



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) 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:

Reviewed 4.11.20
Reviewed 5.1.21
Reviewed 20.1.21
Reviewed 23.2.21
Reviewed 19.4.21
Reviewed 17.5.21
Reviewed 15.6.21
Reviewed 25.8.21

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>		
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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>Social events involving parents and friends of the school to use well-ventilated spaces, limited numbers and strict social distancing, pre-taken LFD tests and masks for adults. Meetings to be offered by zoom if preferred.</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>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.</p> <p>Choirs and concerts will be with limited numbers and strict social distancing, pre-taken LFD tests and masks for adults.</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 a minimum of 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.</p> <p>Adults should wear masks in communal areas where it is not possible to maintain social distancing of 1 metre+ and try to maintain a distance of 1 metre+ from each individual pupil at all times.</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>Holroyd Howe (Caterers) have a mobilisation plan that is commensurate with Gov UK guidance dated 22nd February 2021.</p>		
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		<p>Pupils are served lunches in a socially distanced manner. Pupils with allergies wear wristbands in case of an unforeseen switch in catering staff.</p> <p>Trips will take place following a full risk assessment and communication with the appropriate parents.</p> <p>Fixtures will resume with a robust risk assessment. Equipment will be regularly sanitised and pupils will come to school in games' kit on games days to minimise the use of spaces with low ventilation.</p> <p>Exercise books can be collected in and marked as usual. 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>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>Parents can bring pupils to the black gate or Reception parents can take their sons to the Reception garden for the first few days of term. Where preferred, Reception – Year 2 boys can 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 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>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 		
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Increased anxiety	Staff, pupils and parents	<p>and regularly in language appropriate to the age group concerned.</p> <ul style="list-style-type: none"> 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. 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, Wellbeing lessons and Wellbeing dogs for pupils and staff and pastoral support, talk time and counselling available. Teachers communicate regularly with parents to reassure and answer any queries. The Wellbeing Staff Team and SLT will monitor staff welfare carefully with individualized care. The school counsellor has given support presentations to parents and she and Mrs Koheji are on hand for advice and support. Staff work very closely with parents.</p>		
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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 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.</p> <p>In addition to the daily cleaning by the cleaning contractors, Mr Smeeth 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>		
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Ventilation inadequate	Staff, pupils, visitors	<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> <p>The site has been risk assessed and areas of low ventilation identified. CO2 monitors will be used to ensure that the oxygen levels in these areas are safe.</p> <p>Teachers will be asked to keep rooms well-ventilated with windows and doors open. Ventilation units will be considered for the colder months.</p> <p>Smaller classrooms are no longer used for classes so that small classes of pupils can spread out in large rooms.</p> <p>Pupils will move between lessons where possible to have fresh air.</p> <p>Playtimes will be outside where possible.</p> <p>Outdoor learning will be increased.</p>		
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		<p>Assemblies will be held with windows and doors open and a 2 metre + gap between year groups.</p> <p>There will still not be any shaking of hands or handing over of trophies etc</p>		
<p>Risk assessment insufficient and does not identify all the risk and put in place appropriate control measures</p>	<p>Visitors, parents, staff or pupils by contamination through unidentified risk</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>		

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<p>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</p>	<p>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>	<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>		
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		The school is prepared to switch to online teaching for groups 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.		
Online teaching - increased screen time	Pupils & Staff	<p>Gov.UK 'Attendance in education and early years settings during the coronavirus (COVID-19) outbreak' to be followed Published 23 June 2020 Last updated 11th May 2021</p> <p>Pupils and staff reminded to have frequent movement breaks and rest from screens if screen time is increased from normal classroom practice.</p> <p>Staff asked to carry out work station assessments and offered eye tests.</p>		

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<p>Administering of LFD tests in school for staff & pupils – increased chance of contracting COVID-19 Staff becoming unwell as a result of LFD test</p>	<p>Staff</p>	<p>Gov.UK ‘Coronavirus (COVID-19) asymptomatic testing in schools and colleges’ to be followed. Published 15 December 2020 Last updated 30th March 2021 All staff and pupils in Years 7&8 will be tested twice at the start of the Autumn Term and are regularly reminded to self-test twice a week and report results. Pupils and staff are also reminded to self-test throughout the holidays.</p>		

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

Pupils and staff should self-isolate straight away and get a PCR test if they have any of these 3 symptoms of COVID-19, even if they are mild:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

They should also self-isolate straight away if:

- They have tested positive for COVID-19
- someone they live with has symptoms or has tested positive (unless they are not required to self-isolate – see below)
- They have been told to self-isolate following contact with someone who tested positive

- the self-isolation period includes the day symptoms started (or the day of the test, if there are no symptoms) and the next 10 full days, with or without a negative PCR test.

Close contacts will be identified by the school and parents notified.

- Self-isolation is not required if:
- They are fully vaccinated – this means 14 days have passed since the final dose of a COVID-19 vaccine given by the NHS
- They are under 18 years, 6 months old
- They are taking part or have taken part in a COVID-19 vaccine trial
- They are not able to get vaccinated for medical reasons

September 2021 Covid Outbreak Management Plan

This outlines how we would operate if there were an outbreak in our school or local area.

For any Covid cases, we would contact the DfE helpline:
0800 046 8687, option 1.

To manage an outbreak:-

1. Face coverings may temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt).
2. Although we will limit close mixing between year groups for the foreseeable future, it may become necessary to reintroduce 'bubbles' for a temporary period, to further reduce mixing between groups.
3. We would work with health protection teams to help identify individuals who may have been in contact with known contagious individuals.
4. We are prepared to offer virtual access to lessons for those pupils isolating at home and would maintain the capacity to deliver high-quality remote education for year groups or bubbles through our 'virtual school' overnight.
5. Assemblies would cease to take place in the hall and be delivered to form rooms and/ or pupils at home via Zoom.
6. Staff meetings and pupil meetings of mixed year groups or bubbles would be via Zoom.
7. Visitors to the school would be discouraged temporarily.
8. Fixtures/ choirs/ plays for affected year groups would be paused.
9. Self-marking and visualisers would be used in place of taking in and returning books.
10. Complete reduction in movement around school by affected group.
11. No queuing in corridors.
12. No sharing of equipment between groups.

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