

**School Effectiveness COVID-19 Risk Assessment Plan –  
Country in Plan A Jan 22 onwards  
SOUTH END JUNIOR SCHOOL**

**Our planning is underpinned by the Department for Education’s advice on effective infection protection and control**

Reduce Transmission	Measures taken:
Ensure good hygiene for everyone	<ul style="list-style-type: none"> <li>• Adult supervision in place to encourage children to wash hands or use hand sanitiser when entering school; before going on break (if eating), after PE lessons, after coughing or sneezing; after using the toilet; before handling food, before using laptops/chromebooks</li> <li>• Catch it/bin it/kill it posters displayed and reinforced with children</li> <li>• Visitors will be asked to sanitise their hands on arrival.</li> <li>• Staff aware of importance of alerting Office if soap dispensers require filling during day</li> <li>• Hand sanitiser in all classrooms for children and staff to access</li> <li>• Staff aware of need to ensure these are handed in for refill when they become empty</li> <li>• Office staff are aware of how to fill soap dispensers should Site Staff be unavailable</li> <li>• Arrangements in place for soap dispensers to be topped up during day if necessary</li> <li>• Continue with practice of monitoring &amp; maintaining stock of tissues, soap, paper towels hand sanitiser</li> <li>• Consumables that may run out during day stored in pupil kitchen area so that staff can access as soon as need.</li> <li>• Staff reminded to reiterate good hand hygiene to children upon return to school in Jan 22.</li> <li>• Staff advised to wipe down table they intend to eat at before eating.</li> <li>• Staff who share workstations should use wipes provided and clean before and after use.</li> <li>• Staff asked to wipe any shared phones after use.</li> </ul>
Keep occupied spaces well ventilated	<ul style="list-style-type: none"> <li>• Windows should be opened in classrooms and rooms where groups may gather. In cooler weather, windows should be opened just enough to provide constant background ventilation - to ensure that a comfortable teaching environment temperature can be maintained - and opened more fully during breaks to purge the air in the space.</li> <li>• Staff member who has managed class before morning break is responsible for opening the window to purge the air as described above.</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff are expected to be proactive in opening windows when they enter rooms where more than one person is present, should the window not be open.</li> <li>• The following measures can be used to ensure increased ventilation whilst maintaining a comfortable temperature: <ul style="list-style-type: none"> <li>- opening of high level windows as opposed to low level,</li> <li>- increasing ventilation when space becomes unoccupied (as mentioned above)</li> <li>- extra clothing can be worn.</li> </ul> </li> <li>• Non Fire-Doors should be propped open in rooms without windows if there is more than one person working in there.</li> <li>• Fire Doors that have a Dorguard on them can obviously be propped open (because this Dorguard will automatically close the door if the fire alarms sound).</li> <li>• Air conditioning units in school are not to be used until further notice.</li> <li>• Automated ventilation units located in Courtyard, Ayres and Matisse can be used.</li> <li>• CO2 monitors are placed in appropriate places to help the school assess how well ventilated spaces are and balance good ventilation with thermal comfort. Staff will aim to keep classrooms at temperature no lower than 18 degrees C, whilst ensuring the room is ventilated enough to keep CO2 levels within the preferred range.</li> </ul>
<p>Maintain appropriate enhanced cleaning regimes</p>	<ul style="list-style-type: none"> <li>• Site Manager aware of need to ensure that all frequently touched surfaces are cleaned regularly, to include: <ul style="list-style-type: none"> <li>Door handles and door surfaces that are pushed</li> <li>Desks, table tops</li> <li>Light switches</li> <li>Lockers</li> <li>Toilets</li> <li>Sinks</li> </ul> </li> <li>• Arrangements in place for frequently touched surfaces to be cleaned during middle of day.</li> <li>• Checklist of cleaning shared with cleaners, which includes instruction to ensure all consumables are topped up daily</li> <li>• Double check in place to ensure all consumables are topped up daily</li> </ul>

	<ul style="list-style-type: none"> <li>• Guidance for cleaning non-healthcare settings followed.</li> <li>• Continue with practice of monitoring &amp; maintaining suitable cleaning products</li> <li>• Additional cleaning capacity to be put into place as necessary</li> </ul>
<p>Cleaning area after someone with suspected coronavirus (COVID-19) has left</p>	<ul style="list-style-type: none"> <li>• Follow government guidelines as follows:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> </li> </ul>
<p>Testing of staff</p>	<ul style="list-style-type: none"> <li>• Staff who work on school site, encouraged to test themselves at home with lateral flow device twice a week.</li> <li>• Staff who are self-isolating due to a positive test aware of latest guidance regarding ending self-isolation early using LFD tests.</li> <li>• Staff who have been in close contact with a positive case and who do not need to self-isolate should follow guidance and undertake a LFD test before coming into work  <a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person - GOV.UK (www.gov.uk)</a>  AND/OR  <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a> </li> <li>• Staff who have a positive case in their household and who do not need to isolate themselves are instructed to undertake an LFD test before coming into work for 7 days. They can obtain the tests from the school's "twice weekly supply" if they are unable to obtain them privately.</li> </ul>
<p>Minimise contact with individuals who display symptoms of COVID-19</p>	<ul style="list-style-type: none"> <li>• Posters at entrance reminding people not to enter premises if they have COVID-19 symptoms or have tested positive in last 10 days.</li> <li>• Parents reminded not to send their children into school if the child or someone in the household displays COVID-19 symptoms</li> <li>• Staff to use PPE equipment in circumstances identified in the school's document regarding PPE and this document can be found with this risk assessment and in the area where PPE equipment is stored and Nest</li> </ul>

	<ul style="list-style-type: none"> <li>• Clear instructions of what to do if someone displays symptoms whilst on site drawn up and displayed in school and on server and new staff told during induction.</li> <li>• Identified room and toilet have been allocated, enabling any contagion be contained</li> <li>• Follow up-to-date government guidance for schools</li> <li>• Pupils, staff and other adults expected to follow public health advice on when to self-isolate and what to do - <a href="https://www.nhs.uk">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></li> </ul>
<p>Minimise contact with individuals who have tested positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Anyone with a positive LFD or PCR test must self-isolate in line with the stay at home guidance - <a href="https://www.gov.uk">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a></li> <li>• Close contacts will be identified via NHS Test and Trace – not the school. However school will assist in exceptional cases as required.</li> <li>• Pupils, staff and other adults expected to follow public health advice on when to self-isolate and what to do - <a href="https://www.nhs.uk">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></li> <li>• Fully vaccinated adults, adults who are not able to get vaccinated for medical reasons, people taking part (or who have taken part in) an approved clinical trial for COVID-19 vaccine and SEJS pupils <u>who have been identified as a contact of</u> someone with COVID-19 strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days. Assuming this is negative, they can continue to attend school. Further guidance can be found <a href="https://www.gov.uk">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a> for close contacts of someone who has tested positive and lives in the same household, and <a href="https://www.gov.uk">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person - GOV.UK (www.gov.uk)</a> for those who do not live together.</li> <li>• Staff who are fully vaccinated or not able to get vaccinated for medical reasons and who have a <u>positive case in their household</u> are instructed to take a rapid lateral flow device (LFD) test every day for 7 days. Assuming this is negative, they can attend work. Staff members who do not have sufficient private LFD tests are able to use the school “twice weekly” supply for this purpose.</li> </ul>
<p>Being aware of thresholds that could intimate that the school is experiencing an outbreak or incident of concern.</p>	<ul style="list-style-type: none"> <li>• The school will follow Standard Operating Procedures (SOP) issued by North Northamptonshire Council &amp; Public Health Northamptonshire:</li> </ul>

	<ul style="list-style-type: none"> <li>- If 5 children/pupils and staff who are likely to have mixed closely test positive within a 10-day period OR</li> <li>- 10% of the setting population test positive within a 10-day period THE SCHOOL WILL –</li> <li>- Conduct an assessment to identify possible transmission links (using SOP definitions of close contacts).</li> <li>- Review and reinforce hygiene measures,</li> <li>- Review and reinforce ventilation measures,</li> <li>- Work with Education Infection Prevention &amp; Control (IPC) Service should the Service make contact with the school. THE SCHOOL WILL CONSIDER: <ul style="list-style-type: none"> <li>- Whether any activities could take place outdoors, eg exercise, assemblies, classes,</li> <li>- Ways to improve ventilation indoors, where this will not significantly impact thermal comfort</li> <li>- One-off enhanced cleaning; focusing on touch points and shared equipment.</li> </ul> </li> <li>- If over 20 cases within 10 days linked in setting THE SCHOOL WILL - <ul style="list-style-type: none"> <li>- Follow it's Outbreak Management Plan</li> <li>- Inform local protection team of Public Health Northamptonshire and DFe if instructed.</li> <li>- Liaise with Educational IPC Service and implement recommended extra control measures.</li> </ul> </li> <li>- If the school is advised to enhance or emphasise it's current measures, this risk assessment will be reviewed to ensure that it is line with current guidance.</li> </ul>
Reduce risk of exposure to COVID-19 by use of PPE:	<ul style="list-style-type: none"> <li>• Clarification that face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.</li> <li>• The exceptional circumstances that would warrant staff needing PPE are outlined in school's document regarding PPE and this document can be found with this risk assessment</li> </ul>

	<p>and in the area where PPE equipment is stored and Nest</p> <ul style="list-style-type: none"> <li>Supplies are stored in the Pupil Kitchen (with some being also in the Nest) and can be accessed by all staff members as and when required.</li> </ul>
Face coverings	<ul style="list-style-type: none"> <li>Clarification that face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.</li> <li>Staff are permitted to wear a face covering whenever they wish.</li> <li><b>If there is a substantial increase in the number of positive cases in the school</b> - unless exempt from wearing - staff may be asked to wear a face covering when moving around inside the school (including when they enter the building) and in non-teaching communal areas.</li> </ul>
Contractors and school visitors	<ul style="list-style-type: none"> <li>Posters displayed to make essential visitors aware of safety measures they need to take, and visitor will be asked to sanitise their hands on arrival.</li> <li>To prevent crowding with people who don't normally meet, no more than 3 people in school reception area at a time, unless from same family.</li> <li>Staff arranging for visitors into school (including parents/carers) to communicate with them that the school asks them to take a lateral flow device test before entering the school.</li> </ul>
Offsite visits (including domestic residential trips)	<ul style="list-style-type: none"> <li>A separate risk assessment for each educational visit will be undertaken to determine whether this can be undertaken safely – this risk assessment will include any public health advice – such as hygiene and ventilation.</li> </ul>
Extra-curricular provision	<ul style="list-style-type: none"> <li>Providers who run after school clubs expected to follow guidance contained in <a href="https://www.gov.uk/government/guidance/covid-19-actions-for-out-of-school-settings">COVID-19: Actions for out-of-school settings - GOV.UK (www.gov.uk)</a></li> </ul>
Using school arranged transport	<ul style="list-style-type: none"> <li>School will be mindful of guidance on the <a href="https://www.gov.uk/government/guidance/covid-19-operational-guidance">Dedicated transport to schools and colleges COVID-19 operational guidance - GOV.UK (www.gov.uk)</a> website.</li> <li>School will have sight of coach company's COVID-19 RA prior to using the transport.</li> </ul>

	<ul style="list-style-type: none"> <li>Any expected COVID control measures that are not on the coach's RA will be added to the school's Coach RA or clarified with coach company as necessary.</li> <li>As is usual, all staff travelling on the Coach will be expected to be familiar with the Coach RA control measures.</li> </ul>
<b>Other considerations</b>	<b>Measures taken:</b>
School workforce	<ul style="list-style-type: none"> <li>All staff are asked to co-operate with and follow the control measures within this risk assessment. This will go towards ensuring that their colleagues who may be at higher risk than themselves are protected.</li> <li>Higher risk groups (including older males, those with high BMI, staff who have health conditions such as diabetes, those from some BAME backgrounds): there are currently no expectations for additional controls specifically for this group, but those controls that are in place should be strictly applied and they are advised to continue to follow the guidance contained in <a href="https://www.gov.uk/government/coronavirus/coronavirus-how-to-stay-safe-and-help-prevent-the-spread">Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</a>. Any staff members that fall into this group are encouraged to speak to the Headteacher around any particular concerns they may have.</li> <li>Risk assessments undertaken with pregnant staff will take into account up-to-date guidance (<a href="https://www.gov.uk/government/coronavirus/coronavirus-advice-for-pregnant-employees">Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</a> regarding any control measures required due to Covid-19.</li> <li>Clinically extremely vulnerable (CEV) staff are no longer advised to shield and schools have been told that they will not be asked to do so again. The government is no longer instructing people to work from home if they can. CEV staff are advised, to follow the same guidance as other staff and the control measures contained within this risk assessment as well as . CEV staff are advised to continue to follow <a href="https://www.gov.uk/government/coronavirus/coronavirus-protecting-people-who-are-cev">guidance on protecting people who are CEV from COVID-19</a> and consider advice from their health professional on whether additional precautions are right for them. These should be discussed with the Headteacher if they relate to work.</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff should make Business Manager aware if they are or become extremely clinically vulnerable.</li> </ul>
<p>Risk of critical departments having to self-isolate at the same time: Eg. Admin, DSLs, Site Team (inc cleaners), First Aiders</p>	<p><b>ADMIN</b></p> <ul style="list-style-type: none"> <li>• Should all Admin staff have to self-isolate at the same time, the office will be manned by other staff members as directed by Headteacher.</li> <li>• Admin staff will be contacted as they will be working from home (unless they are ill) to ensure that staff members manning office are aware of what critical tasks need to be undertaken on site, if it is not possible for the Admin Staff to do this from home.</li> <li>• Business Manager and SLT available to give office supervision as necessary.</li> <li>• Only 2 staff allowed working in office at same time.</li> <li>• If other staff do go into Office when these staff are not there, they should wipe down desks and any equipment (eg phone) before and after use.</li> <li>• Admin staff to wipe down their work area and equipment before use.</li> </ul> <p><b>DSL</b></p> <ul style="list-style-type: none"> <li>• Business Continuity Plan prepares for DSL absences – ie contact them at home or use the SEIS DSLs.</li> </ul> <p><b>First Aiders</b></p> <ul style="list-style-type: none"> <li>• Leaders aware of school’s contingency plans should all first aiders be off at same time.</li> <li>• Not all first aiders are based in same year group.</li> </ul> <p><b>Site Team</b></p> <ul style="list-style-type: none"> <li>• Business Continuity Plan updated to ensure Leaders can manage completion of key tasks during staff absences.</li> </ul> <p><b>Year Teams</b></p> <ul style="list-style-type: none"> <li>• Staff asked to wipe down table they intend to eat at before AND after they eat.</li> <li>• Staff room adapted to allow adequate space between people.</li> <li>• Provide other areas for staff to eat at lunchtime should they wish.</li> <li>• Business Continuity Plan prepares for teaching staff absences.</li> </ul>

	<p>General</p> <ul style="list-style-type: none"> <li>• All staff requested to be mindful of colleagues' personal space and maintain appropriate distance where possible.</li> <li>• Number of staff members expected into assembly continues to be reduced and monitored.</li> </ul>
Pupils	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Supporting those who need to self-isolate	<ul style="list-style-type: none"> <li>• Parents/carers reminded of financial support that may be available to them <a href="https://www.gov.uk/claiming-financial-support-under-the-test-and-trace-support-payment-scheme">Claiming financial support under the Test and Trace Support Payment scheme - GOV.UK (www.gov.uk)</a></li> </ul>
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation	<ul style="list-style-type: none"> <li>• Risk assessment shared with staff and opportunity for feedback given</li> <li>• Expectations shared with teaching staff prior to school reopening</li> <li>• Emails regularly sent to staff</li> <li>• Staff can email or speak to DOL/Head with any concerns</li> <li>• Access to well-being and mental Health support communicated and shared with staff</li> <li>• Staff permitted to wear a face covering should they wish to do so</li> </ul>
Pupil emotions	<ul style="list-style-type: none"> <li>• It is acknowledged that some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. <ul style="list-style-type: none"> <li>- staff continue to nurture on a daily basis and specialist interventions are put in place.</li> <li>- referrals are made to appropriate agencies where children need specified support,</li> <li>- school works in partnership with the MHS team,</li> </ul> </li> </ul>
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	<ul style="list-style-type: none"> <li>• Clear expectations regularly communicated with parents/community</li> <li>• This risk assessment posted on school website</li> </ul>

**FINALISED ON: 28 January 2022**