



BROOKE PRIORY SCHOOL



COVID Risk Assessment 2021/22 [Version 19 - Abridged]

Overview/Principles: -

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September. The priority is for 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. Therefore, this risk assessment and protocols will ensure a balance between safety and continued high quality education. The measures in place will ensure that school feels 'normal' but practicable strategies are put into place to minimise transmission/outbreaks. The school will have the facility to upgrade and relax measures quickly if required.

Phase 1

Phase 1: School operates as normal with some restrictions and protective measures.

Phase 2: Year Group/Class restrictions when one year group is affected

Phase 3: Whole school adaptations when multiple year groups are affected. (3 or more)

Phase 4: Threshold met for whole school full contingency.

Phase 5: Whole school closure- remote education.

Phase 1: A graduated approach with some adjustments to 'normal'. To be reviewed dynamically.

Anything not mentioned on this guidance document can take place as normal. However, staff should use judgement and caution if unsure and seek advice.

All text in *Italics* taken directly from School Operational Guidance, July 2021.

Year groups or classes with a confirmed case will go to phase 2 for 10 days from last contact with the confirmed case.

Responsibilities

Proprietor: Overall responsibility for the health and safety of the staff and children

Headmaster: Responsible for day to day running of the school and lead on the risk assessment and monitoring of implementation. Responsible for consultation and introduction of the procedures.

Bursar: to ensure they meet their health and safety duties. A competent person is someone with the necessary skills, knowledge, and experience to give sensible guidance about managing the health and safety risks at the school

Senior Management Team: Mr Wand, Miss Sanders and Mr Bancroft will review the risk assessment compiled by the Headmaster and suggest changes and cross check with guidance. Miss Sanders has responsibility for EYFS guidance monitoring and implementation.

Review:

The risk assessment will be updated dynamically should new guidance emerge. Also following a weekly walk through changes will be made if required.

COVID-19 will feature on the Senior Management Team agenda to allow a review of practice and opportunity for discussion. Updates will be given at our weekly briefing; this will include changes to process and perhaps more importantly reminders and focus to areas identified throughout the week as a priority.

Bubbles

At Step 4 we will no longer recommend that it is necessary to keep children in consistent groups ('bubbles').

In order to minimise risk, as an initial measure year groups should be separated inside.

All activities such as buddy systems and cross year group clubs can continue.

Symptomatic Child or Adult

With symptoms, all children and adults should self-isolate and take a PCR test. If the result is positive they should self-isolate for 10 days. They should contact Track and Trace and the school. However, Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 7.

We will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19

Asymptomatic Child or Adult

If a Child or adult has a positive result from a lateral flow device (LFD) they should self-isolate. Other members of the household (Children and fully vaccinated adults) do not self-isolate. The individual who is a positive case, or their parent, should notify the setting that they will not be attending setting on the basis of the LFD test result.

Tracing

Settings should consider whether individuals in their setting (taking account of factors such as known vulnerability) need to be informed of a positive case.

Parents will be contacted if a positive confirmed case has been recorded in the school. No information to identify the individual will be disclosed (GDPR)

To support parents wishing to communicate with close contacts Brooke Priory will not provide personal information (GDPR).

Close contacts of a case (Children)

Once notified by NHS Test and Trace, or the school, as a close contact, all eligible staff, pupils and students should take an LFD each day for 7 days and report the results through the [Online Reporting System](#) and to their setting via email. If they test negative and are not displaying symptoms, they can continue to attend their education setting.

The 7 days of daily lateral flow testing will re-start with any new cases.

Families of children under five will be asked to take daily LFD and monitor symptoms, but do not need to report them. Children who are aged under 5 years old who are identified as close contacts would only be advised to take a PCR test if the positive case is within their own household.

In the exceptional circumstance that a close contact not taking a PCR test

Government guidance is that from the 16 August 2021, under 18's and fully vaccinated adults identified as close contacts of a positive case will no longer legally need to self-isolate but should take a daily LFD test for 7 days.

In exceptional cases, settings may decide to refuse a pupil, if in the setting's reasonable judgement, it is necessary to protect those within the setting from possible infection with COVID-19 and the need outweighs the likely educational disruption. The decision would need to be carefully considered in the light of all the circumstances, including the significant disruption to education throughout the pandemic and current public health advice.

If the child is admitted into school following a risk assessment the situation will be monitored with particular reference to increased cases within the class or school. It may be that a child can be asked to remain off school in this situation as the non-tested individual is deemed to have a greater risk of being positive.

Close contacts of a case (Adults)

Adults that are fully vaccinated will not need to self-isolate, but they will be advised to take a daily lateral flow and report results to gov.uk and the school.

Additional measures will be put in place for staff for 10 days from last contact where *possible/practical* to do so.

Adults who are not fully vaccinated will need to self-isolate following the up to date guidance on duration.

Actions with a confirmed case

The School has a '10-point plan', which will be followed as protocol with a confirmed case.

Stepping Measures Up and Down (Graduated Approach)

Phase 1: School operates as normal with some restrictions and protective measures.

Phase 2: Year Group/Class restrictions when one year group is affected

Phase 3: Whole school adaptations when multiple year groups are affected. (3 or more)

Phase 4: Threshold met for whole school full contingency.

Phase 5: Whole school closure- remote education.

You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area. If you have several confirmed cases within 14 days, you may have an outbreak. You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan.

Following advice, the School can revert to Version 46 of the school COVID-19 risk assessment at any time should there be a local outbreak either within school or the surrounding area. This will mean school will remain open.

Control Measures

Hand Hygiene

Hand gel should be available on the outside of each classroom (interior and exterior)

Hand gel should be applied regularly throughout the day by teachers. Particularly following the touching of books and prior to and following hand shaking.

Respiratory Hygiene

Children should take the 'catch it, kill it bin it' approach to respiratory hygiene. Each class room should be equipped with tissues.

Social Distancing Between Staff

Staff should continue to sensibly social distance where possible. This is particularly important to do during meetings and in enclosed spaces.

Face Coverings

Staff are encouraged to wear a face covering where social distancing cannot be maintained in tight spaces between each other. They may also be worn discretionally by staff if they feel more comfortable to do so.

Face masks should be worn on corridors and in public areas. This applies until distancing is established or when eating or drinking. Adjustments will be made for seating in staffroom and meetings.

PPE

PPE is available in the first aid room to be used when distancing cannot be maintained when dealing with a suspected case.

Cleaning Regime

Classroom high frequency areas will be cleaned by staff and miscellaneous top up cleans of high frequency touch areas to take place during the school day.

Vaccination

All staff are encouraged to get the vaccine if they can do so. This increases protection of individuals and the school community. Staff are not under obligation to be vaccinated. If a member of staff/adult presents themselves in school after being a close contact of a positive case they are declaring that are double vaccinated and have a negative PCR test. Breaches of this are a criminal offence. Staff are not asked directly to provide evidence of this due to GDPR.

Toilets

- Children to use designated toilets where possible.
- Children to sanitise hands using hand pumps prior to leaving the classroom to go to the toilet.
- Children to wash hands after use of the toilet.
- Children to wait outside the toilet door if it is engaged.
- Cleaning daily of all toilets

Signage

Key information signs about hand and respiratory hygiene is placed around school.

Clinically vulnerable Staff or Non-Vaccinated Staff

Any staff with concerns of clinically vulnerable or non-vaccinated to see the Headmaster to form a risk assessment should they wish. This process will involve making reasonable adjustments to allow the staff member to perform their role with enhanced measures in place.

Visitors into school

Any visitors into school must sign in and complete the COVID-19 declaration forms. Parents can come into school for meetings. Visitors should wear face covering until seated and distancing is established.

Admin team will be on duty in the mornings to deal with most parental issues, any issues during the day will be requested via telephone or handled at the front door where possible.

Ventilation

All classrooms and indoor spaces should be ventilated with windows and doors ajar where possible. Temperatures should be considered on a particularly cold day. Rooms should not be left with windows and doors open when not attended.

Security of the site CANNOT be compromised. Doors cannot be left open when classrooms empty.

Returning from abroad

Parents and staff should follow up to date guidance on procedures including testing and isolation when returning from abroad.

Following advice on testing, self-isolation and management of confirmed cases

Pupils, staff and other adults should follow advice on when to self-isolate. Including if they have symptoms, have had a positive test or other reasons requiring them to self-isolate e.g quarantine.

Anyone developing symptoms, however mild should self-isolate and be sent home immediately using the front office. The pupil should be left alone, with the door open to allow supervision and windows should be left open. The room should be thoroughly cleaned following occupancy. PPE should be used if close contact cannot be avoided. Siblings should also be sent home. Tests should be arranged by parents.

Asymptomatic Testing

Staff should undertake twice weekly testing.

Admitting children into school

If a parent or carer insists on a pupil attending school if we consider the child to be displaying symptoms, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Our decision would need to be carefully considered in light of all the circumstances and current public health advice. Parents will be advised to ask children to self-isolate and to get a PCR test. If a parent is unsure about symptoms they should remain at home to monitor emerging symptoms.

Anomalies

If a family refuse to test when a child has symptoms. The child should self-isolate for 10 days and parents of the child's bubble should be made aware that there is a possible case and a child is self-isolating and to recommend a lateral flow.

Remote Education

A blended and practicable approach to remote learning will take place should an individual be required to self-isolate.

Should a bubble or the school close remote learning to some level should begin operation on the following day. With a full programme available within 2 days.

Pupil Well Being and Support

Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. Teachers should monitor these children closely and refer in the normal way via DSL on a well-being form.

Parental Events

Parents are permitted to attend events inside and outside. The following should be followed: -

- Masks to be worn unless drinking/eating.
- Declaration form signed on arrival.
- Hand sanitation directed on entry and available throughout.
- Sign in sheet to assist with T&T.
- Ventilation maximised whilst keeping suitable warmth.

- All possible efforts must be made to distance parents from children. (E.g. at performances parents should be at the rear. 2 metres plus from children. Parents enter/exit the hall separately to the children.
- Parents seating should allow for social distancing if practicable to do so.
- LFD device testing will be encouraged on the parent email prior to the event.

Educational Visits

These can take place in line with government guidance.

Contingency Framework

1. Cases increase at Brooke Priory School.
2. Cases increase locally

If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend.

If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.

Updated January 2022

Appendix: **Coronavirus Specific School Rules**

Children will be introduced to these specific behaviour expectations related to COVID-19. These are shared with children by class teachers at an appropriate age-related level.

You must concentrate to follow these at all times.

1. Wash your hands before you come to school, use the pumps before you go through the doors, then wash them again when you get inside school.
2. Wash your hands before and after eating, using the bathroom or going outside.
3. Use a tissue to cough or sneeze where you can 'catch it, bin it, kill it'. If you can't- cough/sneeze into your elbow.
4. Follow your teachers' instructions very carefully.
5. Follow the one-way system around school (inside school)
6. Tell an adult if you are feeling poorly.