**Germander Park School, Southwood School and Downs Barn School**



**Covid 19 Risk Assessment to support return of all year groups in September 2021**

**Date completed: 31st August 2021**

**Reviewed by Governing Body of Germander Park: TBC**

**Reviewed by Governing Body of BPP: TBC**

**Government guidance source:** Schools COVID-19 operational guidance - Updated 27 August 2021

**Government statements from guidance:**

* The government continues to manage the risk of serious illness from the spread of the virus. 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. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.
* Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

**This risk assessment has been updated in line with the current guidance**

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|  | Risk not mitigated - unable to follow guidance or implement adequate controls |
|  | Risk partially mitigated – some actions outstanding |
|  | Risk mitigated – adequate controls in place and guidance followed |

| **Guidance Requirements** | **Controls/ procedures in place** | **Actions remaining** | **Status** |
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| **Risk Assessment:** You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as ‘living documents’, as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of school leaders in relation to health and safety risk assessments and managing risk, see the health and safety advice for schools. | * The following Risk Assessment has been written to meet the current advice from the UK Government regarding the Coronavirus Pandemic.
* The Risk Assessment will be reviewed according to any changes recommended by the Government, PHE or the Local Authority.
 | * Updated plan to be Shared with Governors via email on 1st September 2021
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| **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 used for any summer provision (for example, summer schools) or in schools from the autumn term.You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.Any decision to recommend the reintroduction of ‘bubbles’ would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch. | * Bubbles will not be used, unless advised by PHE. In GP, Children in Foundation will not have contact with Year 1 and 2 other than in the lunch hall though. In Southwood, children are on a staggered lunch time.
* Should Bubbles be reintroduced due to advice, children in each year group will eat in their classrooms (Foundation and Nurture in the hall) as per the previous Risk Assessment and children will have their playtimes separately.
* All staff and children will be able to use the toilets at the same time, unless PHE have suggested otherwise.
* Assemblies will resume in the hall, although the hall will be well ventilated by open windows and children in each year group will be separated by 2m from other year groups, as an added precaution (should cases rise, assemblies will resume online).
* Children will play together and eat in the hall at the normal time (Southwood will have staggered lunch).
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| **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 a substantial increase in the number of positive cases in a setting (see Stepping measures up and down section for more information) 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. | * The schools will support PHE by completing the MK Council online form and providing details requested to support Test and Trace.
* The schools will ensure all staff and families know and understand the procedure following a positive case and will support Test and Trace with identification.
* If the parent/carer has not mentioned a child, or adult that was known to be in close contact with someone who tested positive, the school will contact that person to alert them of the need to take a PCR test.
* The school will support parents and carers with the process of booking a PCR test if needed.
* Although a mask is not required, staff will be encouraged to wear a mask if they have been near someone who has tested positive for Coronavirus.
* The schools will comply with local or central Government guidance in the case of need.
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| **Face Coverings:**Face coverings are no longer 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. | * Although not advised, staff will be allowed to wear face coverings if they wish to do so.
* Should staff attend courses, or meet in other schools, face coverings will be recommended.
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| **In circumstances where face coverings are recommended:**If you have a substantial increase in the number of positive cases in your school (see Stepping measures up and down section for more information), a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility.In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.You have a duty to make reasonable adjustments for disabled pupils to support them to access education successfully. Where appropriate, you should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering. | * Staff will be kept informed of positive cases, so that they can choose to wear face coverings if they choose.
* Should PHE advise that face coverings are advisable, staff will be asked to wear face coverings in communal areas such as the staff room, office and when moving around the school. These can include transparent face coverings, such as visors, although staff will be informed that these are unlikely to prevent the escape of respiratory particles and therefore less effective than fitted face coverings.
* Should there be children in classes who would benefit from staff wearing a visor due to the need for visual signals, this will be discussed individually.
* If pupils arrive into school with a face covering on, this will be discussed with the parent. Children will only be able to wear the face covering if they don’t touch it repeatedly.
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| **Stepping Measures Up and Down:**You should have contingency plans (sometimes called outbreak management plans) outlining what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the contingency framework.The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. | * Contingency plans are included within this Risk Assessment (the reintroduction of bubbles, or use of face coverings).
* The schools will follow any such guidance.
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| **Control Measures 1) Ensure Good Hygiene for All****Hand hygiene:**Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.**Respiratory hygiene:**The ‘catch it, bin it, kill it’ approach continues to be very important.The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene.**Use of personal protective equipment (PPE):**Most staff in schools will not require PPE beyond what they would normally need for their work.  | * Children will be reminded how to wash their hands in the first week of term. They will be instructed to wash their hands when they start school, after play time, before and after lunch and before the end of the school day.
* Children will be taught how to ‘Catch it, bin it, kill it’ and how to taught how to cough or sneeze into their elbows and reminded of these regularly.
* PPE will be provided for staff members who need to interact with children for intimate care and for those dealing with children with symptoms.
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| **Control Measures 2. Maintain appropriate cleaning regimes, using standard products such as detergents:**You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. | * Regular cleaning will take place, with frequent touch points being cleaned twice daily.
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| **Control Measures 3. Keep occupied spaces well ventilated:**When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).You should balance the need for increased ventilation while maintaining a comfortable temperature.CO2 monitors will also be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out. | * Windows in classrooms will be opened daily whilst children are in the class. If the temperature is low, the windows may be closed, but opened periodically, although one window should always be kept ajar.
* If children are cold, they may wear additional layers to keep themselves warm.
* The meeting room will have an air cleaner in it, as this is the only room without windows.
* Once CO2 monitors have been provided, these will be installed to identify if there are areas of low ventilation. The Risk Assessment will be updated if needed following this.
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| **Control Measures 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19:**When an individual develops COVID-19 symptoms or has a positive testPupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left.The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. | * In Germander park, Foundation and Year 1 pupils will be taken to the meeting room if they display symptoms and Year 2 children will wait outside the Year 2 classroom if for a short time, to avoid coming through the school. In Southwood, children will wait in the medical room and in Downs Barn, children will wait in the meeting room.
* Parents/carers will be called and they will be sent home as soon as possible. The window in this room will be opened and PPE should be worn by the adult with the child.
* A thermometer can be used by the adult to check a child’s temperature if needed.
* Pupils and staff must not attend school if they show any symptoms.
* Pupils, staff and families must follow isolation advice.
* If a child tests positive, the room will be cleaned with a room cleaning spray before children return to use the room.
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| **Your Local Public Health Team will support you specifically if****any of the following thresholds are reached:**• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID 19within a 10 day period; or 10% of children, pupils, students or staff who are likely to have mixedclosely test positive for COVID 19 within a 10 day period (e.g. 3 cases in a class of 30). (which ever isreached first)OR• If a pupil, student, child or staff member is admitted to hospital with COVID 19, this could indicateincreased severity of illness or a new variant of concern and advice should be sought urgently | The schools will adhere to advice from PHE if any of the thresholds have been met. Existing measures may be tightened, or in the possibility of a local Lockdown, children will be provided with Remote Learning and school places will be offered to vulnerable children and those of Key Workers. |  |  |
| **Asymptomatic testing:**Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. | * All staff members will continue to be offered twice weekly LFD tests. These should be taken on a Wednesday and Sunday evening for full time members of staff and the evening before coming to school and two days after, for those who work part time.
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| **Confirmatory PCR tests:**Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate.If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn’t have COVID-19 symptoms. | * Staff and pupils will need to follow the advice given following a positive LFD (they must book a PCR and isolate until they get the results).
* Staff and families will be told that negative PCR tests override positive LFD tests.
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| **Other considerations:**All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.You should ensure that key contractors are aware of the school’s control measures and ways of working. | * Currently no pupils have been advised to not attend school. Should this change, the schools would consult on an individual basis with the family and will ensure remote learning is provided.
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| **Admitting children into school:**In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff 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. | * Children and staff with symptoms such as a temperature, persistent cough, or loss of sense of taste or smell will not be allowed into school.
* Should a parent/carer insist on their child attending school, they will be spoken to by the headteacher, or Deputy HT, who will explain the risk to families and staff. Children will not be allowed in school with symptoms.

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| **Attendance:**School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.  | * Our Attendance Officers will monitor absences regularly and ensure the correct codes are inputted on SIMS.
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| **Travel and quarantine:**All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice.Those aged 11 to 17 need proof of a negative COVID-19 test to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. Parents travelling abroad should bear in mind the impact on their child’s education which may result from any requirement to quarantine or isolate upon return. | * Should pupils and their families return from abroad, the office staff will ensure that the families have followed the correct quarantine procedure.
* Remote education will be provided if needed.
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| **Remote education**Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.You should maintain your capacity to deliver high-quality remote education for the next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.The remote education provided should be equivalent in length to the core teaching pupils would receive in school.You should work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education. | * Pupils not able to attend school for Coronavirus reasons will be provided with Remote Learning via Class Dojo. Children will be provided with lessons equivalent to what is being taught during the school day.
* Teachers of SEND children will ensure that work is differentiated for the pupils.
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| **Education Recovery:**We have announced a number of programmes and activities to support pupils to make up education missed as a result of the pandemic. Further information is available on education recovery support. Specifically for schools, the document includes further information on:* catch-up premium
* recovery premium
* summer school programme
* tutoring (including the National Tutoring Programme and 16 to 19 tuition fund)
* teacher training opportunities
* curriculum resources
* specialist settings
* wider continuous professional development resources, including to support teacher wellbeing and subject-specific teaching
 | * Education Recovery will be at the heart of the teaching and learning curriculum this year, with tailored interventions targeted at pupils who are at risk of falling behind as well as those who have already fallen behind age-related expectations due to the Lockdowns.
* Catch-Up premium will be used to support these children as well.
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| **Pupil Wellbeing and Support:**Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools. | * Children and staff will be supported throughout the year with mindfulness sessions and individual support where needed.
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| **School Workforce:**School leaders are best placed to determine the workforce required to meet the needs of their pupils.Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work.We welcome your support in encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time. | * Individual discussions will take place with staff members who are CEV, to discuss additional measures that may be out in place. These may include avoiding busier areas of the schools, wearing face coverings when walking round school and being alerted of positive cases promptly.
* Weekend Lets will be allowed to take place at school, however this may need to be revised if cases rise. Additional cleaning would be required after the Lets have been in school of high touch points.
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| **School Meals:**You should continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time. | * School meals will be provided on all sites for the children.
* Free school meal vouchers, or hampers will be provided for any child who has to self-isolate if they are entitled to free school meals.
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| **Educational visits:**Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. | * Educational visits will take place throughout the 2021 to 2022 academic year, following individual risk assessments considering the location that children will be taken to and what additional measures need to be in place.
* Special consideration will be given to ensuring children can wash their hands frequently and can avoid contact with people that they don’t know.
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