

East Preston Infant School

IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS RISK ASSESSMENT AND RISK MANAGEMENT

ACTIVITY: Re-opening of school to all pupils. LOCATION: East Preston Infant School DATE: January 2022

Key area or hazard	Groups who are especially at risk:	How will we control this risk?	Key persons with responsibility	Post event review if incident occurs
Health and Safety check of the building	Staff and Children	<p>→Premises checks completed in w/b 30/08/21 to ensure that all systems are functioning correctly. This includes water flushing, legionella testing, emergency lighting, air conditioning units in pods, indoor climbing equipment, PAT testing.</p> <p>→Innovate are responsible for ensuring kitchen checks have taken place prior to reopening. Completed w/b 30/08/21.</p>	<p>Stephen Hill</p> <p>Innovate</p>	
Cleaning Contractors	Staff	<p>→Deep clean of the school from 23/08/21. Continue to liaise with Churchills to ensure that additional cleaning requirements are clearly communicated and agreed and that there are adequate resources and equipment. Priority areas will continue to include classrooms/office/furniture/toilets/handles/ light switches/banisters</p>	Stephen Hill	
PPE Equipment	Staff	<p>→The school has resourced a number of face masks, face shields, visors, gloves and aprons for staff if they wish to use them. Due to the young age of our pupils and the layout of the school, Staff are not required to wear face masks in corridors, the staffroom or toilets, unless they wish to do so. See section below for advice for staff using face coverings.</p> <p>→Staff working with children whose behavior can be extremely challenging have been given the option to wear full facemasks when using Team Teach.</p>	Claire New	
Visitors to the school	Staff and Children	<p>→Parents helpers and other visitors (including professionals) are permitted to come into school. They are required to wear face coverings as they move through the school but can remove them once they have reached their working destination. Hand sanitizer continues to be available for use in the entrance foyer and in the classrooms for visitors to use.</p> <p>When wearing a face covering:</p> <ul style="list-style-type: none"> • Use hand sanitizer or wash hands with soap for 20 seconds before putting it on • Avoid touching the part of the face covering in contact with the mouth and nose 	<p>Year group leaders</p> <p>Office staff</p>	

		<ul style="list-style-type: none"> • Change the face covering if it becomes damp or if they have touched the above • Avoid taking it off and putting it back on a lot in quick succession <p>When removing a face covering:</p> <ul style="list-style-type: none"> • Use hand sanitizer or wash hands with soap for 20 seconds before removing • Only handle straps, ties or clips • Not give it to someone else • Dispose of single use items in a household waste bin • If reusable, store in a plastic bag then wash in line with manufacturer's instructions • Use hand sanitizer or wash hands with soap for 20 seconds once removed <p>→Student teachers should adhere to the same health and safety arrangements as school staff. They should ensure they are familiar with the full risk assessment before they begin their practice.</p> <p>→Contractor visits will take place outside of school hours wherever possible but if during the day they will be advised of the schools risk assessment procedures and control measures before entering.</p>		
Meetings with staff	Staff	<p>→Risk assessment shared on the school website. Staff to share any concerns/thoughts with their year group leader so that these can be addressed. Staff will have ongoing opportunities to raise any concerns/ideas etc at weekly year group meetings or directly with the Headteacher/Deputy Headteacher.</p> <p>→Staff predominantly work across one year group, however mixing will occur at lunchtime, for meetings and for some staff who work across year groups. Staff should continue to hand sanitise or wash their hands regularly and meet in well-ventilated spaces, whilst keeping the room at a comfortable temperature.</p> <p>→PPA and staff absence will be covered by consistent staff whenever possible.</p> <p>→Risk assessment and plans shared with Governors w/b 06/09/21 Updated and shared 30/11/21. Updated and shared 10/01/22</p>	Claire New Lucy Owens	Year group leaders
Cleaning and Hygiene	Staff and Children	<p>The following control measures continue to be the main priority for reducing the risk of spreading Coronavirus:</p> <ul style="list-style-type: none"> • Hand hygiene 	Claire New	

<p><u>ALL STAFF:</u> <u>PLEASE READ</u> <u>THIS SECTION</u> <u>CAREFULLY</u></p>		<ul style="list-style-type: none"> • Respiratory hygiene • Ventilation • Regular cleaning <ul style="list-style-type: none"> • Additional signage and posters have been printed and placed in classrooms as reminders to staff and children about hygiene measures and control. • Staff will sanitise/wash their hands on arrival. Each class and central area will be provided with hand sanitiser for staff to use regularly. • Handwashing - Children to wash hands when arriving in the classroom/before and after play/before and after lunch/during the afternoon session/before going home. The children will be reminded of the correct way to hand wash and supervised when handwashing: Songs, rhymes etc sung regularly to help children remember. • The soap in the classroom contains sanitiser suitable for children. Children must not bring their own sanitizer into school unless prescribed by a doctor and the appropriate paperwork completed in advance. • The school has procured hand moisturizer from the West Sussex approved list for pupils to use if parents consent. • Children must be encouraged not to touch their mouth/face/eyes/nose • Children told not to touch each other – ‘an arm is a good length’ posters • Ventilation - Keep windows, main doors and classroom doors open for ventilation whenever possible, whilst maintaining a comfortable temperature. CO2 monitors have been provided in classrooms so that staff can quickly identify where ventilation needs to be improved. • Catch it, bin it, kill it - Use of tissues or elbow to cough/sneeze; bin provided for tissues. Empty bins at end of every day. • Cleaning - Additional sanitiser spray will be kept in classrooms to be used by staff on high-touch surfaces throughout the day. 	<p>Year leaders – Helena Lilley, Rachel Skillern, Lorna Payne</p>	
<p>Self-isolation</p>	<p>Staff and children</p>	<p>→ 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 unless they are not fully vaccinated. Those not able to be vaccinated for medical reasons or because of personal choice are not legally required to self-isolate. Close contacts should take a lateral flow test for 7 days.</p> <p>→ All individuals who are identified as a close contact of a suspected or confirmed case of the Omicron variant, irrespective of age or vaccination status, will be contacted directly by the local health protection team or NHS Test and Trace, and be required to self-isolate immediately and asked to book a PCR test.</p>	<p>Claire New Lucy Owens</p>	

		<p>→Specifically, children are not required to isolate unless they develop symptoms of Coronavirus or they have a positive PCR test result. Children should not be kept at home if a member of their household has Coronavirus. Attendance at school is mandatory.</p> <p>→Specifically, staff are not required to isolate unless they develop symptoms of Coronavirus or have had a positive lateral flow or PCR test result. They do not need to self-isolate if they live in the same household as someone who has Coronavirus unless they are not fully vaccinated (see above re lateral flow testing)</p> <p>→ If a positive lateral flow result is received without any of the Covid symptoms present, the person should self-isolate immediately for up to 10 days. Negative lateral flow tests on days 4 and 5 or day 5 and 6 (taken 24 hours apart) can end the isolation on day 6 (5 full days of isolation must have taken place) NB: The school has a stock of PCR tests and staff (particularly teachers) may be asked to take one of these if they have a positive lateral flow result. A negative PCR result will override the positive lateral flow result.</p> <p>→ Staff are continuing to test twice weekly. If a PCR test is taken within 2 days of a positive lateral flow test, and is negative, it overrides the self-test lateral flow test and the staff member can return to school.</p>		
Travel and quarantine	Staff and Children	<p>→ All pupils and staff must adhere to travel legislation when returning to the UK</p> <p>→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</p> <p>→Staff should not book holidays to red list countries, those at risk of turning red or those where the requirement to isolate would prevent them from returning to school, unless there is enough time during the school holiday for there to be no impact on their ability to return to work.</p>	Claire New	
If a child/staff member develops <u>coronavirus symptoms,</u>	Staff and Children	<p>→Staff dealing with the adult/child must wear the emergency PPE provided by WSCC (aprons/facemasks/gloves). This is stored just outside the First Aid room.</p> <p>→The unwell child must be taken to the First Aid room and the ceiling vent opened. The disabled toilet next door has been allocated for use during this time. Family of child must be contacted immediately. The room must not be entered by</p>	<p>Carol Chilvers – lead First Aider</p> <p>Claire New</p>	

<p>whilst in the setting</p> <p>Symptoms include:</p> <ul style="list-style-type: none"> -New, continuous cough -High temperature -Loss of or change in normal sense of taste or smell (anosmia) 		<p>anyone else during this time. The staff member should remain outside the room unless the child is distressed. The parents will be asked to arrange for a test to be undertaken and keep the child at home until a negative result is received. The household should follow the PHE stay at home guidance.</p> <p>→The school can refuse entry to a pupil if, in their reasonable judgement, it is necessary to protect others from possible COVID-19 infection.</p> <p>→If a staff member is unwell with these symptoms they will be asked to take a lateral flow test in school, sent home and asked to undertake a PCR test, provided by the school. They will be asked to stay at home until a negative PCR result is received, negative day 4 and 5 lateral flow tests or 10 days of isolation. The household should follow the PHE stay at home guidance.</p> <p>→ Everyone within the year group bubble must wash their hands after a person has been identified as unwell with corona virus symptoms. Additional cleaning with the spray sanitiser should also take place in the areas in which the person has been.</p> <p>→ All individuals who are identified as a close contact of a suspected or confirmed case of the Omicron variant, irrespective of age or vaccination status, will be contacted directly by the local health protection team or NHS Test and Trace, and be required to self-isolate immediately and asked to book at PCR test.</p> <p><u>If a positive result is received:</u></p> <p>→ The child/staff member should stay at home and self-isolate in line with the stay at home guidance. Negative lateral flow tests on day 4 and 5, taken 24 hours apart, can end the 10 day isolation period, following five full days of isolation.</p> <p>→All staff and families should be willing to engage with the NHS Test and Trace programme.</p>		
<p>Remote learning and school meals</p>	<p>Children</p>	<p>→Remote Learning will be provided through Google Classroom to all children who are absent due to a positive Covid-19 infection. Parents and Carers are expected to fully engage with this.</p> <p>→The school will continue to provide school meals for any pupils who are eligible for benefits-related free school meals, if they are having to learn from home.</p>	<p>Teachers</p>	

Class or group sizes	Staff and children	<p>→ Grouping children in bubbles is no longer a requirement however the school will endeavour to have minimal mixing between year groups in order to reduce the possibility of cross-infection. This will be done by having separate playtime spaces, lunch times and assemblies whenever possible.</p> <p>→ Individual risk assessments have been completed for the children with extremely challenging behavior.</p> <p>→ Deliberate, repeated and targeted spitting and biting will result in an exclusion.</p>	<p>Year leaders – Helena Lilley (Y2), Rachel Skillern (Y1); Lorna Payne (YR)</p> <p>Claire New Lucy Owens</p>	
Reducing mixing within the school	Staff and Children	<p>→ Staff predominantly work across one year group, however mixing will occur at lunchtime, for meetings and for some staff who work across year groups. Staff should continue to hand sanitise or wash their hands regularly and meet in well-ventilated spaces, whilst keeping the room at a comfortable temperature.</p> <p>→ Grouping children in bubbles is no longer a requirement however the school will endeavour to have minimal mixing between year groups in order to reduce the possibility of transmission. This will be done by having separate playtime spaces, lunch times and assemblies whenever possible.</p>	<p>Year leaders Claire New</p>	
Lessons and curriculum	Staff	<p>→ Teachers will ensure that minimal resources are used and that these are cleaned as regularly as possible. A sanitizer spray is kept in each classroom for this purpose.</p> <p>→ Central areas of the school, such as the library, computer suite, cooking corner and hall equipment, will be regularly cleaned.</p> <p>→ SEND rooms (Oasis, Reef, Nest) have been allocated to each year group; children will wash hands before entering and before returning to the classroom.</p> <p>→ Returned library and reading scheme books will be kept to one side for 48 hours before being put back on the shelves.</p> <p>→ Children will be asked to come to school dressed in their PE kit (with navy joggers and sweatshirt on top) on PE days. PE will take place outside whenever possible.</p>	<p>Year leaders (Helena Lilley, Rachel Skillern, Lorna Payne)</p>	
Playtime and equipment	Children	<p>→ The playground will be divided/timetabled so that year group bubbles do not mix. The figure of eight path and field will be rotated on a weekly basis so that all children have access to the play equipment over time.</p>	<p>Year leaders</p>	

Lunchtime arrangements	Staff and Children	<p>→All those with home lunch boxes will keep them in their class base. Waste packaging from lunchboxes will be sent home, not emptied at school.</p> <p>→ YR and Y1 will have lunch in the hall. Y2 will have lunch in their year group base. Each year group will have their own allocated lunchtime staff. Wherever possible they will try to stay with one class within the year group.</p>	<p>All adults</p> <p>Elita Finn – senior MMS</p> <p>Innovate staff</p>	
First Aid	Staff and Children	<p>→First aid will be administered in the same way as written in the school policy</p> <p>→Ice packs will be kept in fridges and cleaned after use.</p>	<p>Carol Chilvers</p> <p>All first aid trained staff</p>	
Clubs and after school care providers	Staff and Children	<p>→Before/after school clubs will resume with outside providers. If staff wish to volunteer to run a club, a risk assessment related to Covid will be undertaken.</p> <p>→The school will continue to work with after school care providers (such as Rascals) to share risk assessments</p>	<p>Claire New</p> <p>Stephen Hill</p>	
Large group events	Staff, children, parents	<p>→The school will undertake a risk assessment with staff to determine if it believe large face to face events such as Christmas plays, Christmas/summer fairs could be safely managed.</p> <p>→If events are held indoors the rooms should be well ventilated and if possible, spaces between seating provided.</p> <p>→It may be necessary to introduce one-way systems, the wearing of face masks and limited numbers in order for an event to take place.</p>	<p>Claire New</p> <p>Lucy Owens</p> <p>Governors Staff</p>	
Communication with families	Staff	<p>→Parents will be informed of any changes to the arrangements through a newsletter, risk assessment on the website, year group weekly letters</p> <p>→Wherever possible, communication should continue via email and/or phone however if a face to face meeting is needed, this should be in a well-ventilated space. Staff/parents should make individual choices about whether to wear face masks.</p>	<p>Claire New</p>	
Safeguarding	Staff and Children	<p>→If the DSLs become unwell with confirmed Coronavirus, the SLT (HL & LP) will take over responsibility for Safeguarding, under the guidance of the DSLs from home, or the DSL at EPJS.</p> <p>→ALL SAFEGUARDING PROCEDURES REMAIN THE SAME AND MUST BE REPORTED TO THE APPROPRIATE PERSON.</p>	<p>Claire New</p> <p>Lucy Owens</p>	

Outbreak management plans – Stepping up and Stepping down	Staff Children Parents	<p>→In the event of an outbreak it may be necessary for the school to reinstate some of the measures that have previously in place in order to break the chain of transmission. These could include:</p> <ul style="list-style-type: none"> • Reverting to year group/class bubbles • Stopping whole school events – assemblies, discos etc • Reinstating staggered starts and finishes • Reinstating designated areas for staff breaks/toilets • Reinstating the wearing of face masks for parents / no access to main office <p>→ Guidance states that additional measures may need to be reinstated if:</p> <ul style="list-style-type: none"> - 5 children or staff who are likely to have mixed closely, test positive for COPVID-19 within a 10 day period or - 10% of children or staff who are likely to have mixed closely test positive for COVID-19 within a 10 day period. <p>17.01.22 The school has implemented enhanced measures in school following a significant increase in positive cases amongst pupils and staff. A separate temporary risk assessment has been written for this period.</p>	Claire New Lucy Owens Stephen Hill	
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