to ensure that they follow an appropriate basic cleaning regime with disposable wipes before and after use, as appropriate in staff facilities. Signage is displayed to ensure understanding of what is required reminding staff of their legal obligation to assist with Health & Safety in the workplace.</p>		
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<p>Risk assessment insufficient and does not identify all the risk and put in place appropriate control measures</p> <p>Infection spreads quickly amongst groups</p>	<p>Visitors, parents, staff or pupils by contamination through unidentified risk</p> <p>Anyone in the school community</p>	<p>SLT reporting to the Governors ensures that the risk assessment is dynamic and ongoing and that it is reviewed at the end of each day/week as appropriate.</p> <p>Staff instructed to raise any health and safety concerns to Senior Management and the Facilities Manager, in particular, to ensure that any risk identified is adequately assessed and mitigated as soon as possible.</p> <p>All the risks identified as a result of a reassessment are allocated as an Action (see right hand column) to a responsible member of staff who must report on the outcome by the deadline allocated to ensure that the additional risk identified has been properly mitigated.</p> <p>Staff meetings will take place via Zoom. Assemblies take place via Zoom in form rooms or in year group bubbles. School concerts, plays, coffee mornings and parents' evenings will take place via Zoom or in a pre-recorded format.</p> <p>Staff are discouraged from using communal areas.</p>		
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Insufficient staffing to enable either partial or full opening or to support vulnerable children or those of critical workers while virtual school is taking place simultaneously	Staff who require shielding being required to work. Staff becoming overwhelmed on return to work by their welfare and mental health not being considered sufficiently	<p>Teaching and support staff are ‘key workers’ and as such they are expected to report for or be available to work, unless their individual circumstances place them in a higher risk group – the Governors, Head and Senior Management understand it is their responsibility as employer to ensure that all reasonable steps have been taken to mitigate / reduce or remove the risk altogether by putting in place a set of working arrangements proportionate to the various requirements of a partial and potentially full return to school. The Head monitors the issues being presented and keeps an auditable, but confidential, record of the information presented by individual members of staff and the school’s response in each case.</p> <p>SLT recognises that it is vital that all staff work together and remain supportive of each other during this difficult time. The Head has reminded all staff of this. It is important that all staff are mindful that this will be a stressful time for everyone and start any conversations from the basis of being mindful of their own and others personal circumstances at the current time, in particular being aware that some staff may be shielding or clinically extremely vulnerable.</p> <p>The school is expecting to run at full capacity, with a minimum of staff furloughed, and so staff: pupil ratios are excellent. In the event of staff absence, the continuation of academic lessons should remain unaffected.</p> <p>The school is prepared to switch to online teaching for bubbles or the whole site overnight, if necessary, so that the education of pupils is as unaffected as possible. Online teaching is virtual school with normal live lessons and interaction with staff.</p>		
Transition to full opening is not properly planned	Parents, Staff or pupils by contamination through contact or the lack of observation of SD rules.	The Action plan set out in “Opening schools for more children and young people: initial planning framework for schools in England” updated on 7 th August 2020 is being used as the basis of risk assessing the transition on a dynamic basis. Subject to clarification by the Government of the way forward for schools, if the Head supported by the Governors and Senior Management makes the decision that a full opening is possible given staffing levels and available facilities, a risk assessment will be extended to ensure that all appropriate steps are taken and appropriately planned with a view to opening safely.		

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Online teaching - increased screen time	Pupils & Staff	Gov.UK 'Attendance in education and early years settings during the coronavirus (COVID-19) outbreak' to be followed Published 23 June 2020 Last updated 22 February 2021 Pupils and staff reminded to have frequent movement breaks and rest from screens. Clubs and Saturday School are non-screen based as far as possible.		
Administering of LFD tests in school for staff & pupils - increased chance of contracting COVID-19 Staff becoming unwell as a result of LFD test	Staff	Gov.UK 'Coronavirus (COVID-19) asymptomatic testing in schools and colleges' to be followed. Published 15 December 2020 Last updated 20 January 2021 Staff volunteers only Staff to be provided with full PPE and training and always to work as a team Staff to be helped and managed through the process Parents will be supported through the initial voluntary testing process for their sons at school ahead of the home kits being issued.		

Signed: **Helen McClure Headmistress**

Robert Clewley Chair of Governors

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Action to be taken if someone becomes unwell in Solefield

- If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.
- If a pupil or staff member is awaiting collection, they will be moved to the sick room where they can be isolated behind a closed door, or, depending on the age of the child where appropriate adult supervision is required to the far end of the Old Library. They should remain at least 2 metres away from other people.
- If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be marked as out of order until it has been cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE should be worn by staff caring for the pupil or staff member, disposable apron, gloves mask and goggles, while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- In an emergency, the member of staff should call 999 if the pupil or a colleague is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
- 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 person subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- The remainder of the group of pupils from which the unwell pupil or staff member has come should vacate the room in which they have been and move to the dining hall or the playground. An alternative location will be allocated to them depending on the amount of time left in the school day and the size and teaching requirements of the group. Depending on the particular circumstances of the incident, and this would only be a last resort, the Head will consider asking a whole cohort to leave school early on that day, or indeed, offer all parents with boys in school the opportunity to collect their boys if he has assessed that the risk of contamination by direct or indirect transmission was unavoidable.
- The Facilities Manager will contact the cleaning team to ensure that the area affected to be completely disinfected by the cleaning team overnight. The room will only be used once the cleaning team have confirmed that this has happened. Any area that the pupil has been in that day will need to be cleaned with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people in accordance with the COVID-19: cleaning of non-healthcare settings guidance.

Action to be taken if there is a confirmed case of coronavirus at Solefield

- When a pupil or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and pupils who are attending school will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.
- Where the pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- **Where a pupil or staff member tests positive, the rest of their class or group at school will be sent home and advised to self-isolate for 14 days.** During this time, all those sent home should contact 119 and arrange for a test for Corona Virus. Self isolation should continue until the 14 days have expired and no symptoms have been experienced or when the 'Test and Trace' advisors give permission for you to return. The other household members e.g. parents or siblings, of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.
- As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, The local health protection teams will conduct a rapid investigation and the school will follow their advice on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Solefield is observing guidance on infection prevention and control, which will reduce risk of transmission, so it is anticipated that closure of the whole school will not generally be necessary, however, it will not be ruled out.