



THE VAYNOR FIRST SCHOOL

Worcestershire Recovery Planning: SEPTEMBER 2021

RISK ASSESSMENT v 1.8

The following Probability and Impact Matrix uses the combination of probability and impact scores of individual risks and ranks them for easy handling of the risks. Each Theme and area of consideration should be RAG scored using the probability and impact matrix to help to determine which risks need detailed risk response plans.

		Impact				
		Trivial	Minor	Moderate	Major	Extreme
Probability	Rare	Low	Low	Low	Medium	Medium
	Unlikely	Low	Low	Medium	Medium	Medium
	Moderate	Low	Medium	Medium	Medium	High
	Likely	Medium	Medium	Medium	High	High
	Very likely	Medium	Medium	High	High	High

PREVENTATIVE MEASURES & HYGIENE		RAG RATING	PERSON LEADING
AREA OF PREVENTION 1	ENSURE GOOD HYGIENE FOR EVERYONE	LOW	Headteacher
AREA OF PREVENTION 2	MAINTAIN APPROPRIATE CLEANING ARRANGEMENTS	LOW	Site Manager
AREA OF PREVENTION 3	KEEP OCCUPIED SPACES WELL VENTILATED	LOW	Headteacher
AREA OF PREVENTION 4	FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19	LOW	Headteacher

LINKS TO FULL DFE GUIDANCE DOCUMENTS REFERENCED

GETTING A COVID-19 TEST: <https://www.gov.uk/get-coronavirus-test>

STAY AT HOME GUIDANCE: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

SHIELDING & CEV: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

NHS TEST & TRACE: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

NHS HANDWASHING GUIDANCE: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

SCHOOLS OPERATIONAL GUIDANCE: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

SAFE USE OF PPE: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

CLEANING IN NON-HEALTHCARE SETTINGS OUTSIDE THE HOME: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

SCHOOL ATTENDANCE: <https://www.gov.uk/government/publications/school-attendance>

FACE COVERINGS: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

THE CONTINGENCY FRAMEWORK:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

VAYNOR COVID 19 OPERATIONAL RISK ASSESSMENT SEPTEMBER 2021 v1.1

OVERVIEW OF CONTEXT

Following the announcement by the Prime Minister on 22.2.21 our school will be reopening full to all children from Monday 8th March in line with government guidance.

THIS RISK ASSESSMENT TAKES INTO ACCOUNT THE FOLLOWING GOVERNMENT GUIDANCE:

School's Covid-19 Operational Guidance 27th August 2021:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

KEY CHANGES IN APPROACH

MIXING AND BUBBLES

We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be in school from the autumn term. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and there is no longer a need to make alternative arrangements to avoid mixing at lunch.

TRACING CLOSE CONTACTS AND ISOLATION

Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent 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. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

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:

- they are fully vaccinated
- they are below the age of 18 years and 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 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.

Staff 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.

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 get fully vaccinated. At which point, they will be 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.

Settings 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 control measures.

FACE COVERINGS

Face coverings are no longer be advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed 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. <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own> 20th July 2021.

30.11.2021 Facemasks are now mandatory for staff in communal areas, in shops and on public transport. <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

If we have a substantial increase in the number of positive cases in our school, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt).

STEPPING MEASURES UP AND DOWN

There is a contingency plan (sometimes called outbreak management plans) outlining how we would operate if there were an outbreak in our school or local area and is written in line with The contingency framework https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf August 2021.

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. As a school we will take extra action if the number of positive cases substantially increases.

SUMMARY OF CONTROL MEASURES

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

This will be through:

- LFD twice weekly testing to continue in line with government guidance
- Regular and repeated handwashing/sanitising schedule in place for all staff and children
- Maintaining social distancing of ~~1m~~ **2m (30.11.2021)** and minimise mixing to within Key Stage teams
- Immediate isolation of anyone demonstrating onset of Covid-19 symptoms
- Good respiratory hygiene practice
- No sharing of equipment across classes and children to have their individual equipment packs
- Enhanced cleaning regime to remain in place
- CEV staff risk assessment reviewed in line with revised guidance
- Formal monitoring of statutory attendance
- All SLT & staff meetings to take place virtually
- Full compliance with LORT & PHE for when to step up measures in line with the contingency plan
- Ensuring key staff understand the escalation process to get further public health advice via DfE helpline

PREVENTATIVE MEASURES

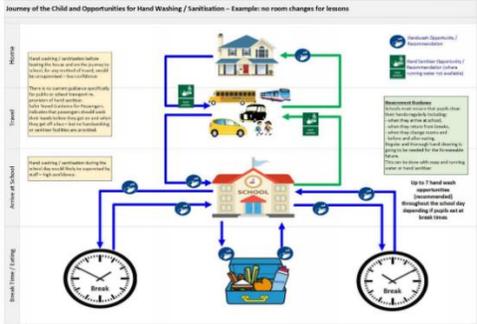
PREVENTION:

- 1) Ensure good hand hygiene for everyone with strict handwashing routines remaining in place.
- 2) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 3) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 4) Minimise contact with individuals who are required to self-isolate in line with guidance by ensuring they do not attend school
- 5) Keep occupied spaces well ventilated and deploy CO2 monitors to aid with this when received from the government
- 6) Minimise contact between individuals across a key stage and maintain social 1m distancing wherever possible. **30.11.2021 2m distancing between staff to be reinstated.**
- 7) Ensure individuals, wear appropriate personal protective equipment (PPE) where necessary
- 8) Promote and engage in asymptomatic testing, where available.
- 9) Weekly briefing on expected hygiene and control measures and continue policy of whistleblowing to ensure a consistent approach

RESPONSE TO ANY INFECTION:

- 11) Contain any outbreak by following local health protection team advice.

1. AREA OF PREVENTION: ENSURE GOOD HYGIENE FOR EVERYONE

HAZARD	WHO MIGHT BE HARMED	ACTIONS TO BE TAKEN TO MITIGATE RISK	WHO WILL BE RESPONSIBLE	WHEN CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Spreading infection due to touch, sneezes and coughs	Children Staff	<p>All adults entering the building are to sanitise their hands on entry and exit.</p> <p>The new variant of the virus is just as easy to remove from the skin as the original variant.</p> <p>Hand washing to take place in line with:</p> <p style="text-align: center;">JOURNEY OF THE CHILD DIAGRAM</p>  <p>The diagram illustrates a child's daily routine: Home (waking up, brushing teeth, washing hands), Travel (on a bus, washing hands), School (arrival, PE, lessons, break times, lunch, afternoon lessons, home time). Handwashing opportunities are marked at each stage. A note states: 'In line with PHE guidance, whilst handwashing is the recommended approach, the use of hand sanitiser is deemed an effective solution when large number of children need to cleanse hands multiple times throughout the day. As hand sanitiser is only effective on clean, non-sweaty hands, following PE and breaktimes handwashing not sanitiser will be used.'</p>	All Staff	Daily & ongoing	

		<p>Robust programme of handwashing routines in place and timetabled as part of the daily routine and culture of the day:</p> <ul style="list-style-type: none"> • On arrival at school - sanitiser • On return from breaktime - handwash • When they change room - sanitiser • Before eating & after eating- handwash & sanitiser (1/2 handwash before whilst others use sanitiser and then do the opposite after lunch) • Before leaving school – sanitiser <p>Children are supervised during handwashing and regular 20 second handwashing opportunities are built into the daily routines (following NHS guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)</p> <p>All classrooms have hand washing facilities . hand sanitiser dispensers are also available and checked and refilled on a daily basis. Wall mounted hand sanitiser dispensers are located in the main entrance points to the building.</p> <p>Children should be encouraged not to touch their mouths, eyes or face.</p> <p>Ensure children demonstrate good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach, using a tissue or elbow to cough or sneeze and use bins for tissue waste which will be emptied twice a day and form part of additional cleaning checklists. Hand washing will also be deployed following coughing and sneezing.</p> <p>Ensure ample supply of tissues available in each classroom.</p> <p>Skin friendly wipes will be used for any children who struggle cleaning their hands independently and they will be helped to clean their hands properly</p> <p>All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to the principles of good hygiene.</p>			
2. AREA OF PREVENTION: MAINTAIN APPROPRIATE CLEANING ARRANGEMENTS					
Spreading infection through contact with coronavirus on surfaces	Children Staff	<p>Covid 19 cleaning procedures: The principle of ‘one site, one wipe, in one direction’ will be deployed.</p> <p>When wiping surfaces the cloth will be sprayed and then the surface wiped, rather than the surface being sprayed.</p> <p>To facilitate the ease of cleaning:</p> <ul style="list-style-type: none"> ▪ Areas are to remain clutter free ▪ Frequently touched surfaces are wiped down at the end of the day and again as part of the midday cleaning routines, including bathrooms and staff kitchen 	All staff Teachers	Ongoing	

		<p>An additional 2 hours a day midday cleaning hours have been put in place. Areas have been zoned and checklists produced which staff sign to say they have completed and ensure that no touchpoints are missed.</p> <p>Cleaning staff adhere to the cleaning practices in the guidance on decontamination in: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Start of day checklist in place to ensure that all areas have disinfectant, hand sanitiser, wipes, gloves, antibacterial liquid soap, paper towels, and disposable cloths and check that all areas meet the required cleaning standard.</p> <p>Each class remains within their allocated classroom each day.</p> <p>Stock check list of cleaning products kept to ensure that site manager is keeping high stocks of high need cleaning products</p> <p>All rooms and touchpoints used by children & staff are cleaned thoroughly at the end of the day by the cleaning team.</p> <p>Phones and photocopiers to be wiped down after use with antibacterial wipes.</p> <p>Shared desks are to be wiped down with antibacterial spray directly after use such as staffroom, music room (acting as additional staff room), conference/PPA room and hands to be sanitised before using shared keyboard/laptops.</p> <p>Any resources shared between groups such as sports, art and science equipment will be either:</p> <ul style="list-style-type: none"> ▪ Cleaned frequently and meticulously and always between groups using them; or ▪ Rotated so they can be unused and out of reach for 48 hours (72 hours for plastic) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home.</p> <p>If a person with covid-19 symptoms comes into school, a deep clean will take place in the areas that the person has been in.</p> <p>Teachers & TA's will wash their hands and surfaces before and after handling pupils' books.</p>	<p>Designated staff</p> <p>Site manager</p> <p>Site manager</p> <p>Cleaning Team</p> <p>Teachers & TA's</p> <p>Teachers & TA's</p> <p>Site manager & cleaners</p> <p>Teachers & TA's</p> <p>Cleaners & caretaker</p> <p>Teachers & TA's</p>	<p>Daily</p> <p>Daily</p> <p>Weekly</p> <p>Ongoing</p> <p>Ongoing</p> <p>As and when arises Ongoing</p> <p>As required</p> <p>Ongoing</p>	
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FACEMASKS					
Spread of infection from aerosol transmission	Staff	<p>Whilst no longer a requirement, staff are able to continue wearing facemasks in communal areas and visors in classrooms if they so wish and where staff choose to do this, their decision should be respected and 2m social distancing deployed.</p> <p>From 30.11.2021 all staff will be required to wear a facemask in communal areas as per revised government guidance and 2m distancing between all adults.</p> <p>The government has removed 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>It is now compulsory to wear facemasks in shops and on public transport.</p> <p>Face masks will be used for parents attending events on site such as class assemblies and productions.</p> <p>Staff to provide their own facemasks and be responsible for storage and, where appropriate, disposal off-site of their own face coverings.</p>	All staff	Ongoing School events Ongoing	<p>This will be reviewed if there is a substantial increase in the number of positive cases as part of the contingency/outbreak management plans.</p> <p>30.11.2021 Relaunch guidance to staff on wearing, storage and disposal of facemasks.</p>
3. PREVENTION MEASURE: KEEP OCCUPIED SPACES WELL VENTILATED					
Spread of infection due to poor ventilation	Children Staff	<p>Windows are opened in classrooms each morning at the start of the day & closed by cleaners at the end of the day to ensure that rooms are well ventilated and internal classroom doors are left open.</p> <p>Ensure a balance of ventilation with room temperature. Each classroom has a digital clock which also displays the room temperature. Positioning of these has been revised to ensure accuracy of readings.</p> <p>Staff ensure that they balance having more windows open partially at the different levels, with the increased heating as the weather gets colder & to ensure that rooms are maintained at an optimum temperature between 18 to 19 degrees.</p> <p>Weekly checks are made by caretaker across each classroom and staff ensure that they are operating within this guidance.</p> <p>In communal areas there should be adequate ventilation at all times and windows should be fully opened to purge the air in the space.</p> <p>With due regard to fire safety, some doors may be propped open to limit touching of door handles and aid ventilation. Fire doors should not be propped open.</p> <p>CO2 monitors to be utilised in classrooms once these have been received from DFE</p>	Class teacher	Ongoing monitoring throughout the day Weekly random drop in checks and taking of temperature by Site Manager	<p>Training on location and use of CO2 monitors once received</p>

4. PREVENTATIVE MEASURE: FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19

WHAT TO DO WHEN AN INDIVIDUAL DEVELOPS COVID-19 SYMPTOMS, HAS A POSITIVE TEST OR IS CONTACTED BY NHS TRACK & TRACE

<p>Spread of virus through contact with someone suffering from Covid-19</p>	<p>Staff Pupils External visitors Contractors Suppliers</p>	<p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Anyone unwell with any one of the following symptoms of Covid-19 is to stay at home and self-isolate immediately:</p> <ul style="list-style-type: none"> • <i>A new persistent cough</i> • <i>A high temperature</i> • <i>Loss of or change in taste or smell (anosmia)</i> <p>Anyone demonstrating any of the above symptoms must get a Covid-19 PCR test. Follow this link to book a test on line or alternatively telephone 119: https://www.gov.uk/get-coronavirus-test</p> <p>Anyone testing positive regardless of whether or not they have symptoms must self-isolate.</p> <p>The isolation period includes the day the first person in your household's symptoms started (or the day their test was taken if they did not have symptoms) and the next 10 full days.</p> <p>If you are:</p> <ul style="list-style-type: none"> • fully vaccinated • aged under 18 years and 6 months, • you have taken part in or are currently part of an approved COVID-19 vaccine trial • you are not able to get vaccinated for medical reasons <p>YOU WILL NOT be required to self-isolate if you live in the same household as someone with COVID-19. However, if you have only received one dose of COVID-19 vaccine, you will still be required to self-isolate.</p> <p>You have a legal obligation to self-isolate if contacted by Test & Trace.</p> <p>Staff, children, parents, visitors, contractors and suppliers are aware that they are not to come into school if they have symptoms and have tested positive in the last 10 days.</p> <p>As a school we will work with the NHS Test and Trace and local Health Protection Team when requested.</p> <p>2.12.2021 OMICRON — anyone who has been a close contact of a suspected case or confirmed case, IRRESPECTIVE OF VACCINATION STATUS & AGE, will continue to be required to self-isolate for 10 days and take a PCR.</p>	<p>Staff Parents & carers</p> <p>Staff & parents</p> <p>All adults</p> <p>All adults</p> <p>All staff</p>	<p>Ongoing monitoring</p> <p>Straight away upon onset of symptoms</p>	<p>Communicate latest requirements on who is required to isolate and who is not to the school community wk beginning 6.9.21</p> <p>Encourage those contacted by NHS Test & Trace to take a PCR test when advised to do so.</p> <p>Removed due to guidance change 14.12.202</p>
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		<p>If there are home testing kits available in school, these will be given 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>Once the symptomatic person has left the site the supervising staff will wash their hands thoroughly for 20 seconds with soap and running water and then use hand sanitiser.</p> <p>Details of the incident to be recorded in the yellow Covid-19 file in the main school office.</p> <p>All first aiders have been trained on the deep cleaning of the isolation room & storage of personal waste from individuals with symptoms of COVID19 (including PPE, disposable cloths and used tissues). These should be:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full • The plastic bag should then be placed in a second bin bag and tied • This should be put in a suitable and secure place (the tunnel) and marked for storage until the individual's test results are known. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours following a confirmed positive result. • If the individual tests negative, this can be disposed of immediately with the normal waste. <p>No one should travel on public transport if they are symptomatic.</p>	<p>Leader on site</p> <p>1st Aider in attendance</p> <p>Office team</p> <p>Site Manager</p>	<p>Immediately after person has left site</p> <p>Office notified as case is identified for call home to be made</p>	
WHAT TO DO IF YOU ARE A CONTACT OF SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19 & CONTACTED BY NHS TRACK & TRACE					
<p>Spread of virus through contact with someone suffering from Covid-19</p>	<p>Staff Pupils</p>	<p><u>HOW YOU WILL BE CONTACTED</u> NHS track and Trace will get in touch with anyone who is a contact of someone who has tested positive for COVID-19 by text message, email, phone or the NHS COVID-19 app.</p> <p><u>WHO WILL NEED TO SELF-ISOLATE</u> If informed that you are a contact of a person who has had a positive test result for COVID-19, you must stay at home and self-isolate. Your isolation period includes the date of your last contact with the person who had a positive test result for COVID-19 and the next 10 full days unless you are fully vaccinated. If you have received one dose of COVID-19 vaccine, you will still be required to self-isolate See guidance: contacts who are not required to self-isolate for further information</p> <p><u>WHAT DO I NEED TO DO</u> YOU MUST ARRANGE TO HAVE A PCR TEST STRAIGHT AWAY WHETHER OR NOT YOU HAVE SYMPTOMS. This is because you are at a higher risk of being infected and the results of this will help NHS Test and Trace.</p>	<p>Track & Trace system</p> <p>All staff & arental community</p>		

		<p>You should not arrange to have a PCR test if you have previously received a positive PCR test result in the last 90 days, unless you develop any new symptoms of COVID-19</p> <p>If your test result is positive, follow the advice for people with COVID-19 to stay at home and start a further full 10 day isolation period. This begins from when you took the PCR test, regardless of where you are in your original 10 day isolation period. This means that your total isolation period will be longer than 10 days.</p> <p>During self-isolation you must stay at home and not leave the house. Do not go to work, school, or public areas, and do not use public transport or taxis.</p>			
TRAVEL & QUARANTINE					
Risk of Covid variants being brought in from other countries		<p>Pupils, staff and other adults must not come into school if they are required to quarantine having recently visited countries outside the Common Travel Area please follow this link to the guidance: https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive</p> <p>Communicate and engage with families who may be abroad as appropriate</p>	Office Team SLT	Ongoing	
VISITORS ON SITE					
Spreading of infection within school and wider community		<p>Visitors into the school building will remain limited and by prior appointment. Visitor protocol in place and shared prior to visitors coming onto the premises. Covid-19 screening questions asked upon arrival to site and guidance on measures in place explained upon arrival on site.</p> <p>A minimum data record will be kept including record of children or staff worked with kept.</p> <p>Visitors will be asked to sign in and asked to wear masks in communal areas and any parents needing to access the school office or being invited into meetings will be required to wear a face mask unless exempt.</p>	Office Team	Ongoing reminders with visitors & contractors through visitor protocol prior to coming on site	Visitor protocol to be updated in light of August guidance.
USE OF PPE					
Spreading infection due to direct contact	Staff	<p>Staff identified as needing PPE are identified as those who are working with SEN children, those requiring intimate care or those displaying symptoms of Covid-19.</p> <p>PPE training refreshers on a half termly basis for identified staff.</p> <p>Instructions for correct use and disposal is displayed in isolation room, medical room, main office, SLT offices and staffroom.</p> <p>PPE kits are available in each year groups designated area, the medical and isolation room.</p>	HC HC JC Lead 1 st Aider	Ongoing	

5. AREA OF PREVENTION: DAY TO DAY OPERATIONAL MEASURES TO MINIMISE THE POTENTIAL FOR CONTAMINATION AS FAR AS IS REASONABLY PRACTICABLE

Spreading infection due to excessive contact and mixing between pupils and staff in lessons	Children staff	<p>BEGINNING & END OF DAY ROUTINES:</p> <p>Official school start time: 8.55am School finish time:3:15pm Classroom doors will open at 8.45am for all children. This will facilitate a 10-minute 'soft start' and doors will close at 9am.</p> <p>Reception, Y1 & Y2 will enter and exit school via their classroom doors. Years 3 & 4 will enter and exit school via the main hall door on the Key Stage 2 playground and children in Year 3 via the main doors on the playground.</p> <p>Children arriving after 9:00am when the doors have closed will need to enter via the main school office and will then be marked as late in the register. Children not collected on time at the end of the day will be brought to the main school (please see late collection policy for more details).</p> <p>Parents and carers should exit the playground as soon as their child enters the school building, there is to be no extended gathering at the gates or on the site.</p>	On site Leaders	Daily monitoring	
	Children Staff	<p>PLAYTIME & LUNCHTIME PLAY:</p> <p>Each key stage playground will be divided into Year group zones and the children will play within their designated zone.</p> <p>LUNCHTIME ROUTINES:</p> <p>Lunchtimes have reverted back to 2 sittings. These are unable to operate as a Key Stage due to logistics of serving numbers of UFM.</p> <p>Sitting 1: 12:15 Reception & 12:25 Y1 & Y4 Sitting 2: 12:55 Y2 & Y3</p> <p>Tables, chairs and serving point, drop down counters are cleaned down thoroughly between each individual sitting.</p> <p>EQUIPMENT:</p> <p>Children are limited to bringing in essential items only, hat, coat, water bottle, packed lunch and reading book (on designated day)</p> <p>Equipment packs for individual children to be housed in plastic wallets on their tables.</p> <p>Staff should have their own frequently used stationary items (from the school resources).</p> <p>Each Year Group has been assigned their own box of outdoor play equipment, which requires frequent cleaning.</p>	<p>Head & Deputy</p> <p>Kitchen & Lunchtime Team</p> <p>All staff</p> <p>All teachers</p> <p>Teachers & TA's</p>	Ongoing	

		<p>Year groups to each have own set of home reading books to select from in their classroom. Reading books to be sent home on a Monday and returned on a Thursday to allow 72 hours before them being reallocated again on a Monday. A quarantine box is provided for each class.</p> <p>Use of communal equipment to be kept to an absolute minimum and only when absolutely necessary. The member of staff using the equipment is responsible for ensuring the cleaning of it, prior to its reuse. Where use of shared resources is unavoidable, ensure handwashing following use and resources moving between groups to be given 48hrs (72hrs for plastics) before use. Regular washing of all resources in use is required.</p> <p>Children and adults must sanitise their hands prior to using digital equipment and after.</p> <p>Soft furnishings & roleplay costumes can be returned to rooms if steam cleaned on a weekly basis</p> <p>ASSEMBLIES: Key Stage assemblies will be held twice a week in the school hall and class assemblies on the remaining 3 days. Singing will take place in class assemblies only.</p> <p>TOILETS: Toilet use will be managed by staff to avoid overcrowding. Children are trained to only enter with children from their own year group.</p>	<p>Teachers & TA's</p> <p>Year Group Teams</p>		Risk assessment to be put into place for steaming of soft furnishings
Possible exposure to COVID-19 through increased aerosol production or contact transfer during music lessons	Children & Staff	<p>Curriculum based singing activities are able to take place in individual classrooms.</p> <p>Any singing wider than class groupings should take place outdoors.</p> <p>Muscal activities with all instruments not played via the mouth can be used in whole class music lessons with the 48 hour quarantine rules in place between classes.</p>	Teachers & TA's	Ongoing	
EDUCATIONAL VISITORS ON SITE OR VISITS TO OTHER SETTINGS					
Increased risk of infection from external contacts	Visitors Children Staff	<p>Short covid 19 Risk Assessment to be carried out for all planned school events on site and school with external visitors, including parents.</p> <p>Visitor protocol to be adhered to.</p> <p>Where events such as school plays or open days are planned, the need to improve ventilation will be incorporated into planning.</p> <p>Ensure any new bookings have Covid-19 cancellation related insurance,</p>	Teacher organising visit	As scheduled	
EXTRA CURRICULAR ACTIVITY (from Autumn 2)					

Increased risk of infection from external contacts	Children Staff	Copies of risk assessments required from external providers and school risk assessment shared prior to coming on site. All extra-curricular activities to be limited to key stage groupings. External clubs will postponed on advice of Public Health Protection Team	Head	From Autumn 2 as required	
ON SITE STAFF FACILITIES					
Spreading infection due to excessive contact and mixing between pupils and staff around the school	Staff	Staff to adhere to the 1m rule from all other adults. Staff to now to ensure that they adhere to 2m distancing rule from all other adults on site and seating arrangements have been restricted to: <ul style="list-style-type: none"> Staff room: 3 adults at one table , 4 adults at the second table, seating only on the chairs that have been identified. No extra seating to ne added to the staff room and only 1 person in the washing up area at any time. Music Room: 6 adults Year 4 Pod: 4 adults Conference Room: 3 adults Shared areas: 4 adults Surfaces are to be wiped down after use with disinfectant spray and hands washed in these shared areas. Hands should be sanitised prior to embarking on using the communal kitchen area and all touchpoints used such as kettles, fridge, microwave, cupboard handles should be wiped down with wiped provided after use. All staff are to provide their own mug, glasses cutlery and plates, coffee, tea & milk and communal items have been removed from circulation and all personal items of this nature should be housed in own lockers or work bases.	All staff	Ongoing	30.11.2021 Signs reinstated on doors for number of people allowed in each area.
Spreading infection due to excessive contact and mixing between pupils and staff around the school	Staff	MAIN SCHOOL OFFICE: The only staff authorised to access the school office are NR, JP & CP of which there are to be no more than 2 in the office at any time. All communication needs to be via the 2 'hatches', Teams messages ' or via telephone. When using school telephones please ensure these are wiped down immediately after use. Walkie talkies will be placed outside of the office and a box of antibacterial wipes is next to them for them to be wiped down upon return.	All staff Office Assistant All staff		
6. AREA OF PREVENTION: SUPPORTING CLINICALLY VULNERABLE, CLINICALLY EXTREMELY VULNERABLE AND BAME STAFF					
CEV Potential for contracting COVID-19 via direct or indirect contact whilst attending school site with	CEV staff	CLINICALLY EXTREMELY VULNERABLE: For those staff who are clinically vulnerable they will as a minimum be adhering to the same guidance as others; with a clear focus on any additional measures that they can take.	Head		

significantly elevated consequences		<p>Ris assessment reviewed and a personalised approach will be taken with each staff member and also for staff regarding their vaccine status, where staff choose to share this.</p> <p>PREGNANT STAFF: Public Health & the Royal College of Obstetricians and Gynecologists strongly recommend all pregnant women to be vaccinated and the most effective way of pregnant staff protecting themselves: https://www.rcog.org.uk/globalassets/documents/guidelines/2021-08-25-coronavirus-covid-19-infection-in-pregnancy-v14.pdf</p>			Risk assessments to be undertaken with pregnant members of staff
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USE OF LFD TESTING TO PREVENT THE SPREAD OF THE VIRUS BY ASYMPTOMATIC STAFF

HAZARD	WHO MIGHT BE HARMED	ACTIONS TO BE TAKEN TO MITIGATE RISK	WHO WILL BE RESPONSIBLE	WHEN CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Spread of COVID-19 in the school community by asymptomatic staff	Staff Pupils Parents Visitors Contractors	<p>Government guidance followed and recommended control measures adhered to</p> <ul style="list-style-type: none"> Tests will be taken by staff at home. Testing of staff will take place twice a week 3-4 days apart on (Wednesday following being on site by 8pm and Sunday evening by 8pm). Part time staff working Wednesday to Friday will undertake their tests by 8pm on a Tuesday and Friday following their time on site) Each member of staff will personally record their test online Staff results will be recorded centrally on a staff register housed on site for those testing positive. This will support any contact tracing. Anyone with symptoms or a positive LFD result are to undertake a PCR test by booking a test online and self-isolate until the result is received: https://self-referral.test-for-coronavirus.service.gov.uk/antigen/essential-worker You must not attend work if you have a positive LFD. <p>29.11.2021 Requirement for staff to continue LFT testing over the Christmas holiday twice a week and report these online. Additional requirement for staff to undertake LFT tests if they are in a high risk situation that day, and before visiting people who are at higher risk of severe illness if they got Covid 19.</p>	<p>All staff engaging in the testing programme</p> <p>Deputy & Assistant Head Staff</p>	Ongoing until Government guidance changes.	<p>Staff may require additional training once the new make of nasal only LFD kits begin to be supplied.</p> <p>Testing during the holidays will be advised in line with DfE guidance and communicated to staff by HC.</p>
Poor communication leading to inaccurate and void results	Staff	<ul style="list-style-type: none"> Covid Co-ordinator: Helen Colcombe (Deputy Headteacher) Covid Registration Assistant: James Walker (Assistant Headteacher) Staff training undertaken by all staff which covers: <ul style="list-style-type: none"> Rationale behind testing and importance in engaging with testing. How to guide shared and opportunity to watch NHS video How to access the portal recording of how the test should be undertaken. 	<p>Deputy & Assistant Head</p> <p>Deputy Head</p>	<p>In place for existing staff</p> <p>Training to be held for new staff appointed for September 2021</p>	

		<ul style="list-style-type: none"> - Requirement for staff to report their test results. - The process and who to contact if they have an incident while testing at home. <p>Staff will be issued with their test kits, the lot number will be recorded against their name and they will sign for them.</p>			
Tests to be stored incorrectly and poor management of collection process leading to inaccurate recording	Staff	<ul style="list-style-type: none"> • Tests to be kept securely in the archive cupboard to prevent unauthorised access. • Tests stored in a temperature between 2 and 30 degrees. • Test kits used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using. • Enough space for social distancing will be allowed when giving out tests. • Tests labelled with names and linked lot number and a form to sign made available as part of distribution process by. Those distributing and collecting their kit should: <ul style="list-style-type: none"> - wear appropriate face covering at all times - hand sanitise before collecting and signing <p>maintain 2m from staff coming to collect their test</p>	Deputy Head	Ongoing	
Staff not reporting results	Staff Children & wider school community	<ul style="list-style-type: none"> • Void, double void and positive results are communicated to headteacher via telephone once the test is completed by 6pm on a Sunday and 8pm on a Wednesday (PT staff working Wednesday to Friday will undertake their tests by 8pm on a Tuesday and Friday following their time on site). • A negative test is assumed for all staff who have not contacted by these times. • Once arriving on site staff must check in with the Covid Co-ordinator to notify them of their result. • Staff must report their result online as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit. 	All staff	Ongoing weekly Sunday 6pm and Wednesday evenings by 8pm	
Low uptake on taking tests.	Staff, their families and wider school community	<ul style="list-style-type: none"> • Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing. • Once opting in staff are to undertake the tests as per the protocol issued. 	Staff	Information re-distributed to new staff September 2021	
Swabs are taken incorrectly causing a false reading or cause contamination	Staff	<ul style="list-style-type: none"> • Government control measures are adhered to. • Covid Coordinator has undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the community testing scheme. • Instructions dated 15th January 2021 to be issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled 	Deputy Head	Re distribute training videos	

		<ul style="list-style-type: none"> • Test conducted on a dry, clean, flat surface. • Hands washed or use sanitiser before taking the test. • Online information and training Video shared electronically for all staff on how to take their own test. • Information with the kits to be followed. • Regular communication with staff about the testing process. • If test is void, take another test. If 2 void results in a row, a PCR test should be taken. • If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline. • Covid Coordinator to be responsible for incident reporting on a school wide issue: <div style="display: flex; justify-content: space-around;"> <div style="background-color: #f0f0f0; padding: 5px; width: 45%;"> <p style="text-align: center;">Schools</p> <p>Incidents</p> <p>In the case of an issue, it is most likely that this will be experienced by an individual at home. However, if there seems to be repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported.</p> <p>DHSC/MHRA may require the school to provide more information if further investigation is required.</p> <p>Learning and improving</p> <p>To ensure testing is running well, we will be in contact with schools from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.</p> </div> <div style="background-color: #f0f0f0; padding: 5px; width: 45%;"> <p style="text-align: center;">Individuals</p> <p>Clinical issue</p> <p>If there is a clinical incident which led or has potential to harm, participants are advised to report it on https://coronavirusyellowcard.mhra.gov.uk. This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.</p> <p>Non-clinical issue</p> <p>For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland</p> <p>Inform school</p> <p>Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.</p> </div> </div>	Deputy Head		
AREA OF PREVENTION: ENGAGEMENT WITH NHS COVID-19 VACCINATION ROLL OUT PROGRAMME					
Failure to attend for Covid 19 vaccination leading to increased risk of infection	Staff	Staff will be encouraged to attend their covid-19 vaccination appointments. Paid LOA will be granted for this, with any illness resulting from this falling within the definition of sickness absence.	All staff	In line with national roll out programme	
CONTINGENCY PLAN					
		Outbreak management plan completed and shared with staff and on the school website with the contingency plans for any closures.	Head		Plan uploaded onto school website one approved

THE VAYNOR FIRST SCHOOL

VAYNOR COVID 19 OPERATIONAL RISK ASSESSMENT SEPTEMBER 2021 v1.1

ASSESSMENT DETAILS		
Risk assessment undertaken by:	Sallyanne Dunstan Headteacher	
School Name and address:	The Vaynor First School Tennyson Road Headless Cross Redditch B97 5BL	
Date of assessment:	26 th August 2021	
Method communicated to staff:	Email	
Date communicated with staff:	September 2021	
Review Date:	This document will be reviewed weekly. See record of review section on next page.	
Signatures:	Signature 1 and designation: Headteacher	
	Signature 2 and designation: CEO / Exec Head	

OVERVIEW OF VAYNOR WEEKLY RISK ASSESSMENT PROCESS

WEEK	DATE OF REVIEW	REVIEW UNDERTAKEN BY	RA THEME (1-6)	CHANGES MADE	CEO SIGNATURE
1	10.9.2021	Sallyanne Dunstan			
2	17.9.2021	Sallyanne Dunstan	Area 5 Social Distancing	WCF confirmed no requirement for social distancing measures in place but remaining with 1m guidance for all staff as part of this risk assessment no amendment to the RA being made. Adherence to infection and prevention and control guidance and risk management plans to be put into place for any children at higher risk of respiratory infection.	
3	24.9.2021	Sallyanne Dunstan	Contingency Framework	Update by LORT to Managing positive cases document and letters for use in the event of a positive case or outbreak.	
4	8.10.2021	Sallyanne Dunstan			
5	15.10.2021	Sallyanne Dunstan	Contingency Framework	Update to contingency framework to reflect shielding programme. WCC Employee Free Flu Vaccination Programme launched with staff.	
6	22.10.2021	Sallyanne Dunstan	Area 6 LFT Testing	Staff to continue testing twice a week during the half term holidays in line with updated guidance.	
7	5.11.2021	Sallyanne Dunstan		Winter infection guidance received from WCF and outbreak reporting guidance procedures to be adhered to	
8	12.11.2021	Sallyanne Dunstan	Area 3: Ventilation	CO2 Monitors received from DFE. Caretaker to set up and distribute to classrooms initially to be used in conjunction with ventilation monitoring measures. Staff to receive training on use of CO2 monitor in conjunction with ventilation arrangements already in place.	
9	19.11.2021	Sallyanne Dunstan			
10	29.11.2021	Sallyanne Dunstan	Area 2: Facemasks Area 5: Operational Measures	From 30.11.2021 all staff will be required to wear a facemask in communal areas as per revised government guidance and 2m distancing reinstated. It is now compulsory to wear facemasks in shops and on public transport. Relaunch guidance to staff on wearing, storage and disposal of facemasks. Staff to now to ensure that they adhere to 2m distancing rule from all other adults on site and seating arrangements have been restricted to. Signs reinstated on doors for number of adults allowed in rooms.	

			Area 6 LFT Testing	Requirement for staff to continue LFT testing over the Christmas holiday for the first week and report these online. An additional requirement for staff to undertake LFT tests if they are in a high risk situation that day, and before visiting people who are at higher risk of severe illness if they got Covid 19 and report these if they are positive. All staff should undertake an LFD and report it the evening prior to returning to work in January.	
11	2.12.2021	Sallyanne Dunstan		OMICRON – Anyone who has been a close contact of a suspected or confirmed case, IRRESPECTIVE OF VACCINATION STATUS & AGE, will continue to be required to self-isolate for 10 days and take a PCR.	
12	9.12.2021	Sallyanne Dunstan	Area 6 LFT Testing	8.1. Prime Minister’s announcement to move to Plan B of covid response. Regular LFD testing twice a week (Sunday and Wednesdays) should continue including throughout the Christmas holiday period and results should continue to be reported on line. In addition in line with national guidance staff should test over the holidays if they will be in a high risk situation that day before visiting people.	
13	17.12.2021	Sallyanne Dunstan	Area 6 LFT Testing	From 14.12.2021, people who are fully vaccinated and identified as a contact of someone with Covid-19 WHETHER OMICRON OR NOT should take LFD tests every day for 7 days. <u>OMICRON contacts no longer have to isolate for 10 days.</u> As now, anyone whose rapid flow comes back positive or develops Covid symptoms should self-isolate and take a confirmatory PCR to verify result. Unvaccinated adults are not eligible for daily testing policy and must self-isolate for 10 days whether omicron or not. A LFD test must be undertaken the end of the evening directly before or on the morning that staff are due to return to work. Upon return to school in January meetings will continue to be virtual wherever possible and any parents or guardians needing to come into the building for a meeting will be required to show a LFD result on arrival as is currently the case for all other visitors.	
14					