

## Yewstock School - Dorset Council – COVID-19 School Risk Assessment: 3<sup>rd</sup> November 2021

This document is based on the arrangements communicated to schools in the document below. The definitive advice for schools remains the DFE guidance. Individual school level planning takes account of this guidance, and does not go beyond the requirements of the document.

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

### Introduction

Our priority is to deliver face-to-face, high quality education to all pupils and students. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

The government continues to manage the risk of serious illness from the spread of the virus. We are entering a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

We understand that it is not possible to ensure a totally risk-free working environment in schools. However, the whole school risk assessment aims to put in place sensible and proportionate protective measures and controls to reduce the risk of transmission and keep the school community safe. We will continue to follow all Governments guidelines whilst on the route back to a more normal school life.

### Rapid Testing of Staff and Secondary pupils

From 8<sup>th</sup> March 2021, home testing was being introduced for secondary age pupils (11+). All staff have also been conducting twice weekly tests at home. Results are reported to NHS Test and Trace. A positive confirmatory polymerase chain reaction (PCR) test is required for all positive cases.

Secondary age pupils and all staff will be asked to take 2 LFD home tests a week (3 to 5 days apart). The twice weekly home testing will continue until further announcements are made by the Government.

### Mixing and 'Bubbles'

From the Autumn term 2021, the Government has no longer recommended that it is necessary to keep children and young people in consistent groups ('bubbles').

As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and schools no longer need to make alternative arrangements to avoid mixing at lunch.

Our school outbreak management plans covers the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period to reduce mixing between groups. 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.

### NHS Test and Trace process

From 19<sup>th</sup> July 2021, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be

a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

From 16 August 2021, children under the age of 18 years old are 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. 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.

18-year-olds will be treated in the same way as children until they have had the opportunity to be fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

Schools will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a school or if central government offers the area an enhanced response package, a director of public health might advise a school to temporarily reintroduce some additional control measures.

### Face Coverings

From 19<sup>th</sup> July, national guidance recommended that face coverings will no longer be advised for pupils, students, staff and visitors either in classrooms or communal areas. Also, face coverings were also no longer recommended to be worn on dedicated transport to school or college and are no longer required on public transport.

Yewstock School will continue to follow the current Local Authority Public Health Team advice.

If there is an outbreak in school, a director of public health might advise us that face coverings should temporarily be worn in communal areas or classrooms (by pupils, students, staff and visitors). In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.

### Stepping measures up and down

Yewstock School has an outbreak management plans outlining how we would operate if there were an outbreak in our school or local area.

Given the detrimental impact that restrictions on education can have on children and young people, any measures in school would only ever be considered as a last resort, kept to the minimum number of groups, and for the shortest amount of time possible.

If Yewstock have several confirmed cases within 14 days, we may have an outbreak. We should call the dedicated advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required, such as implementing elements of our outbreak management plan. We can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

### **Hand hygiene**

Frequent and thorough hand cleaning should now be regular practice. Yewstock continues to ensure that pupils and students clean their hands regularly. This can be done with soap and water or hand sanitiser.

### **Respiratory hygiene**

The 'catch it, bin it, kill it' approach continues to be very important. As with hand cleaning, Yewstock will ensure that younger pupils and those with complex needs are helped to get this right.

### **Use of Personal Protective Equipment (PPE)**

Most staff in school will not require PPE beyond what they would normally need for their work. If a pupil or student already has routine care needs that involve the use of PPE, the same PPE should continue to be used.

When working with children and young people who cough, spit or vomit, only any PPE that would be worn as part of their care and treatment, should be worn.

At Yewstock, PPE is available to all staff if required. This includes aprons, masks, gloves and face shields.

### Keeping occupied spaces well ventilated

It is important to ensure classrooms are well ventilated and a comfortable teaching environment is maintained. Yewstock will balance the need for increased ventilation while also maintaining a comfortable temperature.

Yewstock will use CO2 monitors in teaching spaces to help assess how well ventilated spaces are and balance good ventilation against thermal comfort. It is important to remember that CO2 monitors are an indication of ventilation status and not infection risk and will allow the school to explore what steps can be taken to possibly improve ventilation.

### When someone develops COVID-19 symptoms or has a positive test

Pupils, staff and other adults should follow public health advice on when to self isolate and what to do. They should not come into school if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine or have a positive test).

If anyone in school COVID-19 symptoms, however mild, they should send them home and they should follow public health advice.

Staff, pupils and students with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free polymerase chain reaction (PCR) test to check if they have COVID-19.

Whilst awaiting the PCR result, the individual should continue to self-isolate. 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 the individual doesn't have COVID-19 symptoms.

Those with a negative LFD test result can also continue to attend school.

Admitting children and young people back to school

In most cases, parents and carers will agree that a pupil or student with symptoms should not attend given the potential risk to others. If a parent or carer insists on their child attending school we can take the decision to refuse them if, in our reasonable judgement, it is necessary to protect others from possible infection with COVID-19. Our decision would need to be carefully considered in light of all the circumstances and current public health advice.

School Risk Assessment: COVID-19 – September 2021

This Risk Assessment details some of the measures that could be implemented to help manage a COVID-19 outbreak within the school, if COVID-19 infection rates in the community are extremely high, or in response to a ‘variant of concern’. Staff, pupils and parents will be kept informed about which of these measures are to be implemented, if required.

Hazard/Risk/Preparation	Controls required	Residual risks	Lead responsible and completed date
<b>Mixing or ‘Bubbles’</b>			
Organise classrooms maintaining space between seats and desks where possible	<ul style="list-style-type: none"> <li>Teachers will make small adaptations to the classroom to support distancing where possible. That could include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</li> <li>Working trays on desks / ziplock bags of equipment for frequently used equipment such as pencils and pens.</li> </ul>	Medium Where maintaining distance is less feasible, all staff offered PPE.	Teacher / TA Teams  02/09/2021

	Other classroom based resources such as books and games can be shared.		
Decide which lessons or activities will be delivered	Return to Specialist subject teachers providing lessons. If required this could be based in class tutor bases to minimise pupil transitions around the sites.	Low	Teacher / TA Teams 02/09/2021
Consider which lessons could take place outdoors	Outdoor learning encouraged.	Low	Teacher / TA Teams 02/09/2021
Intervention and catch-up groups	<ul style="list-style-type: none"> <li>One-to-one sessions allowed in LRC or small meetings rooms.</li> <li>Small group intervention and catch-up sessions allowed in appropriate spaces e.g. LRC, Hall, Studio.</li> </ul>	Low	Teacher / TA Teams 02/09/2021
Assembly groups	<ul style="list-style-type: none"> <li>Department assemblies to resume with whole school assemblies to continue online for the time being.</li> </ul>	Medium	Headteacher and Dept Leaders 02/09/2021
Vulnerable staff and students	<ul style="list-style-type: none"> <li>Individual plans and/or risk assessments around the vulnerabilities so as to minimise risk.</li> </ul>	Medium Leadership aware of all staff/pupils who present as vulnerable.	Headteacher 02/09/2021
<b>Communicating your plans</b>			
Tell children, young people, parents, carers or any visitors not to enter the school if they	<ul style="list-style-type: none"> <li>Clear notices for parents and visitors.</li> <li>Reminders on a regular basis.</li> <li>Parents advised not to visit the school unless it has been pre-arranged.</li> </ul>	Low Any child/staff immediately isolated	Headteacher 02/09/2021

are displaying any symptoms of COVID19.			
Plan parents' drop-off and pick-up protocols that minimise adult to adult contact	<ul style="list-style-type: none"> <li>In order to prevent a bottle-neck of vehicles and pupils arriving at the same time, where possible, parents are encouraged to park away from the school or college and walk in. Pupils will enter the main school building via 3 entrances (main reception, the gate to the playground, or gate to compound next to the field).</li> </ul>	Low Pupils will use additional entries/exits to enter classrooms via outside door where possible.	Headteacher  02/09/2021
Engaging parents and children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a>	Parents are encouraged to promote social distancing and good hand hygiene so that their children learn good practice.	Low Regular updates from Headteacher and class teams with links to School website resources. <a href="https://yewstock.dorset.sch.uk/pupil-home-learning">https://yewstock.dorset.sch.uk/pupil-home-learning</a>	Headteacher  02/09/2021
<b>Hygiene:</b>			
Clean surfaces that children and young people are touching more regularly than normal	<ul style="list-style-type: none"> <li>Frequent cleaning and disinfecting objects and surfaces that are touched regularly using appropriate cleaning products and methods.</li> </ul>	Low	Site Manager  02/09/2021
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	<ul style="list-style-type: none"> <li>Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>The SBM arranges enhanced cleaning to be undertaken where required.</li> </ul>	Low School has robust plans in place to mitigate risk.	SBM / Site Manager  02/09/2021

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	Classroom windows opened when appropriate to improve ventilation.	Low Teachers / TA to monitor ventilation levels.	Teaching / TA Teams  02/09/2021
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Whilst being careful not to increase fire risks, some doors to be left open to improve ventilation and limit contact with door handles.	Low Staff and pupils encouraged to open push button doors with elbows. Identified doors to remain open, with the exception of fire doors.	SBM / Site Manager  02/09/2021
Frequently wash hands with soap and water for 20 seconds and dry thoroughly.	<ul style="list-style-type: none"> <li>• Pupils wash their hands with soap where possible on arrival, before and after transition, break times and lunchtimes for no less than 20 seconds.</li> <li>• Liquid soap dispensers are installed and to be used.</li> </ul>	Low Teachers / TA's to supervise hand washing during the day.	Teaching / TA Teams  02/09/2021
Clean their hands after sneezing or coughing	<ul style="list-style-type: none"> <li>• Pupils clean their hands after they have coughed or sneezed, supervised by staff.</li> </ul>	Low Teachers / TA's to supervise hand washing during the day.	Teaching / TA Teams  02/09/2021
Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line, using PPE at all times.</li> </ul>	Low Teachers / TA's to regularly remind pupil's of good hygiene practice. Staff encouraged to wear adequate PPE for pupils who have difficulty social distancing.	Teaching / TA Teams  02/09/2021

	<ul style="list-style-type: none"> <li>Pupils are instructed / supported to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</li> </ul>		
Consider safe approaches for pupils in the youngest age groups who may have toileting issues.	<ul style="list-style-type: none"> <li>Gloves, aprons and masks available when required.</li> <li>Appropriate cleaning materials available.</li> <li>Soiled clothes to be bagged and stored safely for return home.</li> </ul>	Low Staff encouraged to wear adequate PPE where appropriate when offering intimate care.	Teaching / TA Teams  02/09/2021
<b>Social distancing and face coverings</b>			
Use of Face Coverings	<ul style="list-style-type: none"> <li>If recommended by Public Health, all staff and pupils in Year 7 and above will be advised to wear face coverings in classrooms and communal areas where social distancing cannot be maintained.</li> <li>Staff are offered the use of clear face coverings or visors as they're more child friendly whilst still providing assistance to pupils who rely on lip reading, clear sound or facial expressions to communicate.</li> <li>Some individuals are exempt from wearing face coverings. For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in</li> </ul>	Medium	Headteacher  02/09/2021

	education settings, and we would expect teachers and other staff to be sensitive to those needs.		
Accessing rooms directly from outside where possible	<ul style="list-style-type: none"> <li>Where possible, pupils will enter the building via outside entrances.</li> </ul>	Low All staff to monitor pupils in the correct area.	Headteacher 02/09/2021
Toilets not to become crowded by limiting the number of children who use the toilet facilities at one time	<ul style="list-style-type: none"> <li>Encourage pupils to visit the toilet one after the other.</li> <li>Maintain adult and children as separate toilet facilities.</li> <li>Each classroom has additional disinfectant bottles if required.</li> </ul>	Medium Where appropriate, classes are allocated toilets.	Teaching / TA Teams 02/09/2021
<b>Reduce the use of shared resources</b>			
Consider how equipment is used ensuring it is appropriately cleaned between groups of children using it	<ul style="list-style-type: none"> <li>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared.</li> <li>Classroom based resources, such as books and games, can be used and shared.</li> <li>Shared materials and surfaces cleaned and disinfected more frequently.</li> </ul>	Low Equipment wiped down where required.	Teaching / TA Teams 02/09/2021
Practical lessons such as Food Technology or DT can go ahead if equipment can be cleaned thoroughly	<ul style="list-style-type: none"> <li>Following CLEAPSS guidance, use of food tech room allowed.</li> </ul>	Low	Teaching / TA Teams 02/09/2021
<b>Adjust transport arrangements where necessary including:</b>			
Take appropriate actions to reduce risk if	<ul style="list-style-type: none"> <li>Where necessary, ventilation to be improved by opening windows.</li> </ul>	Low	Headteacher

hygiene rules and social distancing is not possible.		Headteacher works closely with Transport Compliance Officer to ensure good communication in place.	02/09/2021
Face coverings on Transport	<ul style="list-style-type: none"> <li>Dorset Council may ask that all students in Year 7 and above wear face coverings on all buses unless they are exempt. This is to help protect drivers, other students and families.</li> <li>Drivers and Passenger Assistants to be provided with face visors as they're more child-friendly.</li> </ul>	Low Transport monitored by Headteacher and Staff Team daily	02/09/2021
Use of schools own transport to support curriculum and learning	<ul style="list-style-type: none"> <li>Staff will clean transport after use using available hygiene packs.</li> <li>Anti-bacterial wipes to be used on vehicle touchpoint surfaces.</li> </ul>	Low	Headteacher 02/09/2021
<b>Ill Health and controlling the spread of infection:</b>			
Controlling the spread of infection	<ul style="list-style-type: none"> <li>Parents are informed via letter, phone or email not to bring their children to school or on the school premises if they show signs of being unwell with coronavirus symptoms.</li> </ul>	Low Staff and parents devised to kept up to date with the latest government advice regarding symptoms of coronavirus.	Headteacher 02/09/2021
Ill health of pupils and staff	<ul style="list-style-type: none"> <li>Any pupil or staff member who displays signs of being unwell is immediately referred to the Headteacher / Duty LMT on school or college site. Individuals will be sent home immediately and supported by LMT to ensure safe transport and contact with family members.</li> </ul>	Medium Enhanced PPE is available in key area's if required. Staff to call for emergency assistance immediately if the pupil's symptoms worsen.	Headteacher 02/09/2021

	<ul style="list-style-type: none"> <li>• All staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. (College and School Medical Room). Equipment in the room to be wiped down afterwards, or using the specialist fogging machine.</li> <li>• All staff ensure they wear Mask, Gloves and Disposable Apron when administering care to an unwell pupil.</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>• Teachers / LMT will maintain regular contact with pupils / parents during this time.</li> <li>• The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the pupil will remain in isolation.</li> <li>• Where possible, unwell pupils who are waiting to go home are kept in an area of isolation where they can be at least two metres away from others.</li> <li>• Areas used by unwell pupils who need to go home are thoroughly deep cleaned once vacated, according to PHE guidance.</li> </ul>		
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	<ul style="list-style-type: none"> <li>Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Yewstock Administering Medications Policy.</li> </ul>		
The school has a First Aid Policy in place which outlines the management of medical emergencies.	<ul style="list-style-type: none"> <li>All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> </ul>	Low	Headteacher 02/09/2021
Ventilation	<ul style="list-style-type: none"> <li>Maintain and increase the supply of fresh air by opening windows and doors – although fire doors must remain closed.</li> <li>Use CO2 monitors in teaching spaces as an indication of ventilation status balanced against thermal comfort.</li> </ul>	Low Explore steps to be taken to improve ventilation	FBM 20/09/2021
Confirmed cases of Coronavirus	The school will follow all Public Health and Local Authority advice and guidance.	Medium School will consult and follow guidance from PHE	Headteacher 02/09/2021
<b>Testing:</b>			
Asymptomatic Testing	<ul style="list-style-type: none"> <li>The school have been supplied with rapid Lateral Flow Tests for use in school and also at home. The in school</li> </ul>	Medium	FBM

	<p>kits will be primarily for use with pupils who are unable to use the home testing kits.</p> <ul style="list-style-type: none"> <li>• If we do reintroduce on-site asymptomatic testing for Secondary age pupils, this could be delivered in class teams during morning registration, or using a dedicated testing room.</li> <li>• Staff will use home test kits twice a week, between 3 to 5 days apart.</li> <li>• Secondary age pupils use home test kits twice a week, between 3 to 5 days apart.</li> <li>• At home testing is voluntary, but staff and Secondary pupils are strongly encouraged to participate.</li> <li>• Please see the specific Asymptomatic testing risk assessment for further details.</li> </ul>	<p>Finance and Business Manager to implement testing regime.</p>	<p>02/09/2021</p>
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