



Risk area: School Operating During Covid-19 Pandemic from 1/2/22

Assessment carried out by:	Headteacher
Workplace:	Westende Junior School
Employer:	The Circle Trust
Date assessment was carried out:	31 Jan 2022 updated to reflect changes to the contingency framework 26/1/22
Date of next review:	March 2022

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 4hj 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](#) 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 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?
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 19 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 <p>Staff are provided with lateral flow tests and requested to test twice weekly</p>	3	Reminders sent out in parent newsletters and staff communication.	3	All staff Parents	ongoing
	Pupils or staff are contaminated by an infected person does not follow NHS Test and Trace protocols correctly	<p>NHS Test & Trace</p> <ul style="list-style-type: none"> • provides free testing for anyone who has symptoms of COVID-19 to find out if they have the virus 	2		2	All staff Parents	Ongoing

Guidance changed
27/1/22 Return to
Plan A

- gets in touch with anyone who has had a positive test result to collect information about close contacts
- alerts those contacts, advises them to LFT for 7 days and instructs them to self-isolate (if not fully vaccinated and over the age of 18).
- 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.

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. Length of isolation will be in line to government guidelines.

Staff and students do not need to self-isolate if they have been in close contact so long as they are:

- Fully vaccinated (after 14 days)
- Below the age of 18
- Or not able to be vaccinated for medical reasons

Close contacts are advised to follow the government's guidance on [how to stay safe and prevent the spread of the virus.](#)

	<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>	<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 are reminded of the importance of good hand hygiene on a regular basis</p>	3	<p>Staff Students Site controller</p>	6/9/21
	<p>Pupils or staff are contaminated by an infected person because there is poor respiratory hygiene</p>	<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	<p>Continue to remind pupils reminded of the importance of good respiratory hygiene.</p>	3	<p>Staff Pupils</p>	6/9/21
	<p>Pupils or staff are contaminated by an infected person because classrooms and offices are not sufficiently ventilated</p>	<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 	3		3	<p>School Business Manager Staff</p>	22/11/21

		<p>and CIBSE Ventilation Guidance.</p> <ul style="list-style-type: none"> • 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 • The school has a supply of nine CO2 monitors which are located in classrooms and offices to monitor air quality. Readings are taken hourly. If the monitor indicates poor air quality, additional measures to ventilate the room will be taken e.g. open more windows, open exit doors, open internal doors. • The school has an air purifier located in one internal classroom where it is difficult to achieve good ventilation with fresh air. 			Staff, visitors, parents,	
Staff are contaminated by an a-symptomatic infected person	<ul style="list-style-type: none"> • School staff are provided with Lateral Flow Test Kits • School staff continue to test twice weekly on Monday and Thursday morning before coming to work. 	3	Those who test positive should follow government isolation guidelines.	3	All Staff Pupils Parents.	2/12/21

Pupils or staff are contaminated by an infected person because there is insufficient social distancing whilst travelling around the site	In line with national guidance, staff mask wearing will be a personal choice in and around the school site	3	School will continue to follow national guidance.	3		From 26/1/22
Pupils or staff are contaminated by an infected person because there are gatherings of large numbers of people who do not ordinarily mix	<ul style="list-style-type: none"> When infection rates in school are high (above the contingency threshold) risk assessments will be carried out to ensure that mitigations are in place for large scale events, e.g. whole school events in the hall and off site educational visits. 	3		3	SLT Headteacher	26/1/22
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. 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		3		ongoing
Pupils or Staff contract Covid 19	<ul style="list-style-type: none"> Anti-bacterial wipes are available in classrooms to clean key boards, 	3		3	Staff	ongoing

	<p>by touching contaminated surfaces e.g., doors and handles.</p>	<p>musical instruments and other resources.</p> <ul style="list-style-type: none"> • Pupils directed to wash hands frequently throughout the day and before eating. • 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/covi 					
	<p>Teaching staff absent due to illness or advised to self-isolate for 10 days impacts on the safety of the children in school.</p>	<p>Where the number of staff is reduced so that the safety of the pupils is compromised, the class/year group/school will be closed and remote learning will be provided.</p>	<p>2</p>	<p>Chair of Trustees consults Trustees and Chair of Local Advisors Chair of Trustees liaises with the Local Authority Chair of Trustees informs all stakeholders</p> <p>Westende Junior School will follow: https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers</p>	<p>2</p>	<p>Headteacher SLT</p>	<p>ongoing</p>

OTHER

Covid 19 and Educational Trips or Visits	Staff or pupils contract Covid 19 whilst on an educational trip or visit	<ul style="list-style-type: none"> Following changes to the DFE government guidance from July 2021, education day visits and domestic residential visits can go ahead. A separate risk assessment is carried out for each educational visit to determine whether it can be undertaken safely 	3		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