

Caroline Chisholm School reopening: risk assessment

The example measures we list are based on current (as at 2nd January 2022) government guidance:

- › [School coronavirus \(COVID-19\) operational guidance](#) (applies from 3rd January 2022)
- › [Annex A: health and safety risk assessment](#)
- › [Coronavirus: advice for pregnant employees](#)
- › [Coronavirus: asymptomatic testing in schools and colleges](#)
- › [Rapid asymptomatic testing in specialist schools](#)
- › [Safe working in education, childcare and children's social care](#)

How to approach risk estimation and management

The DfE advises that you take the following approach (in this order) to reducing risks in your school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

Respond to risks in a way that's appropriate for your school's circumstances. For each risk, consider whether there are measures in each of the above steps that you can adopt before moving onto the next step.

Notes:

- The risk assessment has been produced and updated according to any changes in government guidance or policy.
- We will be fully open on 1st September 2021
- All areas of the school will be available to be used
- We will carry out individual risk assessments for any staff at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically extremely vulnerable)

- We will make reasonable adjustments to enable everyone to follow the measures, including pupils with EHC plans
- Union representatives and the staff Health and Safety representative have been consulted.
- All staff will be sent a copy of the risk assessment
- A copy of the risk assessment will be available on the school website.

Control measures have been RAG rated.

Mark up each control measure in the appropriate colour:

- > Red: this measure cannot be put in place in our school
- > Amber: this measure isn't in place yet, but can be put in place
- > Green: this measure is already in place

To do this, highlight the text and then pick the relevant colour using the 'shading' tool above: 

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	NOTES ON CHANGES FROM 3 RD JANUARY 2022	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<p>Everyone who is asked to self-isolate must follow the up to date Government guidance, current government guidance. Regular reminders will be given about this.</p> <p>If pupils or staff who have travelled abroad, will be asked to follow the Government guidance under the following link current government guidance.</p> <p>Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access testing and engage with the NHS Test and Trace process.</p>	<p>Pupils or staff that have travelled abroad: refer to the current government guidance on quarantine.</p> <p>Contact with a pupil who has a positive test at school:</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the pupil can walk, cycle or scoot home.</p> <p>If you need to make alternative arrangements to transport them home:</p>	<p>GW - secondary KP – primary SC – Mitie site staff VJ – provide clear questions of everyone coming on to site. Triage VJ – Testing kits stored in main hall Mitie – responsible for deep clean</p>	03/01/22	The Operational Guidance (issued by the DfE) sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission

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	<p>In the case of a pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • A window will be opened in the room to allow for fresh air ventilation • If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the pupil can walk, cycle or scoot home. If the pupil cannot be</p>	<ul style="list-style-type: none"> • You must inform the driver that the pupil has developed symptoms/tested positive <p>Lateral Flow Testing programme: Secondary Students and staff in Primary and Secondary phase</p> <ul style="list-style-type: none"> • Staff will be offered 2 lateral flow tests per week, for use at home • Pupils will be offered 1 lateral flow test, taken at school as they return from 4th January (We will stagger the return. Critical and vulnerable students will continue to be offered provision. Pupils can return to school after their first negative test result • Pupils will be offered 2 lateral flow tests per week thereafter, to take at home • If a pupil receives a positive lateral flow test result at school, they must self-isolate in line with current government guidance 	<p>MITIE responsible for deep clean of area.</p> <p>VJ is Covid Coordinator.</p>		<p>is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> - 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or - 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19

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	<p>collected or travel home independently, we will make alternative arrangements to transport the pupil home. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or • The driver and passenger will maintain a distance of 2 metres from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been, and PPE will be disposed of properly, following decontamination guidance.</p> <p>Rapid testing programme:</p> <p>We will provide staff and parents/pupils (as appropriate to the pupil's age) with a privacy notice, and parents/pupils (as appropriate to the pupil's age) with a consent form, so they can consent to testing.</p>	<ul style="list-style-type: none"> • If a pupil or staff member receives a positive lateral flow test result at home, they must self-isolate and will also need to take a 'standard' coronavirus (PCR) test to confirm their result • Pupils and staff must report their home test results to NHS Test and Trace. They should also share their test results with your school (both home tests and PCR tests), to help with contact tracing. <p>Dealing with a coronavirus outbreak (all schools):</p> <p>All schools need to work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within 14 days (previously 10 days).</p>			<p>within a 10-day period</p> <p>Additional action that could be advised by public health experts If you have called the DfE helpline and a Director of Public Health (DsPH) or a Health Protection Team (HPT) subsequently judges that additional action should be taken because they have assessed that transmission is likely to be occurring in the setting, they may advise settings take extra measures such as:</p> <ol style="list-style-type: none"> 1. Strengthened communications to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting 2. Temporarily reinstating face coverings for pupils/students, staff and visitors in indoor and/or communal

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	<p>We will offer staff 2 lateral flow tests per week, to take at home.</p> <p>We will offer secondary pupils 2 lateral flow tests on-site, taken 3 to 5 days apart, upon their return to school.</p> <p>Thereafter, we will ask secondary pupils to take 2 lateral flow tests per week, at home.</p> <p>In all cases:</p> <ul style="list-style-type: none"> • We will carefully read the government's guidance on administering tests and ask the individual to read the instructions in the test kit carefully / explain the instructions to them (as appropriate) to make sure everyone knows how to safely administer or self-administer tests • If the lateral flow test is positive, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms. They will need to take a 'standard' coronavirus (PCR) test to confirm their result if the lateral flow test was done at home 				<p>spaces in secondary schools, FE and HE settings, and for staff in primary, early years, out-of-school, and specialist settings. This should be for two weeks in the first instance, pending regular review 3. Reinstating on-site rapid LFD testing in secondary schools, colleges and universities for a two-week period to encourage uptake of twice weekly testing 4. Increased frequency of testing</p>

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	<ul style="list-style-type: none"> If the lateral flow test is negative, the pupil/staff member can continue to attend school <p>We won't need to see evidence of a negative test result in order to allow staff and pupils to attend school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>We will ask pupils and staff to share all test results with us, and we will keep accurate records of all results. We will only share health records with the relevant people.</p> <p>We will report test results to NHS Test and Trace wherever this is required by current government guidance.</p> <p>-----</p> <p>Any staff members receiving a positive lateral flow test result will be told:</p> <ul style="list-style-type: none"> To remain at home, take a standard coronavirus (PCR) test and let us know the result (if a home testing kit is available in school, this can be given to them, if they have barriers to accessing testing elsewhere) That they, and members of their household, should self-isolate in line with the latest government guidance 				

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	<ul style="list-style-type: none"> • That they should report their lateral flow test result, either via the test reporting website or by calling 119 <p>As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>We will keep accurate records of all test results, and only share health records with the relevant people.</p> <p>-----</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for and needs advice on next steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1</p> <p>If the number of cases substantially increases or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team, who can be reached by calling the DfE helpline and selecting option 1, to decide if additional action is needed. Any advice given by the team will be followed.</p>				

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	<p>Any decision to recommend the reintroduction of bubble would not be taken lightly and would need to take account of the detrimental impact on the delivery of education.</p> <p>Close contacts will now be identified by NHS Test and Trace.</p>				
<p>Contact with coronavirus when getting to and from school</p>	<p>Everyone will be encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times • The protocols for minimising adult to adult contact. • Maintain a 2 metre distance • Same procedure for end of day collection of Primary pupils • FS parent 1:1 meeting (controlled appointment only) with staff in wk1 T1 with adhere to strict 2m distance • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment 	<p>Face coverings:</p> <ul style="list-style-type: none"> • Are now legally required on public transport • Are now required in enclosed and crowded spaces where people may meet others they don't normally meet, such as on public or dedicated school transport 	<p>GW KP</p> <p>MITIE</p>	<p>In place</p>	<p>If there is an outbreak of Coronavirus we will follow the outbreak plan as per the Public Health Guidance</p>

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	<p>Primary Phase & Secondary Phase</p> <p>Staff and visitors can choose to wear a face covering/mask if they wish to do so.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without one and wishes to wear one.</p>				
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities will be provided.</p> <p>Primary:</p> <p>Hand sanitisers will be placed in the primary office reception area and outside internal office door</p> <p>Classrooms have handwashing facilities in every classroom.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose 	<p>Face coverings:</p> <p>Are now required for all staff, students and visitors in secondary classrooms and communal areas. This will be reviewed by the DfE on 26th January.</p>	<p>All staff GW KP MITIE</p>	<p>In place</p>	<p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</p>

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	<ul style="list-style-type: none"> • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and reminded by posters put up across the school.</p> <p>Secondary:</p> <p>There is 1 student who requires 1-1- support.</p> <p>Primary</p> <p>There are 2 KS 1 pupils who have 1-1 LSA support.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Lidded bins for tissues, operated by a foot pedal, will be placed in every classroom.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands 				

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	<ul style="list-style-type: none"> • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin-friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>				
Spreading infection	Cleaning staff will regularly clean frequently touched surfaces using	It is no longer necessary to clean classrooms when being used by	GW KP	In place	Signing out using fingerprint scanner for

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<p>through contact with coronavirus on surfaces</p>	<p>standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p>	<p>different year groups. Bubble system is no longer in place.</p>	<p>(Progress Leaders for equipment) Faculty Leaders (sharing of equipment) SH (fingerprint scanners secondary) Primary staff</p>		<p>secondary. Sixth form students will use lanyards and sign out using Inventory.</p> <p>Secondary staff will have a teaching kit comprising of portable wireless keyboard and mouse, board pens, Ipad and cleaning cloth. They will have choice of bag or plastic box for carrying.</p>

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<p>Spreading infection due to excessive contact and mixing</p>	<p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p> <p>Staff rooms and offices:</p> <p>Staff use of staff rooms and offices will be checked to confirm that they</p>				

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between pupils and staff around and outside of the school	<p>conform to acceptable working conditions.</p> <p>If a member of staff is concerned, they should raise this immediately with their line manager.</p>				
Spreading infection due to the school environment	<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be followed</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>CO2 monitors are being provided to all state-funded education settings. Further information will be provided when monitors are available.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor 		<p>LT Union representative, H&S Officer. First Aid Fire procedures are in line with September opening.</p>	In place	<p>Note: CO2monitors are being provided by the DfE. They will be in use when available.</p>

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	<p>air supply. These systems will be maintained in accordance with the manufacturers' recommendations</p> <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied • Rearranging furniture where possible to avoid direct drafts <p>The use of lifts will be avoided unless essential.</p>				

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	<p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p><u>Educational Visits</u></p> <p>Educational day visits and domestic residential visits can go ahead.</p> <p>All pupils can attend before and after school activities for any reason and they can be in groups of any number.</p> <p>Indoor and outdoor performances with an audience can go ahead.</p>	<p>We will carry out a separate risk assessment for each educational visit to determine whether it can be undertaken safely.</p> <ul style="list-style-type: none"> • We will ensure any external providers have considered any relevant guidance and put appropriate health and safety measures in place • <p>We will consult this guidance when planning indoor and outdoor performances</p> <ul style="list-style-type: none"> • We will prioritise outdoor sport where possible • Where it's not, we will use large indoor spaces with sufficient ventilation • We will consult government guidance when planning for team sports 			

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Spreading infection due to excessive contact and mixing in meetings	Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.		All staff	In place	
Individuals vulnerable to serious infection	All staff and pupils, including those who are clinically extremely vulnerable (CEV) , should attend unless they're self-isolating or have been advised not to by their GP or clinician. However, CEV staff may wish to take extra precautions.	<ul style="list-style-type: none"> • We advise all CEV staff to follow strict social distancing, good hand hygiene and the wearing of masks in School • If required and requested, we will undertake individual risk assessments for those staff who are clinically extremely vulnerable. 	SS / YG HR Team		