



The Federation Of Alver Valley Schools Risk Assessment for the Full reopening of Schools **Updated 01.09.21**

Please read this Risk Assessment in collaboration with the Government Guidance for Full Opening: schools 2 July 2020 [DfE Actions for Schools during the Coronavirus outbreak](#) and the most recent update 31.08.21. [DfE Operational guidance 31.08.21](#)

All staff will review the updates to the Government Guidance on INSET Day 01.09.21, referring to the Schools' Risk assessment. In addition the FAQs for parents and carers will be available (via email 01.09.21) to all staff outlining the most up to date DfE guidance.

Clear directive: DO NOT COME IN TO SCHOOL IF YOU CHILD OR AN ADULT HAS SYMPTOMS OF COVID 19.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	CONTROLS IN PLACE BY	ADDITIONAL NOTES
SECTION 1: PREVENTION MEASURES TO MINIMISE CORONAVIRUS RISK					

<p>Contact with someone suffering from a virus</p>	<p>Staff Pupils Parents Carers Contractors Visitors</p>	<p>Everyone will be asked not to come into school if they need to self-isolate. See Appendix 1 for a visual guide of the procedures to take. PHE Stay at Home Guidance</p> <p>Regular reminders will be given about this via COVID 19 documents via the school website, Newsletters and verbal reminders.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up in the designated reflection room (situated in the Junior School) with access to external doors. Parents have been informed about their responsibility to collect pupils immediately via previous communication (FAQS: Start of term letter). 999 will be called if the child is seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, i.e. for our very young pupils, supervising staff will wear allocated PPE a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up</p> <p>LFDs (lateral flow device tests) if required, may be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Anyone who displays symptoms of COVID-19 should get a test by booking online through the NHS Test and Trace service website.</p> <p>www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance. Our senior site team can support with this.</p>	<p>All staff Parents/carers/ Visitors</p> <p>Staff member supporting the child</p> <p>SBM</p> <p>Senior Site Team</p>	<p>Reviewed September 2021.</p> <p>Copies sent to parents/staff via email and Governors to ensure all have the up to date information.</p> <p>INSET 02.09.21 update given to all staff and FGB 09.09.21</p>	<p>All PPE is available to staff in the classroom. Additional PPE is available from the site team or office opposite the small hall.</p> <p>All staff have access to LFDs distributed by the SBM</p>
--	---	---	---	---	--

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	CONTROLS IN PLACE BY	ADDITIONAL NOTES
SECTION 2: SCHOOL OPERATIONS					
<p>Poor hand and respiratory hygiene- Spreading infection due to touch, sneezes and coughs</p>	<p>Pupils Staff Visitors Parents Carers</p>	<p>Handwashing facilities will be provided</p> <p>Hand sanitisers will be available in class and at main entrance/exit points of the school as well as rooms.</p> <p>Hand washing facilities will be available in the toilets and classrooms.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, , before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits Help will be available for any pupils who have trouble cleaning their hands independently.</p> <p>For pupils who find it difficult to maintain good respiratory hygiene, such as pupils with complex needs who spit uncontrollably or use saliva as a sensory stimulant, this will be addressed in individual child risk assessments.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues will be emptied daily</p>	<p>All staff</p> <p>Restocking: adults will inform the site team when they are running low on resources. Site team to check supplies as part of their daily routines.</p> <p>SENCo</p> <p>Site team</p>	<p>From March 2020</p>	<p>Videos have been made to help with these routines and are available on Youtube "Using hand sanitiser"</p> <p>Social stories will be written where this would support the child</p>
<p>Spreading infection through contact with coronavirus on surfaces</p>	<p>Pupils Staff Visitors</p>	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles 	<p>Site Team/Class Staff/EYFS staff</p>	<p>March 2020</p>	

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	CONTROLS IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> • Furniture • Light switches • Reception desks • Teaching and learning aids • Telephones • Entrance/Exit scanners <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned regularly. If this is not possible or practical, it will be restricted to one user;</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p>	Site team Senior Site Manager		
Spreading infection due to excessive contact and mixing between pupils and staff in lessons	Pupils Staff Visitors	Music: Activities including singing can resume	Class staff/ Music Lead Visiting music teachers	September 2021	
Spreading infection due to excessive contact and mixing between pupils and staff in lessons	Pupils Staff Visitors	Any specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. Risk assessments must be in place for visitors entering the school and checked by the office.	SENCo Staff working with individuals Office Team	September 2021	

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	CONTROLS IN PLACE BY	ADDITIONAL NOTES
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school	Pupils Staff	<p>Assemblies will resume</p> <p>Staff meetings will resume with normal conditions.</p> <p>Physical activity:</p> <p>Indoor sport can go ahead, but outdoor sport is to be prioritised</p> <p>Our PE Coaches can work across year groups in order to deliver the PE curriculum.</p> <p>Risk assessments from the PE company Activeme360 will be used in addition to the school's RA.</p> <p>Where indoor spaces are used (halls) the room must be kept well ventilated. For Team Sports, refer to Team Sports Guidance</p> <p>PE Cover for PPA, will be supported by a school staff member.</p> <p>School visits:</p> <p>Non-overnight domestic educational visits can take place</p> <p>Risk assessments will need to include the most up to date Coronavirus measures and the coronavirus measures in place at the destination. Each visit will need to be reviewed with SLT on a separate basis to establish if the trip can go ahead. Advice from EVOLVE will be sought if necessary.</p>	<p>SLT/ Class teachers</p> <p>PE Coaches</p> <p>SLT</p>	September 2021	
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school	Pupils TJ staff	<p>Breakfast and After School Clubs: To re-commence fully</p> <p>TJ's have their own RA for the space and activities.</p>	TJs Club SBM	September 2021	
Spreading infection due to the school environment	Pupils Staff Visitors	Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.	SBM Senior Site Team and report to EHT	March 2020	

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	CONTROLS IN PLACE BY	ADDITIONAL NOTES
		<p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding would not be compromised.</p> <p>Green lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p>	Site Team		
Individuals vulnerable to serious infection coming into school	Pupils Staff	<p>All staff and pupils, including those who are clinically extremely vulnerable (CEV), should attend unless they're self-isolating or have been advised not to by their GP or clinician. However, CEV staff may wish to take extra precautions.</p> <p>Medical advice will be acted upon for individuals.</p>	EHT SBM	September 2021	
SECTION 3 CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT					
Pupils mental well-being is a barrier to settling back in school	Pupils Staff	<p>Pupil well-being and support:</p> <p>School to signpost information about extra mental health support for staff and pupils http://www.gov.uk/government/news/extra-mental-health-support-for-pupils-andteachers</p> <p>The launch of the RSE (sex, relationships, health education) with a focus on modules supporting children to settle back in to school practices and procedures. These have been shared with staff to improve teacher confidence in the teaching of mental health related issues.</p> <p>DSL and SEND Team to review individual cases where pupils and families may be feeling anxiety or stress and make contact with parents where necessary.</p> <p>Assemblies are used to support the rebuilding of friendships and social engagement. Young carers are meeting regularly for the Infant and Junior schools using resources from the Children's Society on mental health and well-being to support them in school.</p> <p>The school is part of the Mental Health Support Team group (MHST) with trained mental health practitioners who are working with the school. The school nursing team is available to respond to individual cases and offer support in resilience, mental health and well-being.</p>	Mental Health Lead PD Lead DSLs/SENCo MHST Team	March 2020	Updated Summer 2021 and shared with staff and Governors

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	CONTROLS IN PLACE BY	ADDITIONAL NOTES
Pupils behaviour and pastoral needs are a barrier to settling back in school	Pupils Staff	<p>Behaviour Expectations:</p> <p>All classes will be reviewing the schools' Behaviour practices and procedures. The 6 Strands Curriculum will be revisited for Respect and Boundaries for the first half term</p> <p>The school's Attendance Officer is proactively engaging with parents and carers to ensure good attendance. An FAQ document has been shared with parents/carers to outline clearly the expectation that all pupils should be back to school</p> <p>DSL team are regularly updated with safeguarding incidents including over the summer break, attending online CP meetings. Any vulnerable children or pending cases will be discussed with the Behaviour and Pastoral Lead.</p>	Behaviour and Pastoral Lead	September 2021	
SECTION 4: CONTINGENCY PLANNING FOR OUTBREAKS: See Contingency Plan					
Outbreaks will not be contained	Pupils Staff	<p>Remote learning provision:</p> <p>A remote learning offer will continue to be provided and maintained via the EYFS Tapestry Platform and the KS1 and 2 Dojo Platform, by year groups to support pupils who have symptoms and are well enough to engage in the learning.</p>	EHT	March 2020 Revised 01.09.20	Remote Learning policy shared with staff and Governors October 2020

Pupil shows symptoms

Teacher to send the pupil to **[insert location, e.g. medical room]** and to tell the pupil to keep 2 metres away from anyone they pass and not to touch anything

Teacher to inform **[insert staff member(s), e.g. office staff and headteacher]** so they can arrange for the pupil to be picked up. Pupil should be left alone in a ventilated room if possible and safe to do so. If a 2-metre distance isn't possible, the supervising staff member will wear a face mask. If contact is necessary, they'll also wear gloves and an apron. If there's a risk of fluids entering the eye, they'll also wear eye protection. The room will be cleaned after the pupil has left

Staff member shows symptoms in school or gets a positive lateral flow test result at home

Staff member to inform **[insert staff member, e.g. headteacher/school business manager]** before leaving the school premises, avoiding contact with others (if at school. If at home, they must not come in to school)

If teaching in school, staff member to wait until supervision has arrived for their class before leaving

[insert staff member, e.g. headteacher] to tell the pupil/staff member.

- To start self-isolating
- That members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial
- If the staff member has a positive lateral flow test result.) To report the test result to NHS Test and Trace
- To take a 'standard' PCR test (this must be taken within 2 days of a positive lateral flow test result) and report the test result to NHS Test and Trace. If a home testing kit is available in school, you can give it to them to take home if you think they may have barriers to accessing testing elsewhere. See below for what to tell them to do, depending on their PCR test result

Note: members of their household, and close contacts, should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial. If any of the above applies, NHS Test and Trace will contact them to advise them to take a PCR test. Children aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household

Once the individual has left the premises (or if they're at home, immediately): surfaces they have come into contact with will be cleaned and disinfected. Areas they have passed through (e.g. corridors) will be cleaned thoroughly as normal

If the symptomatic individual's PCR test is negative

Pupil/staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Staff member can return to school

If the asymptomatic individual's PCR test is negative

Staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Staff member can return to school

If the symptomatic or asymptomatic individual's PCR test is positive

Symptomatic individual to:

- Continue self-isolating for at least 10 days, counting from the day after their symptoms started (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)
- Then only return to school if the only symptoms they still have after the isolation period are a cough or loss/change of smell/taste (these symptoms can last for several weeks once the infection has gone) – they should not return until their temperature has returned to normal, or if they are otherwise unwell

Asymptomatic individual to:

- Continue self-isolating for 10 days, counting from the day after the positive lateral flow test (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)

Close contacts or household members of a positive case are exempt from self-isolating if any of the following applies:

- They're fully vaccinated
- They're below the age of 18 years and 6 months
- They've taken part in or are currently part of an approved COVID-19 vaccine trial
- They're not able to get vaccinated for medical reasons