



Risk area: School Operating During Covid-19 Pandemic from 1/9/21

Assessment carried out by:	Headteacher
Workplace:	Westende Junior School
Employer:	The Circle Trust
Date assessment was carried out:	27 August 2021
Date of next review:	30 September 2021

Context and additional information:

The overarching objective is to maximise the number of students in face-to-face education and minimise any disruption, in a way that best manages the COVID-19 risk. The impacts of having missed face-to-face education during the pandemic are severe for children, young people and adults.

In all cases, any benefits in managing transmission should be weighed against any educational drawbacks. Decision-makers at Westende Junior School will endeavour to keep any measures to the minimum number of groups possible, and for the shortest amount of time possible. Decision-makers at Westende Junior School will keep all measures under regular review and lift them as soon as the evidence supports doing so. Measures affecting the education at Westende Junior School will not be considered in isolation, but as part of a broader package of measures. Attendance restrictions will only ever be considered as a last resort

Local authorities, Directors of Public Health (DsPH) and health protection team (HPT)s play an important role in providing support and advice to education and childcare settings.

Westende Junior School will seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements. (Phase 4 OMP)

Wokingham LA will be notified via the ChildrensCV19Support@wokingham.gov.uk mailbox of any positive cases of Covid-19 in school or covid-related absences as well as information based on the updated thresholds outlined in the Contingency Framework, if 5 pupils or staff, or 10% of students or staff who are likely to have mixed closely for COVID-19 within a 10-day period.

Westende Junior School will continue to operate as normally as possible during the COVID-19 pandemic. Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community

Westende Junior School follows Public Health England and DfE [here](#)



Contingency
framework:
education and
childcare settings

August 2021

which means the implementation of a system of controls which include:

1. minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. cleaning hands thoroughly more often than usual
3. Promoting 'catch it, kill it, bin it'
4. Improving ventilation

Westende Junior School has an **Outbreak Management Plan** which describes what to do if students or staff test positive for COVID-19 and how the school would operate if advised to reintroduce any measures described in this document to help break chains of transmission.

The definition of an outbreak is:

- 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

or

- 10% of students or staff who are likely to have mixed closely for COVID-19 within a 10-day period

Actions to consider when the above threshold is reached will review and reinforce the testing, hygiene and ventilation measures already in place.

RISK likelihood X HAZARD severity = Risk Rating Assessment

	1	2	3	4	5
Risk/Likelihood	Improbable	Unlikely	Moderate risk	Likely	Almost certain

What are the hazards?	Who might be harmed and how?	What is already in place?	Curr-ent risk	What further action do you need to take?	Net Risk	Who needs to carry out the action?	When is the action needed by?
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DURING THE SCHOOL DAY

Transmission of Covid 19 to pupils or staff	Pupils or staff are contaminated by an infected person because a member of staff or pupils attends the school site whilst ill with Covid 19.	<p>Clear emphasis on the importance that no one (staff or student) arrives at school if at all ill with Covid symptoms of:</p> <ul style="list-style-type: none"> • Fever • Persistent cough • Anosmia <p>The Covid Simple Rules are:</p> <ul style="list-style-type: none"> • Never come into school if you are ill with COVID symptoms • Wash hands regularly • Use a tissue to catch sneezes and coughs and bin it 	3	<ul style="list-style-type: none"> • Continue to reinforce this message via parent and staff newsletters and staff meetings. • All actions are ongoing and will only be adapted as a result of if/when there were to be an in school significant outbreak 	3	All staff Parents	ongoing
	Pupils or staff are contaminated by an infected person does not follow NHS Test and	<p>NHS Test & Trace</p> <ul style="list-style-type: none"> • provides free testing for anyone who has symptoms of COVID- 	2	<p>Staff and students do not need to self-isolate if they have been in close contact so long as they are:</p> <ul style="list-style-type: none"> • Fully vaccinated (after 14 days) • Below the age of 18 	2	All staff Parents	ongoing

	Trace protocols correctly	<p>19 to find out if they have the virus</p> <ul style="list-style-type: none"> • gets in touch with anyone who has had a positive test result to collect information about close contacts • alerts those contacts, advises them to take a PCR test and instructs them to self-isolate, and from 16 August will also check which contacts are exempt from self-isolation <p>Staff and students will self-isolate immediately if they show any symptoms of COVID-19 and book a PCR test as soon as possible, even if they are fully vaccinated.</p> <p>If staff or students are notified by NHS Test and Trace of a positive COVID-19 test result, they complete their full self-isolation period. The self-isolation period starts immediately from when symptoms started, or from when a PCR test or assisted lateral flow test was taken and the next 10 full days.</p> <p>Close contacts who are exempt from self-isolation requirement are advised to take a PCR test, but will not be required to self-isolate while they wait for the result. They will also be advised to consider the following</p>		<ul style="list-style-type: none"> • Or not able to be vaccinated for medical reasons <p>Shielding is currently paused by national government; however, in the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), Westende Junior School will follow all government guidance.</p> <p>Shielding would be in addition to other measures in place and separate risk assessments will be available for those members of staff classed as ECV</p>			
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		<p>precautions until 10 days after their most recent contact with the positive case:</p> <ul style="list-style-type: none"> • limiting close contact with people outside their household, especially in enclosed spaces • wearing a face covering in enclosed spaces and where they are unable to maintain social distancing • limiting contact with anyone who is clinically extremely vulnerable • taking part in regular lateral flow testing 					
	<p>Pupils or staff are contaminated by an infected person because there is poor personal hygiene e.g. staff or pupils do not wash their hands regularly nor sufficiently</p>	<p>Handwashing remains the most significant method of reducing the transmission of the virus. This message is reiterated regularly to ensure full adherence to this expectation</p> <ul style="list-style-type: none"> • All toilets and classrooms fully stocked with soap and hand drying and regularly checked by site controller • Students and staff regularly reminded of importance and clear routine of handwashing on arrival to the school site and at regular intervals throughout the day • Hand sanitizer is available in all classrooms • Hand sanitizer station is located in the school entrance 	3	<p>Pupils reminded of the importance of good hand hygiene at the start of the new term.</p>	3	<p>Staff Students Site controller</p>	6/9/21

	Pupils or staff are contaminated by an infected person because there is poor respiratory hygiene	<ul style="list-style-type: none"> Tissues used to catch any cough or sneeze and binned All children taught to catch sneezes and coughs in their elbow area if they cannot get to a tissue in time 'Catch it, Kill it, Bin it' posters are displayed around school Boxes of tissues and bins available in every classroom 	3	Pupils reminded of the importance of good respiratory hygiene at the start of the new term.	3	Staff Pupils	6/9/21
	Pupils or staff are contaminated by an infected person because classrooms and offices are not sufficiently ventilated	<ul style="list-style-type: none"> Ventilation of rooms is in accordance to updated guidance from the HSE Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE Ventilation Guidance. Classroom door and windows are open during the working day Classroom doors left open at break and lunchtime Office windows are open during the working da Staff room windows are open during the working day 	3	No further action	3	Staff	ongoing
	Staff are contaminated by	<ul style="list-style-type: none"> School staff are provided with Lateral Flow Test Kits 	3	Under-18s, irrespective of their vaccination status, and double	3	All Staff Pupils	Ongoing

	an a-symptomatic infected person	<ul style="list-style-type: none"> • School staff test twice weekly during term time • School staff report LFD results via the NHS website and school reporting system. • Those who test positive should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. 		vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate.		Parents.	New guidance on self-isolation from 16 August 2021
	Pupils or staff are contaminated by an infected person because there is insufficient social distancing whilst travelling around the site	<ul style="list-style-type: none"> • Face coverings are worn by staff and visitors in communal areas where social distancing is not possible. • Classroom doors are used for entry and exit at the beginning and end of the day to minimise over-crowding in corridors. 	3	<p>Face coverings no longer need to be worn by pupils, staff or visitors either in classrooms or in communal areas</p> <p>Face coverings are 'expected and recommended' in enclosed and crowded spaces where people may come into contact with others they don't normally meet, such as on public or dedicated school transport</p> <p>In case of an outbreak, temporary use of face coverings in communal areas or classrooms (by staff and visitors) will be re-introduced. (See Outbreak Management Plan)</p>	3		From 1/9/21

	<p>Pupils or staff are contaminated by an infected person because there are gatherings of large numbers of people who do not ordinarily mix</p>	<ul style="list-style-type: none"> • Whole school assemblies held via MS Teams • Year groups allocated designated areas for break and lunch time • Outdoor PE and Swimming prioritised 	3	<ul style="list-style-type: none"> • Assemblies timetabled for lower and upper school (maximum two year groups in the hall at any one time) • PE lessons will continue to be outdoor and swimming until half term • Lower school and upper school designated play areas for break times and lunchtimes • Headteacher to inform all stakeholders without delay via writing at the decision to increase Covid secure protocols due to an outbreak as defined earlier in this risk assessment • Where it's not possible to conduct PE lessons outside, the school hall will be used with sufficient ventilation. • Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators will be consulted when planning 	3	<p>SLT Headteacher</p>	<p>6/9/21</p>
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				<p>sporting events and competitions.</p> <ul style="list-style-type: none"> Indoor and outdoor performances with an audience can go ahead. Events and attractions Guidance for people who work in settings related to events and visitor attractions. will be consulted when planning any performances or school events. 			
	Pupils or staff are contaminated by someone who becomes symptomatic (fever, cough, no taste/smell) whilst on site during the school day	<ul style="list-style-type: none"> School staff inform a member of the SLT and leave the site immediately. A pupil who is displaying symptoms is isolated in the first aid room. Staff supervising the pupil to wear PPE. Parents/carers are contacted and asked to pick the pupil up immediately. The room and any touch points are cleaned and cleaning material disposed of in yellow medical waste bags. 	3	No further action	3		ongoing
	Pupils or Staff contract Covid 19 by touching contaminated	Cleaning schedule to be followed as per government guidelines https://www.gov.uk/government/publications/covid-19-	3	No further action	2	Staff	ongoing

	surfaces e.g., doors and handles.	decontamination-in-non-healthcare-settings/covid-19decontamination-in-nonhealthcare-settings <ul style="list-style-type: none"> • High touch points, e.g. door handles and light switches, are cleaned more frequently during the school day • Soft furnishings and equipment which is hard to clean is removed from the classroom • Bins emptied at regular times • Waste disposed of as per DfE guidelines • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 				
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CONTINUITY AND CONSISTENCY IN DAY TO DAY OPERATION

Safe day to day operation is compromised by unpredictable consequence of COVID-19 arrangements	Headteacher is absent due to illness or advised to self-isolate for 10 days.	Delegated authority moves to Deputy Headteacher, Norah Edgar. Deputy Headteacher redeploys SLT as required.	3	Norah Edgar informs: Chair of Trustees Chair of Local Advisors SLT ICT contact (Val Lewis)– to redirect email correspondence to Deputy Headteacher Local Authority	3	Headteacher Deputy Headteacher	ongoing
	Headteacher and Deputy Headteacher are absent due to illness or advised to self-isolate for 10 days.	Delegated authority moves to Assistant Headteacher, Lee Kitson.	2	Lee Kitson informs: Chair of Trustees Chair of Local Advisors SLT ICT contact (Val Lewis)– to redirect email correspondence to Assistant Headteacher	2	Headteacher Deputy Headteacher	ongoing

				Local Authority		Assistant Headteacher r SENDCo.	
	Headteacher, Deputy Headteacher, Assistant Headteacher are absent due to illness or advised to self-isolate for 10 days.	There would be no capacity to safely run the school and therefore with the permission of Trustees, Chair of Local Advisor and with consultation with the LA school operation temporary ceases or very significantly reduced.	2	Chair of Trustees consults Trustees and Chair of Local Advisors Chair of Trustees liaises with the Local Authority Chair of Trustees informs all stakeholders Westende Junior School will follow: https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers	2	Business Manager Chair of Local Advisors Chair of Trustees & Trustees	ongoing
OTHER							
Covid 19 and Educational Trips or Visits	Staff or pupils contract Covid 19 whilst on an educational trip or visit	Following changes to the DFE government guidance from July 2021, education day visits and domestic residential visits can go ahead.	3	A separate risk assessment will be carried out for each educational visit to determine whether it can be undertaken safely	3	Educational Visits Co Ordinator	1/9/21
Covid 19 and Lettings	A person or child contracts Covid 19 whilst attending a club or extra-curricular activity on the school site e.g. Brownies, Yoga.	Lettings provide school with a risk assessment which includes Covid Secure arrangements.	3	No further action	3	HT SBM	ongoing