



Covid -19 Risk Assessment Form - plan for reopening

Dulwich Wood Primary/Nursery School

Updated January 2022

This Risk Assessment follows DFE guidance and expectations

JANUARY 2022

Date of assessment	07.01.2022 <i>In view of New National Guidance and updates sent to School Leaders 02.01.22 (Coronavirus (COVID-19))</i> Update to all education and childcare settings and providers
Who is at risk	Staff, pupils, contractors, visitors (Contractors and visitors on site to be kept to a minimum)

This risk assessment needs to be completed by the Headteacher, with input from staff members as needed.

Risk Expectation	Plan for mitigation/way to meet expectation	Risk Before mitigation L, M, H	Risk After mitigation L, M, H
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Prevention:

Strict adherence to Government quarantine restrictions	<p>Where anyone in the school community returns from countries that require a period of quarantine that they must not be in school.</p> <p>This includes the time whilst waiting for PCR Test Results after travelling abroad.</p> <p>This will be communicated in all Parent/Staff information/guidance.</p>	H	L
Vaccination and Booster programme	All staff will be given time to attend these appointments and the HT will hold details of who has/hasn't been vaccinated where staff have chosen to tell her.	H	L
Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school	<p>Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days.</p> <p>If a positive PCR is received a 7-day isolation period is required from when the symptoms started or when the PCR was taken if no symptoms are evident. If a negative result on a LFT is reported on day 6 and 7 of isolation (24 hours between tests) the individual can stop isolating and return to work (fully vaccinated only).</p> <p>If adults are not fully vaccinated and are identified as a close contact they are legally required to self-isolate for 10 days.</p>	H	L

	<p>If anyone in the school becomes unwell at school 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 must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.</p> <p>Inform parents to call 111 or contact their GP for advice.</p> <p>Close contacts of unwell children/staff will now be contacted by NHS Test and Trace. If you are identified as a close contact you are advised to take daily LFT for 7 days.</p> <p>Where a member of staff becomes ill at work they must speak to a member of SLT immediately. The member of SLT will arrange transport and cover where necessary if the staff member needs to go home.</p> <p>All staff MUST attend back to work interviews with HT/DHT after any absence</p>		
<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<p>Ensure that there have enough tissues and bins available in the school to support pupils and staff to follow this routine. For pupils who find it hard to manage good respiratory hygiene an individual risk assessment should be put in place.</p> <p>Posters on good respiratory signage will be clearly displayed around the school.</p> <p>Children will be taught good respiratory hygiene and reminded about this in weekly class assembly time.</p>	<p>H</p>	<p>L</p>
<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach COVID-19: cleaning of non-healthcare settings guidance.</p>	<p>The cleaning schedule ensures cleaning is generally enhanced - with rotas to ensure expectations are met. Any spillages are immediately dealt with by the premises team.</p>	<p>H</p>	<p>L</p>
<p>Keep groups as consistent as possible and maintain distance between individuals. where possible.</p> <p>Practice safe hygiene</p> <p>Mask wearing, shared equipment, music, meetings</p>	<p>Where bigger groups do meet for Assemblies ensure that the Hall is well ventilated. doors/windows open, all adults in masks. Assemblies on Monday Y2 -6 only, each year group spaced out with 1.5m between them (<i>under review</i>) Celebration Assembly - Separate Key Stages <i>Where there are staff absences/workforce issues classes can be combined and the separate bubbles is no longer mandatory.</i></p> <p>The outside area is zoned to minimise contact between year groups/ classes (Nursery).</p> <p>Teachers and other staff who need to operate across different classes and year groups should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and can wear a mask if they choose to.</p> <p>For pupils who have complex needs or who need close contact care then the adult working with that child can request an individual risk assessment.</p>	<p>M</p>	<p>L</p>

	For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Each pupil (Y2-6) will have their own pencil case.	M	L
	Where possible meetings will be conducted via video conferencing (including Learning Reviews/Staff Meetings). Where this is not possible meetings will be conducted outside, or in a large room large enough to maintain social distance.	H	L
	Use of the toilets to be actively managed to prevent overcrowding (each year group using their allocated toilets, including at lunchtime).		
	Staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups)		
	Use of outside areas to be timetabled and zoned. UKS2 - Y4, Y5, Y6 - mixed on the playground over break and lunch time		
	The Behaviour Policy and the Home/School Covid Agreement will support behaviour expectations in school. Children will be encouraged to learn and practise good hygiene and always sanitise their hands when they return to the classroom after a break and before lunch.		
	All staff can access the facilities in the staffroom but must be mindful of how many people are already in there. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.		
	All adults to wear face masks in communal areas.		
	Use of planned routes and movement times limits contact between groups in school.	H	L
	Sports coach will operate within their wider protective measures set out in this Risk Assessment.	M	L
	If pupils are playing instruments or singing, they should: <ul style="list-style-type: none"> • Be physically distanced • Play outside wherever possible • Be positioned back-to-back or side-to-side • Avoiding sharing of instruments • Have good ventilation. 	H	M
	All water fountains will remain turned off.	H	L
Measures for arriving at and leaving school	Staggered starts and finish times to keep groups apart as they arrive and leave school. This will not reduce the amount of overall teaching time.	H	L
	Remind parents and carers that gathering at the school gates is not		

	advisable.		
	Encourage walking and or cycling to school to avoid use of public transport.	M	L
	Pupils wearing face coverings/ mask when arriving to school will wash hands and will dispose of the mask or store in plastic bag if not a disposable mask.		
Visitors to the school site	<p>Supply teachers, peripatetic teachers and/or volunteers will ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Protective screens in the office, one parent at a time can enter the office area if there is no alternative. Office staff to speak to Parents, contractors, parents at the school gate whenever possible.</p> <p>All visitors must wear a face mask when they are inside the school building.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual but will minimise contact and maintain as much distance as is possible. These expectations will be communicated upon arrival at school.</p> <p>Where visits, from contractors, can happen outside of school hours, they should.</p> <p>Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. They will be reminded to sanitise their hands and where possible wear a mask.</p> <p>A record will be kept of all visitors. Volunteers can visit if they are not going into other schools, are known to us and follow all our guidelines.</p> <p>Parents/carers informed that they are not allowed on site without pre-arranged permission.</p> <p>That masks must be worn inside the school building.</p> <p>That no-more than 30 Parents can attend any one event in the Upper or Lower Hall.</p>	H	L
Ventilation	<p>All Classrooms/communal places must have the windows open, where children have been in the same space for a length of time ventilation can be improved if the classroom is vacated, on these occasions children can run around the running track.</p> <p>School Keeper to investigate use of ventilation systems/air purification units, measure CO2 using monitors. (<i>under review</i>)</p>	H	L
Staff, parents and carers who are anxious about returning	Those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus, including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes should discuss their concerns with the school and if necessary, an individual risk assessment should be considered.	H	L

	<p>Individual risk assessment for pregnant staff members</p> <p>Staff who are clinically extremely vulnerable will have been identified via letter either from their GP or NHS. Staff in this category (CEV) should talk to the Head Teacher about how they will be supported, including to work from home where possible.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p>		
Pupils/Families with complex health needs	<p>Children originally identified as clinically extremely vulnerable may no longer need to follow shielding advice. Parents will be advised to speak to their child's GP or specialist clinician. If doctors confirm they are still clinically extremely vulnerable and are advised not to attend child care this will be recorded as authorised absence.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school. When this is not happening school will contact the Southwark back to school team for advice.</p>	H	L
Mental health and wellbeing affected through isolation or anxiety about coronavirus	<p>Have regular keeping in touch meetings and discussions with staff and pupils. Communicate to staff and pupils about how to raise concerns or who to go to so they can talk things through.</p> <p>Involve staff in completing risk assessments so they can help identify potential problems and identify solutions.</p> <p>Keep staff, families and children updated on what is happening so they feel involved and reassured.</p> <p>HT reminds staff each week at Friday whole school Staff briefing to come to talk to her if they are feeling anxious about Covid or if their situation has changed,</p>	M	L
Educational visits/Winter Fair	<p>During the Spring term local visits and Sports trips will go ahead and other visits, including the Year 6 School Journey.</p> <p>Any trips will only be allowed to take place after thorough risk assessments have been conducted including consideration of hygiene and ventilation.</p>	H	L
Wrap around care and before and after school clubs	<p>Emu/Breakfast Club Fully operational- EYFS/Y1 Y2-Y6 together. All children will eat together in the Upper Hall and then the younger children will be taken to the Lower Hall.</p> <p>Clubs will be allocated to specific year groups.</p>	H	M

Use of PPE

PPE to be used if child becomes unwell with Covid-19 type symptoms or is vomiting or has diarrhoea	More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.	M	L
Personal or intimate care for children. (EY/SEN)	Where a child already has routine intimate care needs PPE should continue to be used. safe working in education, childcare and children’s social care	M	L

First Aid/ill child

Only qualified first aiders to deliver first aid	Wear gloves, an apron and mask Supervising staff will wash hands thoroughly for 20 seconds after the child has been picked up. Staff need to wash their hands thoroughly for 20 seconds with soap and running or use hand sanitiser after contact with an ill child	M	L
All first aid to be administered with gloves and a face shield can be worn if necessary	Gloves and visor are disposed of after use.	H	L
The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.	Members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves. See the COVID-19: cleaning of non-healthcare settings guidance	M	L
If a child is in school with a cough or cold but is not unwell	Staff may wish to mention to the Parent/carer that their child has been coughing or sneezing and suggest they contact their GP or 111 for advice. NB: Many children have coughs and colds at this time of year and if Parents chose to send them in because they are fine then school must respect this. If members of staff are worried that a child might be infectious and shouldn’t be in school (even though the Parent/Carer insists they are fine) then contact a member of the Senior Leadership and they will have the conversation with the Parent/carer. Parents regularly reminded not to send their children into school if they are unwell.		

Response to any infection

Follow Public Health Guidance	<p>Contact their local Public Health England health protection team.</p> <p>School to follow new notification thresholds regarding outbreak management</p> <p>Staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms or a member of their household has tested positive. <p>All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</p>	H	L
	<p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119.</p>		
	<p>Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p>		
	<p>Schools will be provided with a small number of home PCR testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p>	H	L
	<p>Parents, carers and staff will be asked to inform the school immediately of the results of a test.</p>	H	L
	<p>Close contacts in school are now identified by NHS Test and Trace.</p> <p>Contacts from a school setting will only be traced by NHS Test and Trace where the parent of the positive case identifies the individual as being a close contact.</p> <p>In exceptional cases the school may be contacted to identify close contacts, consistent with previous management of other infectious diseases.</p>		
	<p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>Staff are expected to talk to the Head Teacher about any changes in their circumstances or any individual worries they may have.</p> <p>Head Teacher will continue to lead on supporting Teachers to manage their work/life balance. The mental health First Aiders will always be available to meet with colleagues who request it.</p> <p>Staff are encouraged to flag up any concerns with the risk assessment or to suggest any changes to improve the document.</p> <p>School Office Team will inform staff if a confirmed case of Coronavirus is found.</p> <p>Changes will be made taking into account of health protection guidance</p> <p>Lateral flow tests are available from the school office for all staff.</p>		

<p>NAME OF THE ASSESSOR Please Print: Helen Jary</p> <p>SIGNATURE OF THE ASSESSOR: -</p> <p>POSITION OF RESPONSIBLE PERSON: - Acting Headteacher</p>		
<p>Date of planned review: This plan should be reviewed weekly, with updated versions published on the school website.</p> <p>Schools should have active arrangements in place to monitor that the controls are:</p> <ul style="list-style-type: none"> • effective • working as planned • updated appropriately considering any issues identified and changes in public health advice 		