

HH COVID-19 Risk Assessment

**HOLMEWOOD HOUSE SCHOOL****COVID-19 – Risk Assessment for Holmewood House School****Introduction and Objective**

The COVID-19 outbreak is dynamic, and the context for risk management is changing rapidly with the Government, Local Authority and other agencies providing updated information on a regular basis. This updated COVID-19 risk assessment has been developed upon the guidance and requirements of those bodies available at the time of writing and is based on the ISBA sector best practice template. Due to the dynamic nature of the risk environment, this document will be kept updated as new information and requirements come to light. The School will continue to monitor implementation and adjust the RA and practice from ongoing learnings of the operation.

The objective of this document is to assess the broad spectrum of significant known risks and considerations in returning to an on-site school operation in the current COVID-19 outbreak and to identify and implement the appropriate, proportionate and reasonable mitigations to manage those risks wherever possible. The primary consideration is the health, safety and wellbeing of the different stakeholders in the HH Community – the staff, parents and pupils.

System of Controls

DfE/PHE has provided guidance on steps schools can take to mitigate risks in the context of the COVID-19 outbreak. They are grouped into ‘prevention’ and ‘response to any infection’ and build on the hierarchy of protective measures. When implemented with a “revised risk assessment, these measures create an inherently safer environment for pupil and staff where the risk of transmission of infection is substantially reduced”.

Prevention:

- Minimise contact with individuals who are unwell by ensuring those who have COVID-19 symptoms, or who have tested positive for COVID-19, do not attend school.
- Clean hands thoroughly more often than usual.
- Ensure good respiratory hygiene by promoting ‘catch it, bin it, kill it’ approach.
- Introduce enhanced cleaning, including frequently touched surfaces, using standard products (detergents and bleach).
- Keep occupied spaces well ventilated
- Where necessary, wear appropriate PPE.

HH COVID-19 Risk Assessment

Response to any infection:

- Engage with the NHS Test and Trace process
- Manage confirmed cases of COVID-19 amongst the school community
- Contain any outbreak by following local health protection team advice

Version Control

Earlier Drafts – Early May	CIT input and review
V2 – 22.05.20	Release to staff for Inset Training on Return To School on Fri 22 nd May
V3 – 16.06.20	Updated to reflect risk adjustments from 1 st June return and assessment for additional year group return on 22 nd June
V4-6 – 27.08.20	Significant update in preparation for full return to school for Autumn Term. Released to staff for Inset.
V7 – 09.11.20	Reviewed in context of update guidance for education and childcare settings given new national lockdown restrictions from 5 th November
V8 – 20.01.21	Reviewed and updated in context of the national lockdown on 5 th January 2021. Note school site closed to pupils except for those in Nursery and the children of key workers.
V9 – 01.03.21	Reviewed in context of updated guidance for education and childcare settings given return to school site for 8 th March (national lockdown continuing). Please refer to Safeguarding Policy also reviewed for return.
V10 – 16.04.21	Reviewed in context of updated Schools operational guidance (6 th April 2021) and for start of summer term 2021.
V10 – 12.05.21	Reviewed in context of updated Schools operational guidance (10 th May 2021) for 17 th May Roadmap Stage 3
V11 – 24.08.21	Reviewed in context of Schools operational guidance (17 August 2021) for Roadmap Stage 4 and the return to school in Sept 2021

HH COVID-19 Risk Assessment

Govt, DfE or Other Guidance Requirements given Ongoing Covid Risks	HH Controls/Procedures in Place
1. 'Bubbles' & Minimising Contact:	
<p>At Step 4 it is no longer necessary to keep children and young people in consistent groups ('bubbles').</p> <p>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.</p>	<ul style="list-style-type: none"> • While 'bubbles' requirements will no longer be followed in school and routines are generally returning to normal practice, some Covid practices will remain to manage underlying risks e.g. line-up outside prior to lunch, afternoon snacks being served outside, drop-off/pick-up arrangements and the 'Kiss and Drop' protocols continuing, see Return to School guidance and other operational guidance for details. • SLT will respond to confirmed cases and outbreaks following guidance from Public Health England. The school has prepared an 'Outbreak Management Plan'
2. Face Coverings, Ventilation, Respiratory Hygiene and Social Distancing:	
<p>From Step 4, face coverings will no longer be required for pupils, students, staff and visitors either in classrooms or communal areas. You can find more information on the use of face coverings in Face coverings no longer required in schools and colleges from 17 May - GOV.UK (www.gov.uk).</p> <p>Pupils, aged 11 years up, should continue to wear face coverings on school transport.</p> <p>In circumstances where face coverings are recommended If we have an outbreak in our school, a director of PHE might advise us that face coverings should temporarily be worn in communal areas or classrooms (by pupils, students, staff and visitors).</p>	<ul style="list-style-type: none"> • Face coverings are no longer required to be worn in classrooms or communal areas. • No face coverings are required by staff, students, parents or visitors to school. • Social distancing requirements are also no longer required. Classrooms can return to normal, group orientated, layouts. • Staff are reminded to respect colleagues in communal areas in observing good hygiene and distancing. Staff can also choose to wear face coverings if they wish. • In the case of an outbreak: seek advice from PHE and face coverings or visors may need to be worn, See 'Outbreak Management Plan' <p>Hand hygiene</p> <ul style="list-style-type: none"> • Handwashing, respiratory hygiene must continue <p>Respiratory Hygiene</p>

HH COVID-19 Risk Assessment

	<ul style="list-style-type: none"> • Catch it, bin it, kill it - The e-Bug COVID-19 website contains free resources for settings, including materials to encourage good hand and respiratory hygiene. <p>Ventilation</p> <ul style="list-style-type: none"> • Allow for fresh air flow, open windows and all internal doors. • Staff to be reminded during the INSET day and Tutors and Class Teachers must remind children on return to school.
3. Cleaning:	
<p>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents.</p>	<ul style="list-style-type: none"> • Clean surfaces regularly. Cleaning materials provided in classrooms for regular use. • Regular within day cleaning continues of touch points e.g. bathrooms, handrails and common surfaces • Desks, tables, surfaces to be clear at the end of each day to allow for quality cleaning. • Desks, tables, surfaces and learning spaces to be tidy to allow different staff to access spaces i.e., hot desking, shared learning spaces and cover for staff absence or training. • Minibuses to be cleaned after use. • PE equipment to be wiped down between uses
4. Asymptomatic Testing:	
<p>Testing remains important in reducing the risk of transmission of infection within settings.</p> <p>All staff and Yr 7 & Yr 8 pupils should continue to test regularly on the return to school. Pupils should receive 2 on-site lateral flow device (LFD) tests, 3-5 days apart, on their return in the Autumn term.</p>	<ul style="list-style-type: none"> • LFD tests will be made available for Yr 7 & Yr 8 pupils in the week of return to school and testing will take place in the dedicated Testing Centre. • Communication and instructions shared with staff and parents. Staff and parents must inform the school as soon as possible of positive LFD tests and PCR tests. • Staff and pupils in Y7&8 will continue to LFD twice weekly until 30th September when the Government will review the requirement. • Details and instructions for testing communicated with parents in August.

HH COVID-19 Risk Assessment

5. Reporting Confirmed Cases:	
<p>Education settings will continue to report cases to local health protection teams.</p> <p>Settings may be contacted in exceptional cases to assist health protection teams e.g. in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of Public Health might advise a setting to temporarily reintroduce some additional control measures</p> <p>DfE Helpline can be reached on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p>	<ul style="list-style-type: none"> • Pupils who are symptomatic at school will continue to be isolated until they are collected by a parent or other adult. • The school reports confirmed cases to PHE. PHE advises on actions to be taken.
6. Confirmatory PCR Tests:	
<p>Staff, pupils and students with a positive LFD test result should self-isolate in line with the stay-at-home guidance.</p> <p>They will also need to get a free polymerase chain reaction (PCR) test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>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 individual can return to their setting, as long as</p>	<ul style="list-style-type: none"> • Parents and staff advised of the testing and isolation requirements in the Return to School communications.

HH COVID-19 Risk Assessment

<p>the individual doesn't have COVID-19 symptoms. Those with a negative LFD test result can also continue to attend school or college.</p>	
<p>7. Tracing Close Contacts and Isolation:</p>	
<p>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.</p> <p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> • Parents and staff advised of the testing and isolation requirements in the Return to School communications.
<p>8. Communicating with Parents and Families:</p>	
<p>Maintain clear and effective communication with parents and families</p>	<ul style="list-style-type: none"> • Return to School communications sent to parents prior to the start of term. The Senior Medical Officer will maintain contact with parents for any queries in relation to the Covid protocols and broader queries on pupil health.

HH COVID-19 Risk Assessment

9. Admitting Children and Young People Back to Setting:	
Parents and carers should not admit a pupil or student with symptoms and is a potential risk to others.	<ul style="list-style-type: none"> Return to School communications sent to parents prior to the start of term. The Senior Medical Officer will maintain contact with parents for any queries in relation to the Covid protocols and broader queries on pupil health.
10. Visitors to School:	
Visiting specialists such as therapists, clinicians, peripatetic teachers and other support staff for pupils with SEND should provide interventions as usual, including moving between settings as required.	<ul style="list-style-type: none"> Visitors to school should not attend if they are feeling unwell with Covid symptoms, as a result of a positive Covid test or as advised but public health guidance on self-isolation requirements. On campus visits continue to plan in a COVID safe way – hands, face, space and ventilation.
11. Home to School Transport and Personal Transport:	
<p>Students aged 11 and over are recommended to wear face coverings when travelling to school on dedicated transport</p> <p>There are no longer recommendations regarding maximising distancing and minimising mixing, but unnecessary overcrowding should be avoided,</p>	<p>Students in Year 7 & 8 will continue to wear masks when using dedicated transport for travelling to and from school and when attending matches. Staff will also wear masks in school transport.</p> <p>Minibuses will be frequently cleaned and ventilated during, before and after use.</p>

HH COVID-19 Risk Assessment

12. Attendance	
<p>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.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE, they should be recorded as code X (not attending in circumstances related to coronavirus).</p> <p>Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p>	<ul style="list-style-type: none"> • Good attendance remains our priority • Remote learning must be planned and meaningful and will be delivered to all children. • All new staff will be given training in how to utilise the hybrid classroom and Microsoft Teams.
13. Clinically Extremely Vulnerable and Clinically Vulnerable Staff and Pupils:	
<p>There are some groups of children and young people who are at higher risk of severe illness from COVID-19.</p> <p>This group of people have been told directly by their GP or hospital clinician, or have received a letter, confirming that they are clinically extremely vulnerable (CEV).</p> <p>The Government no longer advise those who are CEV to shield.</p>	<ul style="list-style-type: none"> • Individual pupils and staff who are deemed to be CEV or CV, to be risk assessed individually. • Any anxieties or concerns dealt with on a case-by-case basis.

HH COVID-19 Risk Assessment

14. Pregnant Women at 28 weeks or with Underlying Health Conditions:	
<p>Women 28 weeks pregnant and beyond, or who are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19.</p> <p>The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk.</p>	<p>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p> <ul style="list-style-type: none"> • Advice for pregnant women has been updated: individual risk assessments will be made on a case by case basis.
15. Remote Learning:	
<p>Schools should maintain a 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 COVID19 travel restrictions.</p>	<ul style="list-style-type: none"> • Remote learning provided to pupils who unable to attend school because of Covid isolation requirements. • Remote learning will be planned to be purposeful and allow for progress. • For safeguarding purposes, pupils will be contacted and supported directly if they are accessing remote learning. • DSL with the pastoral team will ensure they check in daily with vulnerable children. The SLT will check in with vulnerable staff to offer necessary support. • New staff training to be completed to enable all staff can use the remote teaching.

HH COVID-19 Risk Assessment

16. Transition, Taster and Open Days 2021:	
<p>Schools should complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with systems of controls and align with the advice contained within this guidance and the roadmap out of lockdown</p>	<ul style="list-style-type: none"> • Taster days can return: <ul style="list-style-type: none"> ○ Y7 & 8 are tested, and proof of testing is seen ○ Pupils and parents confirm that they have no symptoms of Covid and are not subject to any self-isolation requirements • Open Mornings will return with the requirement of all attendees confirming that they are not showing symptoms of Covid and that they are conforming to prevailing Govt requirements for self-isolation. • Plans will be adapted in response to any outbreak of Covid 19 following guidance from PHE
17. Educational Visits and Outdoor Learning:	
<p>Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely.</p> <p>As part of this risk assessment, schools will need to consider what control measures are used and follow wider advice on visiting indoor and outdoor venues.</p> <p>Schools should consult the health and safety guidance on educational visits when considering visits.</p>	<ul style="list-style-type: none"> • Visits must be thoroughly planned with a robust risk assessment in place. • International trips should not be planned without reference to and approval from the SLT • Plans will be adapted in response to any outbreak of Covid 19 following guidance from PHE
18. Re-Opening of School Lettings:	
<p>Any school letting must be following government guidance.</p>	<ul style="list-style-type: none"> • Individual lettings will be considered on a case by case basis. • Consideration will be given to careful cleaning between lets and the let user should prepare and share their risk assessment. • Persons should not attend if feeling unwell or showing any defined symptoms including new continuous cough or temperature.

HH COVID-19 Risk Assessment

19. Boarding:	
<p>Boarding policies and procedures to be updated regularly in line with prevailing Government guidance.</p> <p>Ongoing communication to be maintained to parents and staff.</p> <p>Prevailing isolation and quarantining rules to be followed in the Boarding House</p>	<ul style="list-style-type: none"> • Boarding policies reviewed in line with guidance given by the Government and current policies all to be operated alongside COVID 19 risk assessments and guidance documents given to all staff. • All boarding parents sent communications approved by the Headmaster and the Senior Medical Officer. Boarding staff briefed on communications and protocols and implementation monitored by Boarding Housemaster. • Isolation rooms available in boarding under guidance available from Senior Medical Officer. • Parents or guardians to take any unwell pupils to recover at home or with their guardian following a positive test.