|  |
| --- |
| **20th July 2021**  **RISK ASSESSMENT: STEP FOUR OF GOVERNMENT ROADMAP OUT OF LOCKDOWN** |

**This risk assessment relates to government guidance** [**https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/999689/Schools\_guidance\_Step\_4\_update\_FINAL.pdf**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf) **and**

[**https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/999758/OOSS\_Provider\_Guidance\_PDF\_Step\_4.pdf**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999758/OOSS_Provider_Guidance_PDF_Step_4.pdf)

**both dated July 2021.**

**This document remains subject to change at a short notice as updates are received from the Department for Education (DfE) and/or Birmingham City Council (BCC).**

Please see Appendix 1 for a list of key website documents**.**

(**Key: SLT** – Senior Leadership team, **LA** – Local Authority (B’ham), **PPE** – Personal Protective Equipment, **PHE** – Public Health England)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HAZARD /**  **Area of Concern** | **Initial RISK RATING** | **CONTROL MEASURES** | **Residual RISK RATING** | **IN PLACE Yes/No** |
| 1. **Policies and Procedures** | | | | |
| **Lack of awareness of policies, procedures and guidance** | MED | * Attendance at school will continue to be mandatory from September 2021. It is a priority to ensure that as many children as possible regularly attend school. * 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. * Safeguarding policies and procedures will remain as important as ever and staff should continue to be vigilant at all times. The Designated Safeguarding Lead (DSL) should be notified immediately if there are concerns about pupils or staff. * The school will keep up-to-date information and advice on COVID-19 issued by (but not limited to): The Government / Public Health England (P.H.E.) / NHS / DfE / Department for Health and Social Care. (See Appendix 1) * Information on the school website is updated when necessary. * Any new or changed information/advice will be shared with our Chair of Governors (and other Governors) and passed on to parents, staff and pupils as appropriate. * SLT will ensure that staff are informed of the current guidelines in relation to infection control procedures and practices, including safe distancing where appropriate and good hygiene. We are advised to carry on with the ‘hands, face, space’ as best practice for the foreseeable future. * SLT to share Risk Assessments with Staff and Governors and provide opportunities for their questions to be answered. | LOW | Yes |
| 1. **Transmission/Spread of Virus** | | | | |
| **No consideration is taken of how coronavirus might spread in school** | HIGH | * In Step 4 of the Government Roadmap, pupils will no longer be restricted to year group ‘bubbles’, including for holiday clubs and out of hours clubs. * 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. * From Step 4, social distancing and face coverings will now be optional for staff and visitors either in classrooms or in communal areas. * If we have a Covid outbreak in school (several cases within 14 days), a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils 6 staff and visitors, unless exempt). * Control Measures to help prevent transmission:   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.   * Parents are informed not to bring their child to school or onto the school premises if they show signs of being unwell with coronavirus symptoms and/or believe they have been exposed to the virus. * After being unwell, staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance. * Staff who work closely with certain pupils, for toileting needs etc., could wear PPE for this and will ensure that they (and the pupil) wash their hands thoroughly. (Most staff in schools will not require PPE beyond what they would normally need for their work). * Any spillages of bodily fluids, e.g. respiratory or nasal discharges, are cleaned up immediately in line with guidance, using PPE if desired. Promote the **‘catch it, bin it, kill it’** approach (including signage). * We have identified any poorly ventilated spaces and take steps to improve fresh air flow in these areas, and will give 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). * Schools should balance the need for increased ventilation while maintaining a comfortable temperature. * Staff should be vigilant and report concerns about their own, a colleague’s or a pupil’s symptoms to the SLT as soon as possible. * The school is informed by parents/carers upon return to school after having coronavirus – the school informs the relevant staff. * Staff to inform the Headteacher when they plan to return to work after having coronavirus. | MED | Yes |
| **Staff who are asymptomatic could spread the virus while in school** | MED | * School have a supply of LFD (lateral flow) test kits for staff to test themselves at home every few days. (However, it is not compulsory for staff to do this). * A Testing Co-Ordinator and a Registration Assistant will be appointed to log, distribute and monitor staff testing. * Test results are available in 30 minutes. All test results will be submitted to the NHS by telephone or online and school will also keep a results register. * Any staff member testing positive will notify the Headteacher and not attend school. They should then book a PCR test in order to confirm the LFR result and self-isolate whilst awaiting the outcome (see section 5 below). | LOW | Yes |
| 1. **Hygiene / Cleaning** | | | | |
| **Poor hygiene practice** | HIGH | * Posters will be displayed throughout the school reminding pupils, staff and visitors about good hygiene, e.g. before entering and leaving the school. * Everyone will be encouraged to use soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE guidance. * Pupils should be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. Pupils take turns to use the sinks either in the classroom or toilet areas. * Pupils should wash their hands or use hand sanitiser frequently, particularly after being outside, visiting the toilet or handling resources that others may have touched. * Each classroom will have a hygiene box containing: face masks/visors, hand sanitiser, soap, paper towels, tissues, disposable gloves, aprons, anti-bacterial spray. There will be an inventory of items for staff to indicate anything that runs out, so that these can be replenished promptly. * Good monitoring ensures a constant supply of soap and paper towels in toilets. * All bins are emptied regularly. * Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. * A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team / P.H.E. * PPE stocks will be monitored by all staff on a daily basis so that they can be replaced promptly. They are stored in a central, accessible area (the PPA room). | LOW | Yes |
| 1. **Sickness** | | | | |
| **Staff, pupils and parents are not aware of the school’s procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school** | HIGH | * Pupils, 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). * Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school - seeBirmingham City Council document (updated 22.1.2021): <https://www.birmingham.gov.uk/downloads/file/16644/public_health_flowchart_for_schools> * If anyone in school develops COVID-19 symptoms, however mild, they will be sent 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 will 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, further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. 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’. (see Appendix 1) * A medical thermometer will be available in the main office to test the temperature of anyone who is feeling unwell. However, PHE is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying COVID-19. * Minimise contact with individuals who are unwell, by ensuring that those with symptoms of coronavirus, or who have someone in their household who does, do not attend school. * Any pupils or staff members who display signs of infection are taken out of the classroom and placed in an isolation area where they will not come into contact with others, but will be supervised. Anyone dealing with a person with symptoms should use PPE. * An SLT member or First Aider should call for emergency assistance immediately if symptoms worsen. * The parents/carers of unwell pupils are informed as soon as possible of the situation so that they can be taken home. For members of staff, a family member will be contacted. * Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. * Areas used by unwell staff and pupils who need to go home are appropriately cleaned (using a disinfectant) once vacated. * Parents/carers will be advised to book a test for their child through the NHS ‘testing and tracing for coronavirus’ website. They will then be asked to inform school as soon as possible of the test result. * 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. * Settings will only need to do contact tracing up to Step 4 (July 2021). From Step 4, close contacts will 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 to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. WJS may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. * From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children 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. * If someone tests negative, if they feel well and no longer have symptoms of COVID-19, they can stop self-isolating. They could still have another virus, such as a cold or flu, in which case it is still best to avoid contact with other people until they are better. * If someone tests positive, they should follow the ‘stay at home; guidance for households with possible or confirmed coronavirus (COVID-19) infection’ (see Appendix) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms. The 10-day period starts from the day when they first become ill. * At the end of March 2021, NHS Test and Trace reintroduced confirmatory PCR testing for positive lateral flow device (LFD) tests conducted at all assisted testing sites, including schools. This means that all staff, pupils and parents who get a positive LFD test should get a confirmatory PCR. The PCR test should be booked immediately either online or by calling 119 and should be undertaken within 2 days of the positive LFD result. * Upon return to school after self-isolation, staff should present an isolation note to the school bursar. This is obtained from: <https://111.nhs.uk/isolation-note/> * Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. * Health and safety governors are satisfied that arrangements are in place and in line with DfE guidelines. | MED | Yes |
| 1. **The School Day** | | | | |
| **Bringing the virus into school (morning arrival)** | MED | * One adult only should bring a child to school. * Normal school hours from Monday 6th September will be: Arrival 8.40-9.00a.m. Departure 3.25p.m. for years 3 and 4, and 3.30p.m. for year 5 and 6. * Parents/carers should be discouraged from entering the premises. If they have queries or information, they should phone the school office. | LOW | Yes |
| **Classroom layout and logistics not in compliance with infection control** | MED | * Pupils must use tissues when coughing or sneezing and these must then go straight into a bag which is then tied before going into the bin. Hand sanitiser must then be used. * Keep rooms well ventilated to improve air quality and prop doors open where possible. * Resources may now be shared across year groups and cleaned if needed. * Pupils should use their own stationery such as pencils (whether from home or school) and not share with others. These should stay in classrooms rather than coming to and from school each day. | LOW | Yes |
| **Educational Visits are undertaken before it is safe to do so** | HIGH | * Schools can organise educational visits from 17th April 2021, including residential trips. * From the start of the new school term, we can go on international visits that have previously been deferred or postponed, and organise new international visits for the future. * We are aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and we will comply with international travel legislation and should have contingency plans in place to account for these changes. * Any educational trips must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. * Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits. | MED | Yes |
| **Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened** | MED | * Teachers will prioritise identifying gaps and re-establishing good progress in essential skills and knowledge. * Relationships and health education (RHE) is now compulsory from Summer term 2021. * Additional financial support has been made available to schools through the catch-up premium and recovery premium to address gaps in learning. | LOW | Yes |
| **Children requiring using the toilet in lesson times** | LOW | * Pupils should leave the classroom individually to reduce contact with others. * Pupils are reminded of the importance of washing their hands after using the toilet and to using hand sanitiser upon their return to the classroom. | LOW | Yes |
| **Break times issues** | MED | * There is no longer a need for playground ‘bubbles’, but WJS will have years 3 and 5 together, and years 4 and 6 together for Autumn 1. * Groups will use allocated doors to enter/exit the school building. * Each group of pupils is allocated a specific toilet area to use during the day. | LOW | Yes |
| **Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school** | LOW | * Free School Meal vouchers to be issued as and when the government announcement is made. * A member of the school’s administrative team is tasked with ensuring that eligible pupils receive free school meals when in school, and continue to receive vouchers when not in school. * Issues with food poverty to be addressed through application to Early Help Hubs. * We will 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. | LOW | Yes |
| **School Office issues** | MED | * Staff and pupils to avoid visiting the office unless absolutely necessary. * Visitors to school should be kept to an absolute minimum and restricted to outside professionals who have made an appointment. They will be asked to comply with our infection control procedures and hygiene requirements to help reduce the risk of infection. * All visitors can choose whether to wear a face covering. * Visitors will also be asked to provide contact details in case the Track and Trace system needs to be activated. * Parents/carers will be informed that the majority of conversations with staff will be by telephone. In certain circumstances, a meeting may be arranged with social distancing rules observed. * Where appropriate, the SLT, Governors and Staff will continue to hold some meetings online (e.g. using Zoom/Teams) to avoid meeting each other or outside agencies in person. * Care will be taken when accepting goods deliveries, e.g. washing hands after handling parcels. | LOW | Yes |
| **Earlybirds issues (before/after school provision)** | MED | * Earlybirds (before and after school provision) will resume as normal from 6th September 2021, with no bubbles necessary. The locker area can now be used again as normal. * Good hygiene will be promoted throughout the sessions and surfaces/equipment cleaned after use. * PPE will be worn if a child (or staff member) shows symptoms of Covid-19. Parents/carers will be contacted and the bench near the ping pong tables will be used as an isolation area until they are collected. * The Earlybirds Manager will ensure there are sufficient stocks of hygiene supplies at all times. * Children will play outside if weather permits. * Resources could be wiped down or washed after use if necessary. * Food provided will be limited to toast and/or biscuits. This will be taken to the year groups to minimise children moving around school. Disposable cups will be used for drinks for pupils without their own container. * Parents/carers will be asked to observe social distancing when dropping children off or collecting them. * Earlybirds staff will observe other relevant key advice given in this complete Risk Assessment. | LOW | Yes |
| 1. **Medical / First Aid** | | | | |
| **First Aid procedures are not amended for Covid-19** | MED | * First Aid area to have sufficient hand sanitiser, paper towels, disinfectant spray and cloth, disposable gloves, aprons and face coverings etc. * Where possible, ask pupils to handle their own medi-wipes, hold cold compresses etc., and self-administer prescribed medicines where possible. * Staff and pupil to wash hands thoroughly after any contact. | LOW | Yes |
| **Serious/Life-threatening incidents** | HIGH | * In the event of a serious injury or incident call 999 immediately. * Consider wearing a face covering, apron and gloves when in close contact or dealing with bodily fluids. * In the event of CPR being required it is advised that chest compressions only are given (not mouth-to-mouth) and use of a defibrillator if available (located at Infant school). * If a pupil shows symptoms of Covid-19, isolate them immediately and send them home. Notify all staff, pupils and their parents in their group as they will need to self-isolate at home. | MED | Yes |
| 1. **Pupil issues** | | | | |
| **Pupils who are self-isolating, but are symptom-free, do not receive an education** | MED | * We have a legal duty to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (COVID-19). * We will 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. * We will work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education. * 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. * We will maintain our capacity to deliver high quality remote education for 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. | LOW | Yes |
| 1. **Staffing issues** | | | | |
| **Number of staff available is lower than that required to teach classes (or provide necessary support) in school** | MED | * The health status and availability of every member of staff is known and regularly updated. * Members of staff and parents of pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. * Staff will have access to home testing (LFD) kits with full instructions and should notify the NHS and school of all results. * Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed. * Staff will inform the SLT immediately if they need to self-isolate. * Full use will be made of staff who are isolation but who are well enough to teach/plan lessons remotely. * Therapists and other professionals may continue to visit school to provide support, where this is reasonably necessary. * Support for mental health and wellbeing is communication to all staff and there are plans in place to check on staff wellbeing, including senior leaders. * Consideration of available testing for school staff is updated according to latest government advice: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>. * We will follow the specific [guidance for pregnant employees](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) because pregnant women are considered clinically vulnerable and a separate risk assessment will be completed for them. | LOW | Yes |

**APPENDIX 1**

|  |  |
| --- | --- |
| **Links to DfE Guidance**  As new guidance is produced weekly, please refer to [**www.gov.uk**](http://www.gov.uk/) for updates  Note from DFE: Schools are not required to use these guides, and may choose to follow alternative approaches to preparing for wider opening, or to use some sections of this guidance alongside other approaches. | Schools Operational Guidance - July 2021: [**https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/999689/Schools\_guidance\_Step\_4\_update\_FINAL.pdf**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf)  Actions for Out of School Settings (e.g. holiday clubs): [**https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/999758/OOSS\_Provider\_Guidance\_PDF\_Step\_4.pdf**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999758/OOSS_Provider_Guidance_PDF_Step_4.pdf)  Staff testing in primary schools: <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>  Safe working in education: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>  Remote Education note: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-__Explanatory_Note.pdf>  Compilation of all guidance notes: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>  Advice for parents: <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>  Ofsted guidance and update: <https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update>  Providing meals to pupils: <https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>  General travel guidance: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  Recording attendance: <https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>  Test and Trace: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>  Stay at home guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>  Dealing with COVID symptoms in schools: <https://www.birmingham.gov.uk/downloads/file/16644/public_health_flowchart_for_schools> |