

SET Schools September 2021 Covid-19 Risk Assessment

Overview

This is the risk assessment for all SET schools and settings. All students are now back in school and the Government has confirmed that schools are expected to follow measures outlined in the 'schools operational guidance from stage 4'. This means that:

- It is no longer necessary to keep children in consistent groups ('bubbles') or to keep groups apart as much as possible;
- Face coverings will no longer be advised for students, staff and visitors either in classrooms or in communal areas;
- Schools and colleges will no longer be expected to trace close contacts;
- Testing remains important in reducing the risk of transmission of infection within schools; and that schools have been asked to set up and run initial testing upon return in September.

In addition, there continue to be protective measures that schools must have in place. These include:

- People who are required to self-isolate not attending school;
- Everyone to clean their hands thoroughly and frequently;
- People practising good respiratory hygiene and promote the 'catch it, bin it, kill it' approach;
- Maintaining enhanced cleaning;
- Keeping occupied spaces well ventilated;
- Promoting and engaging with the NHS Test and Trace process;
- Managing confirmed coronavirus cases;
- Containing any outbreak by following advice from the local health protection team.

There may also be scenarios whereby:

- Individuals will need to have the appropriate personal protective equipment (PPE), for example if they need to be in close contact with a pupil or student who develops symptoms or gets a positive lateral flow test at school;
- Asymptomatic testing is promoted and facilitated.

Mark Barrow; August 2021

Review 1: 20.09.21	Review 2:	Review 3:	Review 4:	Review 5:	Review 6:
Review 7:					

Hazard	Who might be harmed	Controls to be put into place following updated guidance	Who will be responsible	Control measures to be in place by	Additional notes/at a local level
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they are required to self-isolate. The Trust will promote engagement with NHS 'Track and Trace'.</p> <p>SET will continue to facilitate lateral flow tests for staff and students from 5 January 2021 and will then follow scenario protocols where positive results are recorded. Once home testing kits have been issued, where there is a positive lateral flow test result from a home test, a PCR test must be taken. The PCR test result will override the Lateral Flow Test result.</p> <p>Risk Assessments are to be followed whilst the building of the Specialist Centres continue at the start of term. There will be no interaction between students and the contractors. The School Site manager will manage communication between the School and the contractor; social distancing will be followed at all times.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Symptomatic people will be contained within the designated space which will be suitably ventilated; this is for both students and staff. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>For students who attend one of the Specialist Centres, the medical area will be identified during their transition/induction meetings.</p> <p>In the event that a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear full PPE; • If they need to go to the toilet while waiting to be collected, they should use a separate toilet where possible. The toilet/cubicle must be cleaned using Jangro cleaner before being used by anyone else; <p>Supervising staff will sanitise their hands thoroughly for at least 20 seconds after the student has been picked up.</p> <p>Under no circumstance will any member of staff take symptomatic students home or to a medical facility themselves.</p> <p>Where a visitor does need to enter the school, the Front Office team will ask them the visitor to complete a Covid questionnaire. This will be reviewed by the SAA before the visitor enters the main building.</p>	<p>Executive Headteacher/ Head of School</p> <p>Executive Headteacher/ Head of School</p> <p>Head of School</p> <p>Trust Operations Manager/Front office staff</p> <p>SENCO</p> <p>Head of School</p>	<p>26 August 2021</p> <p>26 August 2021</p> <p>26 August 2021</p> <p>26th August 2021</p> <p>26th August 2021</p> <p>26th August 2021</p>	<p>Protocol has been in place since lockdown. Reminders needed.</p> <p>Separate risk assessments in place; communication with families re. additional testing (secondary) at start of Michaelmas Term.</p> <p>Protocol document in place.</p> <p>Current protocol; no change.</p> <p>Current protocol; no change.</p> <p>Current protocol; no change.</p>

		<p>Following an episode with a symptomatic student:</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance. The temperature of a suspected symptomatic will not be taken.</p> <ul style="list-style-type: none"> The Head of School will report the episode to the Executive Headteacher. <p>If staff member working with students tests positive for coronavirus:</p> <ul style="list-style-type: none"> The School will contact NHS Track and Trace team immediately to register the case and close contacts. The Executive Headteacher will be informed; Based upon advice from the local health protection team, adults who have been in 'close contact' with the staff member do not need to go home to self-isolate unless: 1) they are required to do so by NHS Test & Trace or PHE local team; 2) they have tested positive from a PCR test. A proportionate record of student and staff interaction will kept through the school timetable, cover rota and pastoral/HLTA/TAs will log any 'close contact' that takes between students and staff in different groups; <p>If a student tests positive for coronavirus:</p> <ul style="list-style-type: none"> The case will be logged via: Covid Cases in Early Years /Schools/FE Colleges and Children's home - Results (office.com) Advice from the local health protection team will be sought immediately and the Executive Headteacher informed; Based upon advice from the local health protection team, adults and students who have been in 'close contact' with the student 1) they are required to do so by NHS Test & Trace or PHE local team (adults only); 2) they have tested positive from a PCR test. If other cases are detected at any school, the local health protection team from Public Health England will be in touch to advise on appropriate action. Where a vulnerable student is required to self-isolate, the social worker will be contacted and arrangements for maintaining contact agreed. 	<p>Head of School</p> <p>Head of School</p> <p>Head of School</p>	<p>26th August 2021</p> <p>26th August 2021</p> <p>26th August 2021</p>	<p>Current protocol; no change.</p> <p>Parents and carers to be asked to report the results of tests immediately through the SET portal and the NHS 'Test and Trace'.</p>
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<p>Spreading infection due to touch, sneezes and coughs.</p>	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>Every classroom and in-door space used by students and staff will have additional hand sanitiser 'stations'.</p> <p>All doors across each of the school zones will be kept open. This includes classrooms, with windows open in classrooms for as long as is possible.</p> <p>In addition, everyone in school will:</p> <ul style="list-style-type: none"> • Sanitise their hands when they first arrive, before eating, 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>Key Stage 2 – 4 students are expected to manage the day so that they do not have to go to the toilet during lessons unless it is an absolute emergency.</p> <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the School. Help will be available for any students who have trouble cleaning their hands independently.</p> <p>Supplies for soap and hand sanitiser will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, operated by a foot pedal, will be emptied at the end of the day.</p> <p>Social distancing routines will be maintained in all meetings with a suitably ventilated meeting space being used.</p> <p>Students will be asked to move quickly at lesson changeover and when in the corridors. Corridors will be monitored and Senior Leaders will review movement and waiting patterns.</p>	<p>Head of School/ Caretaker</p> <p>Head of School Caretaker</p> <p>Head of School/ Senior Leadership Team/ SENCO</p> <p>Classroom based staff/ Senior Leadership Team</p> <p>Head of School/ Senior Leadership Team/ SENCO</p> <p>Caretaker</p> <p>Executive Headteacher/ Head of School</p> <p>Head of School/Senior Leadership Team</p>	<p>26th August 2021</p>	<p>Additional guidance given at morning registration for students, and reminders/ monitoring in place throughout the day. Support for individual students in line with EHCPs.</p> <p>Additional arrangements in place for any student requiring intimate care (Maidstone). Currently not required anywhere else.</p>
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<p>Spreading infection through contact with coronavirus on surfaces</p>	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>Students, staff and visitors will all be expected to sanitise their hands upon arrival.</p> <p>Cleaning staff will clean frequently touched surfaces using approved cleaning products at least twice a day, including:</p> <ul style="list-style-type: none"> • Bannisters; • Classroom desks and tables; • Lockers; • Bathroom facilities (including taps and flush buttons); • Door and window handles; • Furniture; • Light switches; • Reception desks and windows; • Teaching and learning aids (e.g. projector remote controls); • Computer equipment (including keyboards and mouse); • Photocopier keypads; • Telephones. <p>If a person with coronavirus symptoms comes in to school, a deep clean will take place in the areas that the person has been in, following decontamination guidance. Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p>	<p>Head of School</p> <p>Head of School/ Caretaker</p>	<p>26th August 2021</p> <p>26th August 2021</p>	
<p>Spreading infection due to excessive contact and mixing between students and staff in classrooms.</p>	<ul style="list-style-type: none"> • Staff • Students 	<p>The sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.</p>	<p>Senior Leadership Team/ Caretaker</p>	<p>26th August 2021</p>	

Spreading infection due to the school environment	<ul style="list-style-type: none"> • Staff • Students 	<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. Areas in use will be well ventilated by opening window or using ventilation centres. Doors will be kept open, where fire safety and safeguarding wouldn't be compromised. This will be recorded in each school's Fire Folder.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Appropriate pedal operated lidded bins will be provided in key locations to facilitate the disposal of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks and for education where possible.</p> <p>Indoor sport will go ahead but outdoor sport and competitions will be prioritized. Where internal sport goes ahead, large well ventilated spaces will be used. Government guidance will be followed when planning team sports.</p> <p>Indoor and outdoor performances will go ahead. Performing Arts guidance will be followed when planning indoor and outdoor performances.</p>	<p>Head of School/ Trust Operations Manager</p> <p>Head of School</p> <p>Caretaker</p> <p>Head of School</p> <p>Head of School/SL PE</p> <p>Head of School/SL Creative Arts</p>	<p>26th August 2021</p> <p>26th August 2021</p>	<p>CEO/ Executive Headteacher to be present for each visit.</p> <p>If there is a change to any procedures due to a reduction in the availability of key staff, staff will be informed by the Head of School via email and face-to face where possible.</p>
Spreading infection due to excessive contact and mixing in meetings/ assemblies	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>Meetings will take place in well ventilated spaces with social distancing being facilitated as much as is possible.</p> <p>Assemblies will take place in large spaces with good ventilation.</p> <p>Progress Evenings will take place via Teams during the Michaelmas Term.</p>	<p>Head of School</p> <p>Head of School</p> <p>Head of School</p>	<p>26th August 2021</p>	
Spreading infection due to movement of staff across schools within the Trust.	<ul style="list-style-type: none"> • Staff • Students 	<p>Movement between the schools will be kept to the very minimum with specific protocols for the Trust 'supply' teachers and peri music teachers.</p> <p>Where possible, cross-Trust meetings will be conducted via Zoom/Teams. All peri staff will be required to share the risk assessments of their places of work as well as completing the Visitor's Questionnaire.</p>	<p>Executive Headteacher</p> <p>Executive Headteacher</p>	<p>26th August 2021</p>	<p>Guidance to be included in Staff Protocols document.</p>

<p>Individuals vulnerable to serious infection coming in to school.</p>	<ul style="list-style-type: none"> • Staff • Students 	<p>The Trust will work in line with the most up-to-date Government guidance for students and staff. Additional PPE will be provided for individual staff in line with personalized risk assessments.</p> <p>All staff and students, 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 should work from home where possible.</p>	<p>Head of HR/ Executive Headteacher</p>	<p>26th August 2021</p>	
<p>Mental health concerns for staff and students due to COVID-19 and lockdown.</p>	<ul style="list-style-type: none"> • Staff • Students 	<p>Wellbeing/ mental health issues are discussed with students during PSHE/ assemblies and at other appropriate opportunities. Health Behaviour Survey findings will be incorporated into the PSHE programme.</p> <p>Age-appropriate websites/ resources are provided for students. Staff direct students to these resources and are open to discussing them.</p> <p>Staff are directed to useful websites and resources that they might find helpful themselves. Line managers stay in touch regularly with staff and check they are well.</p> <p>Staff briefings and training focus on wellbeing, recognizing the importance of their own wellbeing and that of their pupils.</p> <p>Appropriate work plans are agreed with staff and support is provided where necessary.</p> <p>Remote learning for any students who are not at school as per the Remote Education Plan.</p> <p>Staff are considered as individuals and managed accordingly. Wellbeing and work-life balance are promoted with all staff.</p> <p>The Trust has access to trained staff who can deliver any bereavement counselling and support as well as trained Mental Health First Aiders.</p>	<p>Executive Headteacher/ Head of School/HR Officer</p>	<p>26th August 2021</p>	

<p>Some staff and students (or close family members) may have increased vulnerability to infection or poorer outcomes from COVID-19</p>	<ul style="list-style-type: none"> • Staff • Students 	<p>The latest Government guidance is applied.</p> <p>Staff and students with underlying health issues have been provided with updated guidance and discussions have been held with them regarding attending work/ school.</p> <p>All members of staff and students with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the School. Records are kept of this and regularly updated.</p> <p>Members of staff and students with underlying health conditions have been asked to seek and act on the advice of their GP/ consultant/ midwife or current Government advice.</p> <p>Staff and students are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest Government guidance.</p> <p>A pregnancy risk assessment is in place for any pregnant staff. If the risk assessment raises any significant issues for pregnant staff who are not in the third trimester then the full range of options will be considered including working from home earlier than 28 weeks.</p> <p>A workplace risk assessment will be in place for colleagues returning from maternity leave.</p>	<p>Head of HR/ Executive Headteacher/ Head of School</p>	<p>Post each DFE/ PM update</p> <p>26th August 2021</p>	
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<p>Lack of/ incorrect use of PPE or inappropriate disposal leading to increased risk of infection</p>	<ul style="list-style-type: none"> • Staff • Students • Visitors • Volunteers 	<p>The latest Government guidance on wearing PPE in schools is applied.</p> <p>Guidance has been issued to staff around need for and how to put on and take off PPE correctly. The need for PPE in some circumstances, such as providing intimate care, will be subject to a thorough individual risk assessment.</p> <p>Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required.</p> <p>Spill kits are available to be used when cleaning visible bodily fluids produced by a person with coronavirus (COVID-19) to reduce the risk of contamination.</p> <p>Guidance has been issued regarding the correct disposal of PPE.</p> <p>Staff will be provided with face masks if specifically required. Gloves and aprons will also be available if required.</p> <p>Staff are referred to the Trust PPE guidance documents.</p>	<p>Head of School/ Trust Operations Manager</p>	<p>26th August 2021</p>	
<p>Spreading infection due to insufficient staffing</p>	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<p>Trust supply teachers are in place with specific protocols. Heads of School will aim to work with the supply agency where specific staff have been identified for SET.</p> <p>Executive Headteacher to review staff absence daily with each Head of School. Contingency plans in place to use Google Classroom and year group rotas if required.</p>	<p>Executive Headteacher</p>	<p>26th August 2021</p>	