



Corona-virus Return to School – September 2021

Risk Assessment and Contingency Plan
Fishbourne CE Primary School



This risk assessment has been developed in reference to the following pieces of guidance published by the government:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

As well as in reference to the framework provided by the West Sussex County Council, written to support the return of schools in Sep 2021.

The basic control measures in place are: -

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.**

The risk assessment will be routinely reviewed following Public Health England, DfE and Government advice.

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.

How harm can be caused	Control measures implemented	Key actions	Who will implement	When this is needed by	Date action complete
Section 1: Ensure good hygiene for everyone:					
Poor standard of hand hygiene - Personnel becoming infected due to poor standards of hygiene of others	*Frequent and thorough hand cleaning promoted.	*Children reminded to wash hands on arrival in school and before/after lunch. *An assembly at the beginning of term using 'Now Wash your Hands' by Matt Carr	CT	Sep 2021	
	*Posters up in all toilets and classrooms.	*Posters printed and ready for September.	HT	Sep 2021	
	*Soap and hand sanitiser widely available	*Ensure supplies of hand sanitisers and soaps are ordered well in advance. *Hand sanitiser available in the entrance hall for use by visitors prior to visiting toilets.	HT Bursar/ PO		
Poor standard of respiratory hygiene – Personnel becoming infected due to poor	*The 'catch it, bin it, kill it' approach should be promoted. *Posters up in all classrooms.	*Children reminded in assembly and by all staff. *Posters printed and ready for September.	All	Sep 2021	

standards of respiratory hygiene of others.	<p>*Tissues available in all communal areas.</p> <p>*Bins available in all areas.</p> <p>*Bins emptied at lunchtime and end of day.</p>	<p>*Ensure supplies of tissues are ordered well in advance.</p> <p>*Regularly checking that bins are in place.</p> <p>*LSA's remove black bin liner from bin at the beginning of lunchtime and replace in prep for afternoon.</p>	<p>HT</p> <p>Bursar / PO</p> <p>PO</p> <p>LSA's</p>		
<p>Lack of Personal Protective Equipment (PPE)</p> <p>Personnel exposed to infection</p> <p>Required if a pupil has routine intimate care that requires staff to use PPE and if a child displays Covid-19 symptoms and close contact is required.</p>	<p>*A supply of PPE is kept in the Medical Room (including disposable gloves, plastic apron, fluid repellent surgical mask, eye protection</p> <p>*Instructional film available for staff to be confident in putting on and taking off PPE</p> <p>*Staff to wear PPE when looking after a child who may be displaying symptoms.</p>	<p>*Ensure any additional PPE is ordered well in advance – regular stock checks by bursar.</p> <p>*Remind staff of the instructional film put together for safely putting on and removing PPE – available on staff server.</p>	<p>Bursar</p> <p>HT</p>	<p>Sep 2021</p>	
Section 2: Maintain appropriate cleaning regimes:					
<p>Poor cleaning regimes</p> <p>Personnel exposed to infection from transferring contamination on touched surfaces to nose/mouth.</p>	<p>*A regular cleaning schedule: Use standard cleaning products to clean and disinfect frequently touched objects and surfaces:</p> <ul style="list-style-type: none"> -classrooms desks -bathroom facilities -door and window handles -furniture -light switches -office desks -teaching and learning aids -computer equipment, including mouse and keyboards -sports equipment -toys -telephones -photocopier 	<p>*LSA's / CT's to wipe down tables and door handles at the end of the morning session.</p> <p>*Ensure cleaning materials are plentiful and available in classrooms / communal areas at the beginning of each school day.</p> <p>*Schedule available to premises officer and cleaning time to ensure all areas are completed each day and signed off.</p>	<p>LSA's/CT's</p> <p>PO</p>	<p>Sep 2021</p>	

Section 3: Keep occupied spaces well ventilated:

<p>Poorly ventilated occupied indoor spaces – Increased risk of infection via higher concentration of contaminated droplets in the air.</p>	<p>*Identify poorly ventilated indoor spaces:</p> <p>*Balance the need for increased ventilation with the need for maintaining a comfortable temperature.</p>	<p>*All classrooms are well ventilated when windows are open.</p> <p>*Hall windows are kept open to improve air flow, and opened each morning before school.</p> <p>*Internal doors can be held open when classrooms are in use but should be shut when not in use.</p> <p>*In the following locations, a cap has been placed on the number of occupants who can be in the space and a notice will be placed on the door to inform personnel: -Music Room (12) -Library (12) -Medical Room (4)</p>	<p>PO to open daily. HT</p>		
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Section 4: Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

<p>An individual develops Covid 19 symptoms or has a positive test result: Personnel exposed to increased risk of infection from symptomatic/ positive person</p>	<p><u>*Brief and remind all staff, pupils and families NOT TO COME TO SCHOOL if they have C19 symptoms, have a C19 positive test result or have been asked to self isolate.</u></p> <p>*Any person developing symptoms in school will be sent home and asked to follow Public Health advice.</p> <p>*Any person displaying symptoms in school will be looked after in the Aquarium, with fire doors opened, and parents brought to the external door to collect their child.</p> <p>*The aquarium will be cleaned following the departure of the person displaying symptoms.</p>	<p>*Staff email update</p> <p>*Letter to families (Sep 2021) outlining arrangements and reminding families that this will continue to be a requirement.</p> <p>*Aquarium continues to be the area to isolate a child/member of staff who develops symptoms during the school day.</p> <p>*Cleaning products available in the Aquarium for use to clean the space following use.</p>	<p>ND</p> <p>SENDCo</p> <p>PO</p>	<p>Sep 2021</p>	
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	<p>*Individuals are not required to self isolate if they live in the same household as someone with C-19, or are a close contact of someone with C-19 and they are:</p> <ul style="list-style-type: none"> -fully vaccinated -below the age of 18 yr & 6 m -taken part in or currently part of an approved C-19 trial -unable to be vaccinated for medical reasons <p>Instead, they will be contacted by NHS T&T, informed that they are a close contact with a positive case and advised to take a PCR.</p>	<p>*Staff who do not need to isolate and pupils and have been identified as a close contact should continue to attend school as normal. They do not need to wear a face covering within school.</p>			
<p>Asymptomatic Testing Personnel exposed to increase risk of infection from a symptomatic/ positive person</p>	<p>*Brief and remind all staff to continue twice weekly home testing until further notice in the autumn term.</p>	<p>*Staff email updates</p>	HT	Sep 2021	
<p>Confirmatory PCR tests Personnel exposed to increase risk of infection from a symptomatic/ positive person</p>	<p>*Brief and remind all staff and families with a positive LFD test result to self-isolate in line with the stay at home guidance and to get a PCR test to check if they have Covid-19 (they should continue to self isolate while waiting for result)</p> <p>*If the PCR test is taken within 2 days of the positive LFD and is negative, it overrides the LFD result and the child/staff member can return to school as long as the individual does not have C-19 symptoms.</p>	<p>*Staff email updates *Letters to parents</p> <p>*Any child/staff member needing to self-isolate will be supported to work/learn from home if they are well enough to do so (see Remote Learning Policy)</p> <p>*Free School meal support will be given to any children who are eligible for benefits related free school meals and who are learning at home during term time.</p>	HT HT CT's	Sep 2021	
<p>Clinically Extremely Vulnerable attending school</p>	<p>Those members of staff who are CEV may return to school in Sep 2021 with a personalised risk assessment in place.</p>	<p>*HT to liaise with staff impacted and work in collaboration to develop risk assessments.</p>	HT staff impacted	Sep 2021	
<p>Contractors and others visiting the school</p>	<p>Provide contractors and other visitors with information about the school's C-19 control measures and ways of working.</p>	<p>*HT to provide clarification of expectations for visitors to school, regularly reviewing guidance. *In Sep 2021, visitors will be asked to wear face coverings to move through communal areas</p>	HT	Sep 2021	

		before removing them in the location that they will be working with staff/children.			
Other considerations:					
Face coverings: Personnel exposed to increased risk of infection from a symptomatic/positive person	There are currently no national requirements HOWEVER, all staff are invited to wear a face covering in communal areas or if identified in an individual risk assessment.	Staff briefed (Sep 2021)	HT		
Pupil wellbeing and support Pupils experiencing emotions in response to the C-19 pandemic	Role of ELSA in school. PSHCE curriculum providing opportunities for children to explore feelings and strategies Resources for the whole school community	Half termly caseload meetings with HT to identify those children who would benefit from working alongside ELSA. Website developed with resources for children to access to support wellbeing that can be accessed independently. Collections of books relating to anxiety/worry available for children and families to borrow.	HT/ELSA ELSA		
Extra-curricular activities – Personnel exposed to increased risk of infection	Extracurricular activities will be reinstated from Sep 2021	Registers kept to keep a record of children attending clubs. Club providers to be requested by the school to complete twice weekly LFD	HT HT liaising with club providers		

Coronavirus (COVID-19): Contingency Plan

Aims:

*The purpose of the contingency plan is to outline what the school would do if the number of positive cases substantially increases or how the school would operate if advised to take extra measures to break chains of transmission.

*If our school or local area sees an extremely high prevalence of coronavirus (COVID-19) infection rates and existing measures in our community have failed to reduce this, the appropriate authorities will decide which additional measures to implement to help contain the spread. These measures may involve implementing a number of restrictions, which could include the partial closure of schools and childcare settings in our area. Measures may also be necessary to help minimise the impact from new coronavirus variants.

*This contingency plan, also known as an 'outbreak management plan', outlines how the school will operate if further restrictions are implemented. The school will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

*This is a live document that will be reviewed by the headteacher, in conjunction with other key stakeholders, as and when the situation develops.

Thresholds:

For most education and childcare settings, whichever of these thresholds is reached first:

5 children, pupils or staff, who are likely to have mixed closely*, test positive for Covid-19 within a 10-day period.

10% of children or staff who are likely to have mixed closely* test positive for Covid-19 within a 10- day period.

**Definition of 'close mixing':*

For early years, this could include:

-a friendship group who often play together

-staff and children taking part in the same activity session together

For schools this could include:

-a form group or subject class

-a friendship group mixing at breaktimes

-a sports team

-a group in an after-school activity

Actions the school will consider once a threshold is reached:

*At the point of reaching a threshold, the school will review and reinforce the testing, hygiene and ventilation measures already in place.

*The school will consider:

- whether any activities could take place outdoors, including exercise, assemblies, or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort

- one-off enhanced cleaning focussing on touch points and any shared equipment

*The school will seek additional public health advice if we 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.

The following measures may also be re-introduced:

Measures	Possible change
Testing	<p>*Staff may be asked to test more frequently using LFT's.</p> <p>*The school may be offered an enhanced response package</p>
Face coverings	<p>*Face coverings may be temporarily re-introduced and staff asked to wear these again in communal areas.</p> <p>*Parents may be asked to wear face coverings when on pathways around the school building.</p> <p>*Visitors may be asked to wear face coverings during visits to the school.</p>
Shielding	<p>*Re-introduction of shielding can only be reintroduced by national government.</p> <p>*The school will adhere to national guidance on the reintroduction of shielding, which would apply to those on the shielded patient list (SPL).</p> <p>*Leaders will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.</p>
School activities	<p>*If recommended, the school would temporarily seek to reduce contacts between children by:</p> <ul style="list-style-type: none"> -Reintroducing bubbles -Reintroducing one way systems around the school building -Cancel whole school assemblies or after school club provision <p>*If recommended, the school would consider cancelling:</p> <ul style="list-style-type: none"> Residential educational visits Open days Transition or taster days Parents coming into school for learning review meetings or class assemblies Live performances Non-essential visitors (e.g. volunteers, external club providers)

Changes to the curriculum	<p>*Where advised during a local outbreak, further restrictions may be enforced with regards to certain musical and drama activities, e.g. singing, for pupils attending on-site provision, to help reduce the risk of transmitting coronavirus via aerosols.</p> <p>*Restrictions may also be reintroduced to contact and indoor sports. The school will follow the advice provided by the local HPT.</p>
Attendance restrictions	<p>*High quality face-to-face education remains a government priority. Attendance restrictions will only be recommended as a last resort. However, if the school was required to limit attendance, the following priorities would be introduced:</p> <p>*In the first instance, the school will stay open for:</p> <ul style="list-style-type: none"> -Vulnerable pupils -Children of critical workers -Reception, Year 1 and Year 2 pupils <p>*If further restrictions are recommended, we will stay open for:</p> <ul style="list-style-type: none"> -Vulnerable pupils -Children of critical workers
Remote education	<p>*All other children will be required to stay at home and will receive remote education.</p> <p>*The remote learning package will be actioned immediately and provision will return to the Seesaw platform.</p> <p>*The school will deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in the Remote Learning Plan: https://www.fishbourneprimary.co.uk/attachments/download.asp?file=890&type=pdf</p>
Safeguarding	<p>*Ensuring safeguarding arrangements remain effective during periods of restricted attendance is a key priority.</p> <p>*The Child Protection and Safeguarding Policy has been updated to include provisions for keeping pupils safe during the coronavirus pandemic, both at home and in school – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.</p> <p>*We will continue to ensure that:</p> <ul style="list-style-type: none"> -The best interests of pupils always come first. -If anyone in the school has a safeguarding concern about a pupil, they act immediately. -Any vulnerable children who remain at home are contacted at least weekly by a member of the leadership team. -A trained DSL or deputy will remain on-site where possible. Where this is not possible, e.g. they are required to self-isolate, the school will ensure that the DSL or deputy, or a DSL or deputy from another school, are available to contact at all times.
Vulnerable children	<p>*All children who are vulnerable will be invited to attend school. In the case of families who decline a place for their child, weekly contact is maintained through telephone calls, regular emails and visits where appropriate.</p> <p>*The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.</p>

Possible Contingency Plans:

Community Covid Risk	Description	Possible Actions
<p>Low Community Transmission with no school cases</p>	<p>*There have been no cases of Covid in school for 10 days. *Cases of Covid nationally are low and/or stable. *Hospitalisations/deaths due to Covid are low nationally.</p>	<p>No Covid measures necessary beyond the basic control measures: basic control measures in place are: -</p> <ol style="list-style-type: none"> 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. <p>Staff continue with LFD's twice weekly.</p>
<p>Rapidly rising community transmission</p>	<p>*No current covid cases in school BUT -cases of Covid are rising rapidly in the community, causing disruption to other local schools. -PHE issue warnings of expected local/national infection wave.</p>	<p>*Ventilation in classrooms increased and handwashing supervised. *Whole school assemblies replace with key stage assemblies. *Clinically vulnerable staff review their individual risk assessment with HT and discuss additional measures. *Staff room capacities reduced.</p>
<p>A single child tests positive</p>	<p>*A single child tests positive for Covid in a class. *No other classes are affected.</p>	<p>*The child self isolates for 10 days. A learning pack will be provided if they are well enough to access it. *The parents of the child are contacted directly by Track and Trace to establish likely close contacts. *Likely contacts will be contacted by NHS Track and advised to book a PCR test. *Children do not need to miss school or self-isolate while they await the result of PCR test unless they have Covid symptoms.</p>
<p>5 children or staff within a class test positive within 10 days of each other OR 10% of children or staff in a single club test positive within 10 days of each other</p>	<p>There have been five cases of Covid across a class within 10 days indicating that Covid is spreading within that group of children.</p>	<p>*As above for each positive case. *The school will discuss the outbreak with PHE and agree strengthening protective measures for 10 school days, including: -Reintroducing staff face coverings in all communal areas and parent face coverings on pathways -Reintroducing class bubbles and zoning of field -Reverting to class-based lunches -Postponing all non-essential events or taking them online. -No non-essential visitors to school. -Limiting non-essential visitors to school -Postponing or cancelling indoor sporting events, trips, open-days and performances. -Reverting to online assemblies. -Reducing the number of staff moving between classrooms. -Cancelling before/after school clubs where children from different classes come together. -Resuming twice-weekly staff lateral flow testing.</p>
<p>Covid cases continue to rise rapidly within a 10 day period.</p>	<p>Despite the measures outlined above, Covid cases within the school community continue to rise within a 10 day period with multiple classes and staff being impacted, indicating that Covid is spreading widely throughout the school.</p>	<p>*The school will discuss the outbreak with PHE and agree strengthening protective measures for 10 school days, including: Reintroducing remote learning for individual classes for 10 school days may be considered.</p>

The school recognises the importance of clear communication with all stakeholders and seeks to communicate its plan for addressing any imposed restrictions with parents and staff including in relation to:

- Opening arrangements.
- Access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers.
- Any reviews of the school's protective measures as part of our risk assessments.
- The arrangements for remote working.

All relevant stakeholders will be kept up-to-date with the circumstances of any imposed restrictions and how these affect the school as the situation develops. If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the headteacher.