



Lady Margaret School

Covid-19: Risk Assessment for School Opening September 2021

Updated: 10th September 2021

To be reviewed: 19th October 2021

Lady Margaret School

Covid-19: Risk Assessment for School Reopening September 2021

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Assessment conducted by:	Mr A Parker	Job title:	Bursar	Covered by this assessment	Staff, pupils, parents, carers, contractors, visitors, volunteers
Date of assessment:	3 rd September 2021	Review interval:	Weekly: SLT Termly: Governors	Date of next review:	tbc

Related documents

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Lady Margaret School Covid-19: Testing Centre Risk Assessment January 2021

Risk matrix

			Likelihood				
			Rare	Unlikely	Possible	Likely	Almost Certain
			1	2	3	4	5
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Critical	5	5	10	15	20	25

Definition

Likelihood of Occurrence	Indicator
1. Rare	Will probably never happen
2. Unlikely	Do not expect it to happen but is possible
3. Possible	Might happen
4. Likely	Will probably happen
5. Almost Certain	Will undoubtedly happen

Risk Prioritisation

Risk Score	Prioritisation	Colour	Action
1 to 4	Low	Green	Acceptable but keep under regular review.
5 to 12	Medium	Amber	Consider further possible actions if reasonably practicable to reduce risk, then monitor and review.
13 to 25	High	Red	Further actions required to reduce risk with regular review.

Areas for concern	Risk rating prior to action (LxS)	Control measures	Further action/comments	Residual risk rating (LxS)
<p>Due to Covid-19, the number of staff who are available is lower than that required to teach classes in school</p>	<p>3x3=9 Medium</p>	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract Covid-19). A pregnancy risk assessment is in place for any pregnant staff. 	<ul style="list-style-type: none"> All clinically vulnerable and clinically extremely vulnerable staff are expected to attend school. Staff risk assessments will be completed and reviewed for existing and any new staff who require a risk assessment. They will be reviewed each time there is a significant change in Government guidance on Covid-19 which affects those in an 'at risk' category. A pregnancy risk assessment is in place for any pregnant staff. Where a staff member can not attend school due to health advice but are otherwise deemed well, the school will expect the member of staff to work from home for the duration of their absence. Cover procedures and sickness absence procedures to operate as normal. Staff to be encouraged to take Covid-19 Lateral Flow Testing and kits to be provided to staff by the school. Staff provided with testing procedure and guidance if displaying symptoms of Covid-19 or have tested positive on a Lateral Flow Test. Staff expected to take test for Covid-19, so if they test negative they can return to work quickly. Lessons will be covered internally where possible using the first call system. 	<p>2x2=4 Low</p>

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			<ul style="list-style-type: none"> Additional teaching capacity has been built into the school timetable which will be used for supply cover, to reduce dependency on outside agencies and the number of visitors coming to school. 	
<p>Pupils who are clinically vulnerable or clinically extremely vulnerable miss education as they are unable to attend school</p>	<p>2x4=8 Medium</p>	<ul style="list-style-type: none"> Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school from September. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents 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. The register of pupils with underlying health conditions is regularly updated. Pupils who are BAME may be more susceptible to poor outcomes if infected by Covid-19. Leaders take account of this in their risk assessments. For clinically extremely vulnerable pupils and clinically vulnerable pupils, concerns are discussed, procedures explained and risk assessments are offered/reviewed. 	<ul style="list-style-type: none"> All clinically vulnerable and clinically extremely vulnerable pupils to attend school. Where a pupil cannot attend school due to health advice / paediatric care, but are deemed well otherwise the school will provide a remote education to the pupil and expect the pupil to undertake learning from home for the duration of their absence. Pupils under health advice to not attend school will be identified and monitored by the Assistant Headteacher, Behaviour and Inclusion and SEND. Each pupil will be assessed according to their needs. Parents and carers will be consulted as required. 	<p>2x2=4 Low</p>

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Having missed significant face to face learning in 2019/2020 and 2020/2021, pupils will have fallen behind in their progress during school closures and achievement gaps will have widened	5x4=20 High	<ul style="list-style-type: none"> The school has developed and implemented a comprehensive 'catch-up' plan which identifies the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include amending schemes of work where necessary, prioritising key elements of the curriculum and additional planned intervention programmes. Gaps in learning will be assessed and addressed systematically in teachers' planning. Middle leaders will ensure that exam specifications are covered. 	<ul style="list-style-type: none"> School Development Plan 2021/2022 priority is to 'maintain excellent progress for all, including those in disadvantaged groups, at each key stage.' A robust monitoring process is in place for each year group to support pupils' progress. Staff CPD will be targeted to ensure staff are fully prepared to minimise all gaps in learning. 	3x3=9 Medium
Staff are not equipped or trained to deliver remote learning	1x3=3 Low	<ul style="list-style-type: none"> All staff are inducted in the use of Google Meets. All staff have equipment to deliver online learning from their classrooms and from their homes. All staff receive support and training to ensure that pupils learning at home and at school follow the school's curriculum plans. 	<ul style="list-style-type: none"> All staff have received training on Google Meets and have been issued with a protocol about how to deliver 'Live Learning'. The school has purchased 60 webcams and 2 video conferencing facilities for remote learning to take place in school. 	1x1=1 Low

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			<ul style="list-style-type: none"> All staff are able to deliver remote learning from home on their own devices. The school is able to loan laptops and chrome books to staff. 	
The resumption of non-overnight school visits poses risks to infection control	5x4=20 High	<ul style="list-style-type: none"> All school visits are considered on a case by case basis. A comprehensive risk assessment, factoring in Covid-19 related risks, is undertaken for each visit. 	<ul style="list-style-type: none"> Minimum school visits and trips are planned in 2020/2021. Any travel and overnight trips will take account of the latest Government advice. 	1x1=1 Low
Governors are not fully informed or involved in making key decisions about reopening	1x1=1 Low	<ul style="list-style-type: none"> Meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed. 	<ul style="list-style-type: none"> Staff and General Purposes Committee will review school policies and government guidance in relation to Covid-19. 	1x1=1 Low
The school is unprepared for a local lockdown should the rate of infection rise in the area	1x1=1 Low	<ul style="list-style-type: none"> There is full compliance with the DfE system control measures set out in the latest government guidance. A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. There is regular liaison with the local health protection team. Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. Lessons learnt during the school closure period are applied to the contingency plan. 	<ul style="list-style-type: none"> None 	1x1=1 Low
The school does not implement the current Public Health England Control Measures and DfE Guidance to limit the spread of Covid-19.	3x4=12 Medium	<ul style="list-style-type: none"> Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows: <p>1. Ensure good hand hygiene</p> <ul style="list-style-type: none"> Handwashing / sanitising is encouraged to take place at all times when pupils, staff or visitors enter the school; at 	<ul style="list-style-type: none"> None 	1x4 Low

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		<p>break; before and after lunch; before leaving school; whenever the toilet is used.</p> <ul style="list-style-type: none"> • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. • Posters are placed in all toilet and handwashing areas reminding about good hand hygiene <p>2. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> • Posters are placed across the school, that remind pupils and staff about the approach and the importance of 'catch it, bin it, kill it'. These posters are displayed alongside handwashing posters around the school, particularly in all toilet and handwashing areas and at entry and exit points. • The location of bins around the school is checked on and more are ordered if necessary. • A schedule for bins to be emptied and disinfected is in place and is adhered to. • Pupils using public transport are reminded of the need to wear face coverings/masks on public transport. <p>3. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <ul style="list-style-type: none"> • A cleaning plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. • The school's premises manager ensures delivery of the cleaning across the school in conjunction with the cleaning contractor and ensures that the contractor fully understands their role in preventing the spread of coronavirus. 		

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		<ul style="list-style-type: none"> • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. • Stock checks and stock control are maintained. • Normal cleaning routines, cleaning specifications and chemicals have been confirmed as appropriate for sanitising against the spread of infections and specifically the spread of Covid-19. • Additional cleaning of frequently touched surfaces in communal areas throughout the school day e.g. handrails, door handles. • Additional cleaning of all toilets, staff kitchens and workspaces throughout the day. <p>4. Use of PPE</p> <ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing. <p>5. Keeping Occupied spaces well ventilated when the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation 		

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		<p>meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <ul style="list-style-type: none"> • Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p> <p>6. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</p> <p>Asymptomatic Testing</p> <ul style="list-style-type: none"> • After initial mass testing in September 2021 two weekly asymptomatic testing at home will be promoted and encouraged for all staff and pupils. This includes encouraging their reporting of all results to the NHS. <p>Reporting</p> <ul style="list-style-type: none"> • Any staff member or pupil testing positive for Covid-19 must inform the school. Anyone who tests positive on a lateral flow device must self-isolate and get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, they must continue to self-isolate. <p>Self-Isolation</p> <ul style="list-style-type: none"> • The school will reinforce the following message to the school community regarding when to self-isolate and 		

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		<p>stay away from school. Pupils and staff must self-isolate straight away and get a PCR test as soon as possible if they have</p> <ul style="list-style-type: none"> ○ a high temperature ○ a new, continuous cough ○ a loss or change to your sense of smell or taste <ul style="list-style-type: none"> • They must also self-isolate straight away and for the next 10 full days if: <ul style="list-style-type: none"> ○ they have tested positive for COVID-19 ○ someone in their household has symptoms or tests positive (unless they are not required to self-isolate in line with the exemptions below) ○ they have been told to self-isolate following contact with someone who tested positive • The school will also emphasise the importance of quarantine requirements to staff and pupils and the need to plan to ensure that school is not missed as the result of a holiday booking. • Close contacts of a positive case can avoid self-isolation if either of the following applies: <ul style="list-style-type: none"> ○ they are fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS ○ they are under 18 years, 6 months old ○ they are taking part or have taken part in a COVID-19 vaccine trial ○ they are not able to get vaccinated for medical reasons • Close contacts, even those with no symptoms should still: <ul style="list-style-type: none"> ○ get a PCR test on GOV.UK to check if you have COVID-19 		

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		<ul style="list-style-type: none"> ○ follow advice on how to avoid catching and spreading COVID-19 ○ consider limiting contact with people who are at higher risk from COVID-19 <p>The right to restrict entry</p> <ul style="list-style-type: none"> ● We anticipate that the school & parents will be in agreement that a pupil with symptoms should not attend school, given the potential risk to others. In the event that a parent/guardian insists on a child attending school, we reserve the right in line with government guidance, to refuse the child entry to school if in our reasonable judgement it is necessary to protect other pupils and staff from possible infection with coronavirus (COVID-19). ● Any such decision will be carefully considered in light of all the circumstances and the current public health advice. Staff will be instructed to remain vigilant to look out for any members of the school community who are exhibiting possible Covid-19 symptoms and to report this very promptly to a member of the SLT. <p>Managing confirmed cases</p> <ul style="list-style-type: none"> ● Where cases are confirmed in school the pupil will be isolated where appropriate in line with guidance in a well ventilated room and will recommend the avoidance of public transport for the journey home. ● In addition to requiring self-isolation for those with symptoms and for confirmed cases, the school will also monitor the spread of confirmed cases in school in order to identify appropriate moments for any stepping up or down of Covid-19 control measures. The DfE will be informed whenever a member of the school community is admitted to hospital with Covid-19 and when advice is needed regarding escalation to the public health team. 		

