

The Westminster School COVID-19 Risk Assessment

DATE OF RISK ASSESSMENT **2 September 2021**(OMF) (updated and reviewed versions 21 May, 1 April, 23 May, 1 June, 16 June, 1 July, 9 July, 4 March 2021)

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DIRECTORATE:
EDUCATION

SITE/LOCATION: **The Westminster School at Rowley Learning Campus**

The following plan has been written by Mr O Flowers and the Governing Body at The Westminster School. It is intended to identify, assess and minimise (wherever possible) any risks involved with the reopening plan of the school from September 2021. It also takes into account Government guidance, health and safety recommendations, updates from Sandwell Local Authority and the results of parent and staff surveys. This risk assessment is under constant review and will be updated following government guidance.

The latest updated guidance from the Department of Education on 27 August 2021 and can be found at:
[Special schools and other specialist settings: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/special-schools-and-other-specialist-settings-coronavirus-covid-19)

The Risk Assessment reflects the government step 4 phase. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

Guidance on face coverings (updated).

Face coverings are longer advised for pupils, staff and visitors either in classrooms or in communal areas. The Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.

The phases of PPE application will only be utilised and referred to:

- In the event of a local outbreak as assessed by the School's Senior Leadership Team.
- Based on advice and guidance from Public Health Guidance from Sandwell

Based on increasing infection rates within Sandwell and the local area. References to phases of PPE application

Phase 1.1 PPE:	Phase 1.2 PPE:	Phase 2 PPE:	Phase 3 PPE:
- Facemask	- Gloves - Medical Facemask	- Gloves - Medical Facemask - Goggles - Apron	- Gloves - Goggles - Cover-all - Shoe covers - Face shield (visor)

Pathway bubbles will no longer be used until further notice for Autumn 2021.

Stepping up procedures are referred to in the document and will form part of the contingency planning in the event of an increase in risk in the school or wider community. This will be done so in conjunction with Sandwell PHE and Education counterparts.

COVID Management Strategy sections will be implemented in the event of a suspected or confirmed COVID case in the school setting.

HAZARD/RISK	ACTION REQUIRED / DETAILS OF CONTROL MEASURES AND PROCEDURES	BY WHOM	DATE COMPLETED	RISK BEFORE CONTROL MEASURE	RISK AFTER CONTROL MEASURE
<ul style="list-style-type: none"> 1. Risk of coronavirus infection spreading to children, staff and visitors at schools 	<ul style="list-style-type: none"> Head Teacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. See latest advice attached. Teachers share key information about hygiene daily. Resources are 'Catch it, Bin it, Kill it' poster and handwashing video https://www.nhs.uk/live-well/healthybody/best-way-to-wash-your-hands/ and explain posters via IWBs: <ul style="list-style-type: none"> https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1 https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf?ua=1 Poster using Communicate in Print (attached) Posters and lesson plans on general hand hygiene can be found on the eBug website https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/alternative-resources/ Pupils, students, staff and visitors should wash their hands: <ul style="list-style-type: none"> before leaving home on arrival at school after using the toilet after breaks and sporting activities before food preparation before eating any food, including snacks before leaving school when applying, removing or renewing PPE. Government guidance states that staff supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues. <ul style="list-style-type: none"> Handwashing facilities provided throughout the school. Handtowels disposed of in a lidded bin provided. Washing hands guide https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public Government guidance states that School must seek to clean and disinfect regularly touched objects and surfaces more often than usual using standard cleaning products. <ul style="list-style-type: none"> FM will clean rooms at the end of the day as per their cleaning schedule. School to inform IFM of room occupation so they can focus deeper cleaning regime on those spaces. School staff will supplement cleaning regime throughout the day. Regular meetings to be had with FM team to ensure clear communication regarding the processes which they are following as advised by Government/PHE and to be aware of the relevant procedures they are adhering too. E.g. Isolation room to be vacated for at least 24 hours. Temperature tests will be taken of staff and pupils if they have a questionable temperature. These tests will be recorded on a centralised sheet and kept only for as long as is needed. If temperature is above 37.8 or higher the follow procedures detailed in section 2. Questionable temperature will be triple checked with different devices (radar and ear probe). 	<p>SLT</p> <p>All adults and children</p> <p>All staff</p> <p>Interim School Business Managers</p>	<p>On going</p>	<p>High</p>	<p>Medium to Low</p>

<ul style="list-style-type: none"> Risk of coronavirus infection spreading to children, staff and visitors at school 	<ul style="list-style-type: none"> Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing at the earliest opportunity. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. Tissues should be available in all classrooms and in easy reach of children. Installation of hand sanitising stations at all entrances, exits and in the Dining Hall as well as portable handwashing facilities. 	<p>SLT, teachers and support staff.</p> <p>Finance Officer/Interim School Business Managers</p>	<p>On going</p> <p>ASAP</p>	<p>High</p>	<p>Medium to Low</p>
<p>COVID MANAGEMENT STRATEGY</p> <ul style="list-style-type: none"> 2. Child/Adult is unwell and it is believed that they potentially could have COVID-19. 	<ul style="list-style-type: none"> Phase 3 PPE to be applied for personnel managing the situation. Parent to be called immediately to collect child. Staff to be sent home immediately. If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the staying at home guidance. Call 999 if they are seriously ill or injured or their life is at risk. Child/Adult will be moved to the designated isolation room (in the case of staff waiting to be collected by next of kin). Explain that they are safe and that you will close the door – make sure the blinds are up, so that they can be monitored and the window is open for ventilation. Child/Adult should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use the nearest toilet to the designated isolation room. The isolation room and toilet will need to be closed until deep cleaning has taken place. <p>Isolation Rooms: The room closest to the suspected case will be selected as detailed below.</p> <ul style="list-style-type: none"> - P16 First Aid Room - TWS First Aid Room <ul style="list-style-type: none"> If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Guidance on cleaning in non-healthcare settings. A member of staff who is supervising a child who is isolating in one of our designated isolation room due to them demonstrating potential COVID-19 symptoms should wear appropriate PPE provided by the school. Hand sanitiser, bin and tissues to be obtained for designated isolation room. 	<p>SLT, teachers and support staff.</p> <p>SLT, teachers and support staff.</p> <p>SLT, teachers and support staff.</p> <p>Interim School Business Managers/Interserve FM</p> <p>Finance Officer/Interim School Business Managers</p>	<p>If necessary and ASAP</p> <p>If necessary and ASAP</p> <p>If necessary and ASAP</p> <p>If necessary and ASAP</p> <p>If necessary</p> <p>ASAP</p>	<p>High</p>	<p>Medium to Low</p>
<p>COVID MANAGEMENT STRATEGY</p> <ul style="list-style-type: none"> 3. A case of COVID-19 (pupil or adult) is suspected at our settings. 	<ul style="list-style-type: none"> Whilst awaiting results from a potential positive COVID-19 case no pupil or member of staff will need to isolate unless recommended by NHS Test and Trace or Public Health Sandwell. All pupils will be encouraged to have a test if they show signs or symptoms of COVID-19. Contact tracing will be implemented by NHS Test and Trace and PH Sandwell. All staff who will have been in contact with someone who has a positive result will be promoted encourages to test at least twice per week, 	<p>SLT</p>	<p>If necessary and ASAP</p>	<p>High</p>	<p>Medium to Low</p>

	<ul style="list-style-type: none"> • Clean and disinfect surfaces in your home. Wash your hands before eating or handling food. • Suggest this advice to parents/carers if they are worried about contamination when their child returns home. 				
<ul style="list-style-type: none"> • 7. Contamination from the watercoolers or taps when get a drink. 	<ul style="list-style-type: none"> • Pupils are to be supervised when using the watercoolers in school. • FM to clean regularly as part of the daily cleaning activities. 	All Staff	Ongoing	Medium	Low
<ul style="list-style-type: none"> • 8. Risk of spreading the virus through contaminated clothing. 	<ul style="list-style-type: none"> • Parents will be reminded to ensure all pupils wear clean clothes each day. <p>What if a pupil presents with poor personal hygiene?</p> <ul style="list-style-type: none"> • They are visibly dirty (skins clothes) • They omit an unpleasant odour. • They don't Catch-It, Bin-It, Kill-It. <ul style="list-style-type: none"> • Pupils will be encouraged to immediately shower when they come into the setting if personal hygiene is in question and pupils will be provided with a spare change of clean clothing. <p>All clothing items will be bagged and laundered.</p> <ul style="list-style-type: none"> • Pupil will be provided with temporary clothing to wear. <p>Clothing will be returned with a note explaining the situation.</p> <p>A member of the school management team will phone parents to inform them of the risks due to personal hygiene. The school reserves the right to refuse care if this principle cannot be adhered to due to the risk associated with passing the virus on.</p>	All Staff	Ongoing	Medium	Medium
<ul style="list-style-type: none"> • 9. Face coverings 	<p>Face coverings are longer advised for pupils, staff and visitors either in classrooms or in communal areas. The Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.</p> <p>This includes public transport and dedicated transport to school or college.</p> <p>In circumstances where face coverings are recommended</p> <ul style="list-style-type: none"> • If you have an increase in the number of positive cases in your setting a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, students, staff and visitors). See stepping up procedures. 	All Staff	Ongoing	Medium	Medium
<ul style="list-style-type: none"> • 10. Suspected pupil COVID cases 	<p>In most cases, parents and carers will agree that a pupil or student with symptoms should not attend given the potential risk to others. If a parent or carer insists on their child attending your setting you can take the decision to refuse them if, in your reasonable judgement, it is necessary to protect others from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>	All Staff	Ongoing	Medium	Medium
<ul style="list-style-type: none"> • 11. Classroom risks with spreading COVID-19 	<p>Classroom set-up</p> <ul style="list-style-type: none"> • All soft furnishing, where practicable, will have been removed. • Outdoor courtyard spaces to be used where possible to limit the room occupancy. • Outdoor learning to be promoted throughout the fabric of the day. <p>Rooms are to be well ventilated where practicable and considering weather conditions. It is important to ensure it is well ventilated and a comfortable teaching environment is maintained. Liaison with FM will be achieved to ensure an optimum rate of air-circulation. CO2 monitoring is in place in all classrooms to identify the appropriateness of the ventilation conditions.</p> <p>FM to be informed of which class spaces are being used in order for them to be effectively cleaned at the end of each day.</p>	All Staff	Ongoing	Medium	Low

	<p>Rooms to be cleaned at each transitions point:</p> <ul style="list-style-type: none"> - During each break/outside play period - During lunch - If pupil demonstrate poor application of hygiene regulations (reminder of Catch-It, Bin-It, Kill-It). - Nominated cleaning staff will be appointed by the classroom lead. <p>What is to be cleaned in the rooms by the staff?</p> <ul style="list-style-type: none"> - All contact points (tables, door handles, keyboards) <p>What will be used to clean?</p> <p>Either:</p> <ul style="list-style-type: none"> - 70% alcohol sanitation wipes. - Suma Bac D10 Cleaner and Sanitiser <ul style="list-style-type: none"> o Dilution Ratio: 1:25 - 1:100 depending on the level of soiling <p>If using the D10 spray this must be used in conjunction with disposable blue roll and disposed of immediately in the lidded bins provided. Staff to wear glove, facemask and goggle PPE when cleaning. Staff should wash their hands once completing cleaning regime.</p> <p>All cleaning equipment will be provided and will be kept locked in the cupboard when not in use.</p>				
<ul style="list-style-type: none"> • 12. Sensory Room contamination. 	<p>The use of the sensory room will be vital to the provision offering for some pupils and will be necessary for their own health and wellbeing. Spaces can only be used where strict cleaning regimes are adhered to in order to prevent the spread of viruses.</p> <p>Both rooms are to be wiped down with the equipment provided after use.</p> <ul style="list-style-type: none"> - 70% alcohol sanitation wipes. - Suma Bac D10 Cleaner and Sanitiser <ul style="list-style-type: none"> o Dilution Ratio: 1:25 - 1:100 depending on the level of soiling - Using the disposable mop heads. <p>Mop heads are to be disposed of in the lidded bin provided.</p>	All Staff	Ongoing	Medium	Low
<ul style="list-style-type: none"> • 13. Toileting hygiene risks. 	<ul style="list-style-type: none"> • Pupils will be reminded of good hand hygiene practices when they go to the toilet (see above). • If pupils need help with personal care full phase two PPE will be implemented to keep everyone safe and will be replaced directly after use and disposed of in the correct waste disposal bins. • When coming back into the classroom pupils will be promoted to use the alcohol hand sanitiser if there is a query about how well they have been able to wash their hands. • External door handles into the classroom will be wiped if there is a question about appropriate handwashing. <p>FM Control Measure –</p> <ul style="list-style-type: none"> - IFM to support the cleaning protocols throughout the day at key points when footfall is significantly reduced. 	All Staff	Ongoing	Medium	Low
<p>STEPPING UP MEASURES (in the event of increased risk)</p> <ul style="list-style-type: none"> • 14. Reducing potential spread of 	<ul style="list-style-type: none"> • All staff will wear sufficient PPE based on the risks associated with their group. This is divided between those who can social distance effectively and those who cannot (see further down in the RA). • Staff are allocated specific groups and bubbles to work within. They will not work with another bubble unless asked to do so by the school management team. This will be due to: <ul style="list-style-type: none"> o Limit any spread of infection 	All Staff	Ongoing	High	Medium

infection between bubbles.	<ul style="list-style-type: none"> ○ Effective internal contact tracing methods can be implemented. ● Pupil who have a sibling in school will be kept in the same bubble irrespective of their need or pathways provision. ● Bubbles will eat and play together maintaining principles of social distancing. ● If a member of staff or pupil within the bubble falls ill the procedure “A case of COVID-19 - (pupil or adult) is suspected/confirmed at our settings” will be instigated. 				
<p>STEPPING UP MEASURES (in the event of increased risk)</p> <ul style="list-style-type: none"> ● 15. Reducing contact and promoting social distancing during break/playtimes. 	<p>Groups socialise in their Mega Bubbles/ Pathway Bubbles (as per government guidance document)</p> <ul style="list-style-type: none"> - 5 possible zones. <p>Play zones to be allocated to include:</p> <ul style="list-style-type: none"> - Rear playground – PD Break Time - Front MUGA – Bridging Break Time - P16 MUGA – WMS Break Time (Access through Art and Garden Area) - Forest School Area – P16 Break time if required. - Primary playground – Primary Break Time (rotation of times locally coordinated to ensure pathways do not mix). <p>No congregation within the canteen area during break time.</p> <p>Playtimes will be allocated to ensure limited corridor footfall and to ensure only one bubble is using the space at a time.</p> <ul style="list-style-type: none"> - PD break time – 10.55 – 11.05 - Bridging break time – 10.55 – 11.05 - WestminStars break time – 11.00 – 11.10 - P16 break time to be taken during P3 and P3 lesson starts at 10.55 <p>Pupils wash their hands when going out and coming back in using the mobile handwashing sinks located at the entrance doors. Maintaining 2 meter spacing when queuing back in.</p>	All Staff	Ongoing	Medium	Low
<p>STEPPING UP MEASURES (in the event of increased risk)</p> <ul style="list-style-type: none"> ● 16. Reducing contact and promoting social distancing during dinner times. 	<p>Phase 2 PPE applied at all time in enclosed canteen space.</p> <p>Split lunches and reduced times.</p> <ul style="list-style-type: none"> - 3 periods of split lunches – <ul style="list-style-type: none"> ○ PD Lunch 12.00 – 12.30 – outdoor space for play will be in the rear playground ○ Bridging Lunch 12.35 – 13.05 - outdoor space for play will be in the front MUGA ○ WestminStars Lunch (KS3-KS4) 13.10 – 13.40 - outdoor space for play will be in the rear playground ○ WestminStars KS5i (Bredon and Snowdon - 20) 12.30 – 13.00 – social space in P16 Rear Garden ○ WestminStars KS5ii (Beacon and Nevis - 20) 13.05 – 13.35 – social space in P16 Side Garden and MUGA <p>Staff PPE applied at all times.</p> <p>Pupil will wash their hands in the portable sinks provided before and after meal times.</p> <p>2-meter distancing markers provided on the floor and staff supervision will promote this.</p> <p>Occupancy limit of 52 in the canteen at all times in order to promote effective social distancing (1m). In the Westminster Hall using the fold down tables and chairs provides additional occupancy of 13 – total lunchtime capacity is 65 students.</p> <ul style="list-style-type: none"> - PD KS2 = 16 - Bridging KS2 = 8 - WMS KS3-KS4 = 65 - WMS KS5 = 40 - Bridging KS3-KS5 = 63 - PD KS3 – KS5 = 42 	All Staff	Ongoing	Medium	Low

	<p>Pupils will need to sit 1 meters apart in their class group / bubbles. This will be indicated by the supervising staff.</p> <p>Markers on the seating areas to demonstrate where pupils need to sit. This will be adhered to and reminded by the supervising staff.</p> <p>Sanitation of space between: - 12.30 – 12.35 PD (School Team) - 13.05 – 13.10 Bridging (School Team) -13.40 – 13.50 WMS (Autograph)</p> <p>Duty lunchtime staff to clean the space using D10 sanitiser and other cleaning equipment. PPE to be changes once this is completed to prevent the spread of infection between the bubbles.</p>				
<p>STEPPING UP MEASURES (in the event of increased risk)</p> <ul style="list-style-type: none"> 17. Reducing contact and promoting social distancing during start and end of day. 	<p>Parents, drivers and escorts are reminded of the principles of social distancing and it will not be permitted for people to congregate socially in the car park or other school areas. It is important that all parties model social distancing.</p> <p>Staff Phase 1.1 PPE applied at all times for all supervising staff.</p> <p>Pupil handwashing (portable facilities) or hand sanitising on entrance to the building.</p> <p>Handtowels to be used to dry hands and disposed of in the lidded foot operated bin provided. Followed by an application of hand gel if possible.</p> <p>All pupils will be temperature tested before entering into the building. This will be recorded in a pupil monitoring record sheet.</p> <ul style="list-style-type: none"> - Pupils demonstrating any signs or symptoms of COVID -19 follow procedures detailed in isolation guidance. <p>Zoned pick up areas:</p> <ul style="list-style-type: none"> - P16 for Parents - Drop off zone for minibuses and taxis <p>Taxi groups will be called off the buses by coordinating members of staff and required to line up on Social Distancing Dots/Tape at 2 meter intervals.</p> <p>Escorts will not be permitted in to the school building at any time. Roll call and taxi administration will be coordinated on the grass area next to the car park.</p>	<p>IPTU and parents will be informed of modified timings to the day.</p>	<p>Ongoing</p>	<p>Medium</p>	<p>Low</p>
<p>STEPPING UP MEASURES (in the event of increased risk)</p> <ul style="list-style-type: none"> 18. Transition in corridors – lack of social distancing in busy spaces. 	<p>Although the risk associated with transmission in corridors is not significantly high the school has taken the following control measures.</p> <ul style="list-style-type: none"> - Limit the volume of people in school at any one given time – transition rota to be drawn up based on pathway movements. - Pupils escorted to toilets, break and lunch times. - Social distancing dots have been installed throughout all corridors as a visual reminder of the 2-meter distancing rule. - Keep to the right principle now in operation. - Up and down stair cases now in operation – up in the central staircase and down in the primary stair case. - Pupils and staff are not permitted to socialised and talk in corridors and walkways. - 3 periods of split lunches – <ul style="list-style-type: none"> o PD Lunch 12.00 – 12.30 o Bridging Lunch 12.35 – 13.05 o WestminStars Lunch (KS3-KS4) 13.10 – 13.40 	<p>All Staff</p>	<p>Ongoing</p>	<p>Medium</p>	<p>Low</p>

<ul style="list-style-type: none"> 19. Risk of transmission of COVID-19 when on shared transport. 	<p>The government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces, including where you may come into contact with people you don't normally meet.</p> <p>Children and young people aged 11 and over should wear a face covering when travelling on dedicated transport to secondary school or college.</p> <p>We no longer recommend maximising distancing and minimising mixing, but unnecessary risks such as overcrowding should be minimised.</p>	Pupils	Ongoing	Medium	Low
<ul style="list-style-type: none"> 20. Emotional distress of children 	<p>It is acknowledged that some pupils will struggle with the new routines of the school in order to protect staff and pupils. These measures are essential to keep everyone safe. If pupils are too distressed, then the school reserves the right to temporarily remove or reduce provision for individual pupils. This decision will be made in the best interests of all parties and actioned by the Head teacher or Head teacher designate.</p> <p>If pupil's behaviour and wellbeing is compromised to a point where they are spitting, being violent or not adhering effectively to social distancing, the school reserves the right to temporarily remove or reduce provision for individual pupils until it is safe to return. This decision will be made in the best interests of all parties and actioned by the Head teacher or Head teacher designate where there is a real risk of transmission of COVID due to increased instances of COVID within the community.</p>	All staff and pupils	Ongoing	Medium	Low
<p>STEPPING UP MEASURES (in the event of increased risk)</p> <ul style="list-style-type: none"> 21. Emotional distress of staff. 	<p>The school has been proactive in both its communication to staff about the changing landscape but also seeking their views.</p> <p>Virtual staff meetings and briefings have been regularly conducted. This provides an opportunity for staff to seek clarification or ask questions.</p> <p>Head teacher has promoted direct communication from staff where they do not feel comfortable raising and issue in an open forum.</p> <p>Staff will be provided opportunities to read, digest and feedback on the risk assessment.</p> <p>Staff will be given an opportunity at the end of the day to support the process of reflection in order to refine practices and policies to make the school safer.</p> <p>A fair, equitable and measures approach to staff rota allocations. Individual discussions have happened where there are anxieties with staff returning to work. Consideration of childcare has been a priority.</p> <p>Taking into consideration those who are medically vulnerable, have people who they live with who are medically vulnerable or who have care responsibilities when completing staff rota.</p> <p>The Head teacher promotes an open culture of communication to raise any challenges they are facing or concerns they have. The school leadership team will work with families to overcome any challenges or concerns they have.</p> <p>PPE has been provided to all staff throughout their time at school to reduce anxieties and to manage the real risk of COVID-19.</p>	All staff	Ongoing	Medium	Low
<p>STEPPING UP MEASURES (in the event of increased risk)</p> <ul style="list-style-type: none"> 22. Vulnerable or at risk employees. 	<p>These principles will only be instigated based on changing government guidance.</p> <ul style="list-style-type: none"> The role of the Headteacher, Governing Board and all employees is to ensure that everyone is kept safe. The government have outlines people with certain underlying medical conditions and those with certain characteristics which make them more vulnerable in relation to COVID-19. Employees are categorised into the areas of clinical vulnerability as designated by the NHS. https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/ <p>The school will work closely with employees to ensure they can safely work. Individual risk assessments will be completed when there has been an identified risk factor. The school will also consult with Occupational Health where required and when the employee consents to do so.</p>	Staff	Ongoing	Various	<p>Individual RA completed – RAG Risk register for all staff.</p> <p>This is regularly reviewed based on changing clinical and</p>

					government guidance.
<ul style="list-style-type: none"> 22. Staff PPE training 	<ul style="list-style-type: none"> All staff will be provided with World Health Organisation PPE Training. A copy of the training certificate will be sent to Angela Gibson and will be kept on the staff training file. All staff will complete <i>Module 1: How-to-guide for putting on and removing PPE according to droplet/contact precautions for COVID-19</i> - https://openwho.org/courses/ Reminders and PPE briefing by suitably qualified staff will be provided by the school. 	All Staff	Ongoing	Medium	Low
<ul style="list-style-type: none"> 23. Working from home policy 	<ul style="list-style-type: none"> Staff – remote working policy developed and ratified by governors in order to manage and mitigate the risk associate in this area. 	SLT/Interim School Business Managers	Ongoing	Low	Low
<ul style="list-style-type: none"> 24. Contact Tracing and Isolation 	<p>Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case or their parent to identify close contacts. Contacts from a setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p>Settings may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> they are fully vaccinated they are below the age of 18 years 6 months they have taken part in, or are currently part of, an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Adults who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>Further information on getting a free PCR test to check if you have COVID-19, choosing a drive-through or walk-through test centre for a quick test or ordering a home test kit is available.</p> <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to be fully vaccinated. At which point, they will be</p>	All Staff	Ongoing	Medium	Medium

subject to the same rules as adults, and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

The school will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting, or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some additional control measures.

Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.

When to isolate

Self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

You should also self-isolate straight away if:

- you've tested positive for COVID-19 – this means you have the virus
- someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you)
- you've been told to self-isolate following contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app

Duration of isolation

If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days.

You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away. In particular a high temperature or fever.

When you do not need to self-isolate

If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:

- you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- you're under 18 years, 6 months old
- you're taking part or have taken part in a COVID-19 vaccine trial
- you're not able to get vaccinated for medical reasons

Even if you do not have symptoms, you should still:

- get a PCR test on GOV.UK to check if you have COVID-19
- follow advice on how to avoid catching and spreading COVID-19
- consider limiting contact with people who are at higher risk from COVID-19

Other documents have been used to inform the completion of this risk assessment including:

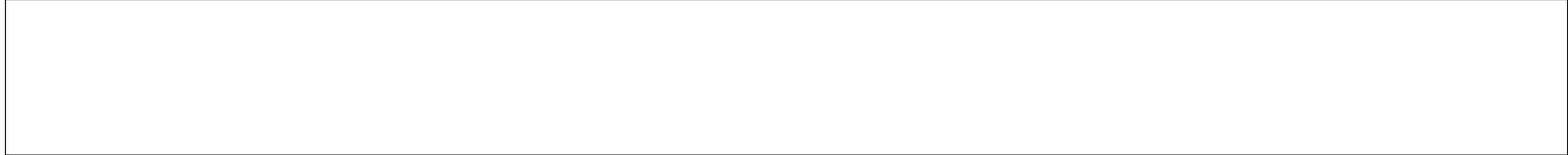
- Sandwell LA – Guidance document to support schools informing their approach to social distancing - Version 1 18.5.20

Further information is on the DfE website:

DfE helpline:
 Phone: 0800 046 8687
 Email: DfE.coronavirushelpline@education.gov.uk Opening hours: 8am to 6pm (Monday to Friday), 10am – 4pm (Saturday to Sunday)

PHE Sandwell
PHCovid19_Enquiries@sandwell.gov.uk
 0121 569 5193
 07972 572 991

Signed by: [Oliver Flowers HT] Date: 02/09/2021



Risk assessment reviews		
Date	Signature	Comments
June 1 st 2020	OMF	None required
June 2 nd 2020	OMF	None required
June 8 th 2020	OMF	None required
June 16 th 2020	OMF	None required
June 30 th 2020	OMF	Amendments based on Mega Bubbles, PPE, etc. Other amendments to risk based on staff coming into work when pupils are not in school.
9 th July 2020	OMF	Amendments to include information about mega bubbles, allocated spaces, toilets, PE facilities, action in the event of an outbreak, subject specific teaching, changes in employee vulnerability, transport, start and end of day routines and times, lunch and break times. Sent out for consultation to all staff on 9 July 2020.
1 st September 2020	OMF	Revised based on government guidance update on 28/08/2020.
4 th March 2021	OMF	Revised based on government guidance updated on 1 March 2021 (Special schools and other specialist settings: coronavirus (COVID-19) - GOV.UK (www.gov.uk))
6 April 2021		None required
24 May 2021		None required

2 September 2021		Revised based on government guidance updated on 27 August 2021
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