



ST MARGARET'S PREP CALNE

Risk Assessment for School Operations **During Covid-19 Pandemic**

Introduction

We support the Government's efforts to ensure that schools remain open fully for all year groups. We recognise that this cannot be achieved without some risks associated with Covid-19 but we understand that the dangers of not doing so, in terms of the effect on our pupils' education and wellbeing, as well as the wider economic, financial and health consequences, are much more severe.

We have a duty to ensure "so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees". This document sets out the high-level controls that we will put in place and measures we will take to mitigate risks. It should be read in conjunction with departmental or other documents that provide more detailed instructions and guidance.

Staff, parents and pupils are asked and encouraged to do their best to follow all relevant guidance, recognising that the success of the measures outlined depends on the co-operation and support of all involved. All parties must nevertheless accept that there will inevitably be some residual risk.

This is a dynamic document, based on the best advice and guidance available at the time of its latest iteration. We know that our understanding of the virus will evolve, together with our experience of how the control measures are working in practice, and this will inform how we modify and adapt our approach.

Current knowledge and considerations

What seems to have been shown consistently is that Covid-19 overwhelmingly affects the old and/or people with underlying health conditions. We also note that available evidence suggests there is little detrimental effect in schools being open, provided appropriate precautions are taken. We therefore do not believe there is a significant risk to our pupils' health per se in returning to school.

However, we recognise that our pupils come from domestic households, which may contain people more at risk from the virus, and we do not yet know to what extent children of various ages carry and transmit it, even if they are not showing symptoms. Furthermore, we recognize that for staff working in school there is an increased risk and, whilst incidences of serious illness remain low, Covid-19 can cause moderate or severe symptoms and have a seriously debilitating effect over a number of weeks on otherwise healthy adults. We must therefore remain alert to the dangers and act accordingly.

Staff are reminded that they have a duty to take care of their own health and safety and that of others who may be affected by their actions. This will involve observing published guidance with respect to social distancing, hand washing and infection control. Any member of staff who falls within the definition of 'clinically vulnerable' or 'clinically extremely vulnerable' should notify their line manager and/or the Bursary, so that an individual risk assessment can be undertaken in order to decide on any special measures to be put in place. Any other member of staff is also welcome to request an individual risk assessment.

There is no benefit to reproducing large excerpts of Government guidance within this document. Staff should familiarise themselves with any relevant information and we expect all members of the community to adhere to the appropriate rules and regulations. Clearly no-one should come into school if they have symptoms associated with Covid-19.

Revisions, advice and updates

We know this is an unsettling time for many and will happily speak to pupils, parents or staff about any concerns they may have. A School Nurse is available 0800 – 1600 Monday to Friday during term time in the Health Centre to offer advice.

We welcome ideas and suggestions as to how we might improve and will try to find the best way to balance competing considerations, but we hope it will be appreciated that we may not be able to accommodate everyone's wishes.

This risk assessment will be reviewed and updated regularly, as circumstances and advice change, and in the light of experience.

Last updated: 12th January 2021

Specific Measures Relating to St Margaret's

Hazard <i>What is the problem?</i>	Risk <i>What could happen?</i>	Control measures in place <i>What have we done to control the risk?</i>
Arrival and departure could bring members of the community into close proximity	Members of the community could come into contact with others which may increase the spread of COVID-19	<ul style="list-style-type: none"> • Set drop off/collection points outside for each bubble • Washing/sanitizing of hands following arrival in school • No Early Morning Drop off or after school provision • Social distancing between parents • Only one parent to drop off / collect • Parents encouraged not to linger to chat
Infection could spread between classes	Members of the community could mix with others which would increase the risk of the virus being spread	<ul style="list-style-type: none"> • Create critical worker/Kindergarten 'bubbles' with designated staff • Staff outside a bubble will wear a visor if supporting within the classroom • Designated areas for playtimes • Assign WCs and sinks to each bubble • First aid to be administered by a member of the bubble • Play equipment/bikes used on a rota basis • Snacks collected by bubble staff and eaten in the classroom or outside during break times • Lunch provided in Southwell Hall at staggered times, with cleaning in between each sitting • Library/shared spaces not in use • Sports equipment to be cleaned between each use or left for 48 hours • Staff are to maintain social distancing and strict hygiene provisions in the Staff room • Kitchen area relocated to the staffroom to provide space for social distancing

Hazard <i>What is the problem?</i>	Risk <i>What could happen?</i>	Control measures in place <i>What have we done to control the risk?</i>
Reduced social distancing	Increased risk of the virus being spread	<ul style="list-style-type: none"> • Desks in classes to be facing forward • Physical contact discouraged (this will be achieved in an age-appropriate way)
Moving around school	Bubbles may come into contact with each other	<ul style="list-style-type: none"> • Limited time spent in corridors • 'Walk on the left' policy to be adhered to • Set spaces for each bubble

<p>Contact with others outside of the bubble</p>	<p>Increased risk of the virus being spread</p>	<ul style="list-style-type: none"> • Assemblies will continue to be remote • Contact sports will be avoided • If Sport is taught inside, doors and windows will be opened to aid ventilation • If there is singing, it will be done in small groups, with the children either back-to-back or side-by-side, in a well ventilated space • Learning support teachers will maintain a 2m distance and perspex screens will be between staff and pupil during individual lessons. Visors will be worn by the learning support teachers if working in a classroom. Most lessons will be remote with the exception of critical worker bubbles • Peripatetic music lessons will be online • Speech and drama lessons will be online
<p>Failure to maintain a high standard of cleanliness.</p>	<p>Increased risk of the virus being spread</p>	<ul style="list-style-type: none"> • All adults and children encouraged to: <ul style="list-style-type: none"> – Frequently wash their hands with soap and warm water for 20 seconds and dry thoroughly – Clean their hands on arrival at school, before and after eating or playtimes, and after sneezing or coughing – Not touch their mouth, eyes and nose

		<ul style="list-style-type: none"> - Use a tissue or elbow to cough or sneeze and use bins for tissue waste - ('catch it, bin it, kill it') posters will act as reminders - Bins will be placed outside of the loos to enable safe opening of toilet doors • Cleaning of common touch points throughout the day • Hand sanitizers widely available • Toys made available on rotation and cleaned after each use • Sports equipment and computers cleaned between each use, or left for 48 hours • Marking will be done online. Self- assessment is encouraged. • Doors propped open where possible but must be closed when a classroom is unoccupied if the fire alarm sounds • Windows opened where possible to increase ventilation • Classroom resources to be cleaned regularly • No soft furnishing to be in the classrooms
<p>Someone becomes unwell in school</p>	<p>Increased risk of the virus being spread</p>	<ul style="list-style-type: none"> • Basic first aid kits provided for each bubble. Children not showing coronavirus symptoms will be treated within their bubble • For any suspected coronavirus case the medical room is to be used. Roof vent to be opened to create ventilation. Disabled toilet to be used by anyone displaying symptoms • PPE gloves, apron and face mask to be worn by any member of staff looking after a suspected coronavirus case • 2m distance to be maintained where possible

	<ul style="list-style-type: none"> • Only 1 person to look after the unwell child • Parent called to collect their child as soon as possible • Area must be thoroughly cleaned after use. PPE must be worn to clean. • Rubbish to be double bagged and kept for 72 hours or until test result is known • Government guidance regarding self-isolation for anyone showing symptoms or testing positive is to be observed. Local health protection team to be advised
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Hazard <i>What is the problem?</i>	Risk <i>What could happen?</i>	Control measures in place <i>What have we done to control the risk?</i>
Someone becomes unwell out of school	Virus may be introduced to the school community	<ul style="list-style-type: none"> • Anyone showing signs of Coronavirus (developing a cough or temperature, or experiencing a loss or change to their sense of smell or taste) should not come into school, self-isolate and book a test in accordance with government guidelines. School should be kept informed via office@stmargaretsprep.org.uk • If a member of the child's household tests positive for Covid-19 then that child should stay off school for 10 days, in line with the guidance. The remainder of the relevant bubble can continue to attend school provided they are not showing signs and symptoms of infection

Early Years pupils attending more than one setting	Increased risk of the virus being spread	<ul style="list-style-type: none"> • Early Years children encouraged to use just one setting
Infection introduced by visitors	Increased risk of virus being introduced	<ul style="list-style-type: none"> • Visitors will be discouraged where possible • Visitors to buzz at the door and met outside by a member of staff • Prospective parent visits will either be conducted online or after school hours • One off activities/events will be subject to a separate risk assessment
Dirty uniform	Increased risk of virus being spread	<ul style="list-style-type: none"> • Uniform should be laundered regularly at home • PE kit will be worn on days when PE is taking place