

LBTH Schools – School SLA Health and Safety - COVID-19 SCHOOL RISK ASSESSMENT November 2022

Description of Activity	COVID 19 Secure School Risk Assessment Version 9	Review Dates	
Location	St. Luke's CE School, E14 3EB	Tier level	Next phase (Feb 2022)
Completed by	Rebecca Abrahams		
Date of Assessment	23.11.2022		

Please note: that in this document, the abbreviation 'RA' is for Rebecca Abrahams, Executive Headteacher and the 'Attendance team' comprises: Christine Collins, Rebecca Abrahams and Absana Begum with the schools EWA

SECTION ONE: PREVENTION

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (If applicable)?	Action by who / when?	Date Completed
<p>(1. Minimise contact)</p> <p>People unwell/ Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, pupils, visitors, parents/ carers</p> <p>Causing severe infection/disease</p>	<p>When an individual develops COVID-19 symptoms or has a positive test</p> <p>1 Pupils, staff and other adults should follow public health advice on <u>when to self-isolate and what to do</u>. They should not come into school if they have symptoms.</p> <p>If anyone in your school develops <u>COVID-19 symptoms</u>, you should send them home and they should follow public health advice.</p> <p>2 For everyone with symptoms, avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the <u>use of PPE in education, childcare and children's social care settings</u> guidance.</p> <p>4 Pupils and staff should return to school as soon as they can, in line with guidance for People with COVID-19 and their contacts</p> <p>In circumstances where face coverings are recommended</p>	M	<p>Regular updates to parents through the newsletter and school website.</p> <p>Maintain stocks of PPE (including masks, visors and gloves) in case someone develops symptoms on site and needs to be cared for until they can go home.</p> <p>All children and staff with a confirmed positive case of Covid are kindly requested to self-isolate at home until they feel well enough to be in school. The general principle is that adults will need 5 days and children 3 days.</p>	<p>RA</p> <p>School Business Manager</p>	Ongoing

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		<p>5 Transparent face coverings, which may assist communication with someone who relies on lip reading or facial expression to communicate, can also be worn.</p> <p>6 Face visors or shields can be worn by those exempt from wearing a face covering</p> <p>7 Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff</p>				
<p>(2. Face Coverings)</p> <p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.</p> <p>In circumstances where face coverings are recommended</p> <p>2 Public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility</p> <p>3 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.</p> <p>4 Face visors or shields can be worn by those exempt from wearing a face covering</p> <p>5 Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff</p>	M	<p>Continue to allow staff to wear face coverings in communal areas or for staff briefings and meetings, when all staff are together.</p> <p>As above: Maintain stocks of PPE (including masks, visors and gloves) and make available to staff should they find themselves without, and having to travel on public transport, especially when with children for a trip.</p> <p>FFP2/3 masks are available to staff who were previously classified as clinically extremely vulnerable or otherwise at significantly greater risk, and any member of staff who is anxious about their situation.</p>	<p>RA</p> <p>School Business Manager</p> <p>School Business Manager</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>(3. Hand hygiene)</p> <p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>You must ensure that pupils clean their hands regularly, including</p>		<p>Highlight the need for this to continue in the extended briefing at the start of the Summer term 2022 and then give regular reminders throughout the year.</p> <p>Maintain stocks of soap, paper towels and toilet roll in classrooms.</p>	<p>RA</p> <p>School Business Manager</p>	<p>19.04.2022</p> <p>Ongoing</p>

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Poor Hand hygiene		<ul style="list-style-type: none"> when they arrive at school when they return from breaks when they change rooms before and after eating <p>2 Continue to help pupils with complex needs to clean their hands properly.</p>				
<p>(4. Respiratory hygiene)</p> <p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>Respiratory hygiene</p> <p>1 The 'catch it, bin it, kill it' approach continues to be very important.</p> <p>Use of personal protective equipment (PPE)</p> <p>2 Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the <u>Use of PPE in education, childcare and children's social care settings</u> provides more information on the use of PPE for COVID-19</p>	M	<p>Highlight the need for this to continue in the extended briefing at the start of the Summer term 2022 and then give regular reminders throughout the year.</p> <p>Maintain stocks of soap, paper towels and toilet roll in classrooms.</p>	<p>RA</p> <p>School Business Manager</p>	<p>19.04.2022</p> <p>Ongoing</p>
<p>(5. Cleaning regime)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19 and there are poor cleaning standards</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>Maintain appropriate cleaning regimes, using standard products such as detergents</p> <p>1 Maintain an appropriate cleaning schedule. This should include regular cleaning of areas focusing touched surfaces. UKHSA has published guidance on the cleaning of non-healthcare settings</p>	M	<p>We will maintain the services of a cleaner employed throughout the day who follows a rigorous schedule of cleaning regular contact points and areas with high use e.g. staff rooms and staff/pupil toilets.</p>	<p>SBM to make sure cleaning schedule is evidenced.</p>	<p>Ongoing</p>
<p>(6. Minimise contact)</p> <p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, pupils, visitors, parents/ carers</p>	<p>1 It is no longer necessary to keep children in consistent groups ('bubbles').</p> <p>2 Assemblies can resume</p> <p>3 No longer need to make alternative arrangements to avoid mixing at lunch</p>	L	<p>The school's Outbreak Management Plan is available on the school's website. See page: 'Living with Covid'.</p> <p>Soft start to continue in the mornings, to manage the flow of people in and out of the building.</p>	<p>RA</p> <p>All staff</p>	<p>Ongoing</p>

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	Causing severe infection/disease	4 Make contingency plan / Outbreak management plans to cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.		Children to continue having their lunch times in year groups since it is reported by Ofsted of the positive impact that this has on behaviour.	SLT and lunch time staff	
(7. Keeping occupied spaces well ventilated) COVID-19 (CV19) Someone entering the school/workplace/offices with CV19	Employees, agency, pupils, visitors Causing severe infection/disease	1 Should maintain good ventilation. 2 Should identify any poorly ventilated spaces as part of your risk assessment 3 Check mechanical ventilation to confirm that normal operation meets current guidance and that only fresh outside air is circulated. 4 Systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal. 5 Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations. 6 Open external windows for natural ventilation and internal doors 7 You should balance the need for increased ventilation while maintaining a comfortable temperature. 8 The <u>Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic</u> and <u>CIBSE COVID-19 advice</u> provides more information.	M	Through regular walks of the site, remind staff that the new building has a mechanical ventilation systems that works effectively when the doors and windows are shut. Make sure that servicing of the ventilation system is up to date. Throughout the old building, keep windows open in all areas including corridors and the hall at all times.	School Business Manager and Site Manager	Ongoing
(8. Personal Protective Equipment) Coronavirus (COVID-19) (CV19)	Employees, agency, pupils, visitors Causing severe infection/disease	Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 1 Face coverings are not classified as PPE (personal protective equipment) . 2 Most staff in schools will not require PPE beyond what they would normally need for their work.	M	Maintain stocks of PPE to be worn for the following: 1. When providing intimate care to children. 2. When caring for a child, with symptoms of Covid, until they can be collected. And ensure staff know where the stocks are stored.	School Business Manager	Ongoing

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		3 When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.				
<p>(9. Promote and engage in asymptomatic testing, where available.)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency/ peripatetic staff</p> <p>Causing severe infection/disease</p>	<p>Asymptomatic testing</p> <p>1 Staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing</p> <p>2 Follow asymptomatic testing advice for the general population. Further information is available in the NHS get tested for COVID-19) guidance.</p> <p>3 In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period.</p> <p>4 Staff and pupils in specialist SEND settings, Alternative Provision, and SEND units in mainstream schools are advised to continue regular twice weekly testing. For further information, see Special schools and other specialist settings: coronavirus (COVID-19).</p>	M	Keep up to date with all announcements in this regard and follow instruction from the DfE regarding the test stock that we have in school.	RA	Ongoing
SECTION 2: RESPONSE TO INFECTION						
<p>(10. Test and trace)</p> <p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, pupils, visitors, parents/ carers</p> <p>Causing severe infection/disease</p>	<p>Tracing close contacts and isolation</p> <p>1 Contacts are no longer required to self-isolate or advised to take daily tests and contact tracing has ended.</p>	L	No further action at this time but keep an eye on local and national guidance.	N/A	N/A

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Someone entering the school/workplace/offices with CV19						
<p>(11. Confirmed cases)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, pupils, visitors, parents/ carers</p> <p>Causing severe infection/disease</p>	<p>Manage confirmed cases of coronavirus (COVID-19) in school by following the key principles:</p> <p>1 You must take swift action when you become aware that someone who has developed symptoms and taken a PCR test outside of school.</p> <p>2. Contact DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>3 The advice service (or PHE local health protection team if escalated) will work with you to guide you through the actions you need to take</p>	M	<p>When we are informed of a confirmed case of Covid, follow local reporting procedures and also notify staff so that they can be observant of their own symptoms if they feel they have been a close contact.</p> <p>All children and staff with a confirmed positive case of Covid are kindly requested to self-isolate at home until they feel well enough to be in school. The general principle is that adults will need 5 days and children 3 days.</p> <p>Such absences will not be counted against trigger points in sickness/ absence management procedures for staff or for the administration of attendance sanctions for children and families.</p>	RA	Ongoing
<p>(12. Outbreak)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>Contain any outbreak by following PHE local health protection team advice</p> <p>1 If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak.</p> <p>2 The updated contingency framework gives thresholds for taking additional measures.</p>	M	<p>As above.</p> <p>Keep the local Public Health team briefed on all cases and seek advice where the number increases including when within the same year group or class.</p>	RA	Ongoing

SECTION 3: SCHOOL OPERATIONS						
<p>(13. Attendance)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, pupils, visitors, parents/ carers</p> <p>Causing severe infection/disease</p>	<p>1. Please use these updated codes for recording covid related absence.</p> <p>2 self-isolate or quarantine, code X. Confirmed case recorded as code I</p> <p>3 For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y. <u>school attendance guidance</u>.</p> <p>Admitting children into school</p> <p>4 Pupil with symptoms should not attend the school.</p> <p>5 If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement.</p> <p>6 All (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or another specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>Pupils and families who are anxious about attending school</p> <p>7 May include pupils who:</p> <ul style="list-style-type: none"> • have themselves been shielding previously but have been advised they no longer need to shield • live in a household where someone is clinically vulnerable (CV) or CEV (including young carers) • are concerned about the possible increased risks from coronavirus (COVID-19) <p>8 Discuss any concerns with parents and provide reassurance on the measures you are putting in place to reduce any risks.</p> <p>Encouraging regular school attendance</p>	<p>M</p>	<p>Make sure that the coding of absence is done in line with policy.</p> <p>Keep the attendance of all pupils under careful review, working in partnership with the schools EWA and contacting/challenging/supporting parents where there are concerns.</p> <p>Send letters to parents of children whose attendance falls below 95% or where there has been no improvement since the last letter.</p>	<p>Administrative team</p> <p>Attendance team</p> <p>Attendance team</p>	<p>Daily</p> <p>Weekly</p> <p>20.04.2022</p>

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		<p>9 You should continue to communicate clearly and consistently the expectations around school attendance to families</p> <p>10 You should identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them.</p> <p>11 You should also work closely with other professionals across the education and health systems.</p> <p>Vulnerable children</p> <p>12 Where pupils who are self-isolating, it is very important that you put systems in place to keep in contact with them,</p> <p>13 When a vulnerable pupil is asked to self-isolate, you should:</p> <ul style="list-style-type: none"> • notify their social worker (if they have one) and, for looked-after children • agree with the social worker the best way to maintain contact and offer support <p>14 You should have procedures in place to:</p> <ul style="list-style-type: none"> • check if a vulnerable pupil can access remote education support • regularly check if they are accessing remote education • keep in contact with them to check their wellbeing and refer onto other services if additional support is needed. 		<p>Champion attendance through Collective Worship and the schools Newsletter.</p> <p>Alert the DSL if any children on the safeguarding register have to self-isolate so that the necessary action detailed in this section can be followed.</p> <p>Similarly, alert the SENCO if any children with an EHC plan have to self-isolate so that the necessary action detailed in this section can be followed.</p>	<p>RA</p> <p>Administrative team</p> <p>Administrative team</p>	<p>Weekly</p> <p>Daily</p> <p>Daily</p>
<p>(14. School Workforce)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 School leaders are best placed to determine the workforce required to meet the needs of their pupils.</p> <p>2 Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups,</p>	M	<p>Maintain risk assessments for all staff who are pregnant, including a section specifically focused on Covid.</p> <p>Staff to alert the Executive Headteacher if they are pregnant or if they have received ‘personal advice from a specialist or clinician’ so that personal risk assessments can be put in place.</p>	<p>RA</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p>

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		<p>they are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread.</p> <p>3 In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>4 Employers will need to follow this specific guidance for pregnant employees.</p> <p>5 Employers should be able to explain the measures they have in place to keep staff safe at work.</p> <p>Those formerly considered to be clinically extremely vulnerable</p> <p>6 Clinically extremely vulnerable (CEV), and high or higher risk are not being advised to shield again.</p> <p>7 Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance.</p> <p>8 Children and young people over the age of 12 with weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID-19</p> <p>Vaccination</p> <p>9 it is recommended school staff and eligible pupils take up the offer of a vaccine.</p> <p>Mandatory certification</p> <p>10 Mandatory certification is no longer in place.</p> <p>11 Venues & Events are not required by law to use the NHS COVID Pass</p> <p>12 NHS Covid pass should not be used as a condition of entry for education related activities.</p> <p>Welcoming children back to school</p>		<p>FFP2/3 masks are available to staff who were previously classified as clinically extremely vulnerable or otherwise at significantly greater risk, and any member of staff who is anxious about their situation.</p> <p>Only Teaching Assistants who are happy to provide cover for teachers who are absent will be asked to do so, and they will be able to claim overtime to bridge the gap between their pay and that of HLTAs when cover is provided.</p> <p>1 hour of over time for a meeting/half day 2 hours of overtime for a full day of cover.</p> <p>If a teacher is absent and cover cannot be provided by a Teaching Assistant, SLT/HLTA cover will be considered and as a final resort, the school will seek agency staff.</p>	<p>School Business Manager</p> <p>RA</p> <p>RA</p>	
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		<p>13 A pupil with symptoms should not attend the school, given the potential risk to others.</p> <p>Pregnancy</p> <p>14 Follow the specific guidance for pregnant employees</p> <p>15 Your workplace risk assessment should already consider any risks to female employees of childbearing age.</p>				
<p>(15. Transport)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Further guidance on face coverings and transport to school and other places of education is available.</p> <p>Wider public transport</p> <p>2 Families using public transport should refer to the safer travel guidance for passengers.</p>	L	<p>Maintain stocks of masks and make available to staff should they find themselves without, and having to travel on public transport, especially when with children for a trip.</p> <p>Through work on the school's Travel Plan, encourage walking/cycling/scooter as active safe means of travel to and from school.</p>	<p>School Business Manager</p> <p>School Travel Champion</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>(16. Catering/ Kitchens)</p> <p>Main kitchen</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Normal legal requirements will apply to the provision of food to all pupils, including ensuring food meets the standards for school food in England. universal infant free school meals</p> <p>2 Continue to provide free school meal support to pupils who are eligible for benefits-related free school meals and who are learning at home during term time.</p> <p>More information on providing school meals during the coronavirus (COVID-19)</p>	L	<p>Alert the School Business Manager if any children eligible for Free School Meals have to self-isolate and learn from home so that arrangements can be made with Chartwells to provide them with the equivalent food for lunch.</p>	<p>Administrative team</p>	<p>Ongoing</p>
<p>(17. Staff room / kitchens)</p> <p>Kitchen staff</p>	<p>Employees, agency, pupils, visitors</p>	<p>1 Zip taps/Kettles to be cleaned</p> <p>2 Signage next to Zip taps NOT to allow their cups to touch the Zip tap</p>	M	<p>We will maintain the services of a cleaner employed throughout the day who follows a rigorous schedule of cleaning regular contact points and areas with high</p>	<p>SBM to make sure cleaning schedule is evidenced.</p>	<p>Ongoing</p>

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<p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Causing severe infection/disease</p>	<p>3 Staff to wash their hands before / after eating for at least 20 seconds</p> <p>4 Dispose food waste into the bins provided</p> <p>5 Staff to be encouraged to go outside during breaks</p> <p>6 Increase cleaning regime in place managed and monitored</p>		<p>use e.g. staff rooms and staff/pupil toilets.</p>		
<p>(18. Building / Estate)</p> <p>Building preparedness/Statutory compliance</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Site area risk assessment has taken place to maximise the use of site and any associated available space</p> <p>2 There is no need for class sizes to be adjusted from the usual size.</p> <p>3 Ventilation systems: good ventilation with fresh air is always essential in classrooms and particularly during this period. Refer to the <u>system of controls</u> for guidance on keeping occupied spaces well ventilated.</p> <p>4 Fire safety: fire safety management plans should be reviewed and checked in line with operational changes. You should check:</p> <ul style="list-style-type: none"> • all fire doors are operational at all times • fire alarm system & emergency lights <p>5 Opening after reduced occupancy: undertake all the usual building checks to make the school safe.</p> <p>6 Statutory compliances completed and up to date</p> <p>7 Temperature monitoring in place, including thermometers in classrooms/areas, to ensure the heating and thermal conditions are compliant, managed and monitored</p>	<p>M</p>	<p>Through regular walks of the site, remind staff that the new building has a mechanical ventilation systems that works effectively when the doors and windows are shut.</p> <p>Make sure that servicing of the ventilation system is up to date.</p> <p>Throughout the old building, keep windows open in all areas including corridors and the hall at all times.</p> <p>Otherwise, maintain compliance with Fire and Statutory testing and associated plans.</p> <p>Maintain regular site walks to keep the site Risk Assessment up dated.</p>	<p>School Business Manager and Site Manager</p> <p>School Business Manager, Site Manager and Executive Headteacher</p>	<p>Ongoing</p> <p>Full walk on 25.04.2022</p> <p>H&S Audit 06.06.2022</p>
<p>(19. Educational Visits)</p> <p>Coronavirus</p>	<p>Employees, agency, pupils,</p>	<p>1 The Government recommends that you consider whether to go ahead with planned international educational visits at this time</p>	<p>M</p>	<p>All classes are encouraged to resume trips locally and across London.</p>	<p>All teaching staff</p>	<p>Ongoing</p>

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<p>(COVID-19) (CV19) with CV19</p>	<p>visitors, parents/ carers</p> <p>Causing severe infection/disease</p>	<p>2 it is advised to ensure that any new bookings have adequate financial protection in place</p> <p>3 it is advised to you undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice.</p> <p>4 General guidance on educational visits are is available.</p>		<p>Each trip will have its own individual risk assessment completed by the Trip Leader and children will only leave the school site once the Risk Assessment has been approved by the Executive Headteacher.</p>		
<p>(20. School Uniform/ Winter months)</p> <p>Coronavirus (COVID-19) (CV19) with CV19</p>	<p>Employees, agency, pupils, visitors, parents/ carers</p> <p>Causing severe infection/disease</p>	<p>1 The DfE encourages all schools to maintain their usual uniform policies.</p> <p>2 Consider how pupil non-compliance is managed, taking a mindful and considerate approach which may help parents who have difficulty obtaining uniform items or are experiencing financial pressures.</p> <p>3 Consider allowing pupils to wear additional items of clothing in addition to the school's current uniform.</p>	<p>L</p>	<p>The school's uniform policy is broad, in that the children are required to wear the colour navy blue but not the specific school logo. As such, engagement with the policy is high.</p> <p>Where children are not compliant, the Community Cohesion Leader will follow up with families sensitively and support will be given if required.</p> <p>Staff to alert the Community Cohesion Leader where they have concerns.</p>	<p>Christine Collins</p> <p>All staff</p>	<p>Ongoing</p>
<p>(21. Wraparound provision and extra-curricular activity)</p> <p>Coronavirus (COVID-19) with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 The guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children may help you to plan extra-curricular provision.</p>	<p>L</p>	<p>Our provision for the After School Club and Holiday Schemes are out sourced to Energy Kidz and they are required to have their own Risk Assessments.</p> <p>For other providers who run after school clubs, our agreement with them also requires them to have individual risk assessments.</p> <p>For clubs that are run by school staff, they will be acquainted with this Risk Assessment and will therefore take every measure to</p>	<p>School Business Manager to check compliance</p> <p>School Business Manager to check compliance</p> <p>Anna Adamczyk</p>	<p>Ongoing</p>

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				comply with controls detailed here.		
<p>(22. Curriculum)</p> <p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 The key principles that underpin advice on curriculum planning are as follows:</p> <ul style="list-style-type: none"> • Education is not optional. • The curriculum remains broad and ambitious. <p>2 Informed by these principles, you should meet the following key curriculum expectations:</p> <ul style="list-style-type: none"> • Teach an ambitious and broad curriculum in all subjects. • You may consider it appropriate to suspend some subjects for some pupils in exceptional circumstances. <p>Early Years Foundation Stage to KS3</p> <p>3 You may consider focusing more on the prime areas of learning in the EYFS, including communication and language</p> <p>4 For Reception, consider how all groups of children can be given equal opportunities for outdoor education.</p> <p>KS1 and 2</p> <p>6 Priorities identifying gaps and re-establishing good progress in the essentials, identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary.</p> <p>KS3 and 4</p> <p><u>7</u> Years 10 and 11 are expected to continue to study mandatory non-examination subjects like PE</p>	L	<p>We are maintaining the full breadth of the curriculum for all children.</p> <p>We continue to deliver the National Tutoring programme to children in Year 6.</p> <p>In Reception and Year 1, additional Phonics groups re running to support children in catching up to age expected levels.</p> <p>In all year groups, ongoing assessment identifies gaps in learning across the curriculum and teachers are systematically seeking to address those gaps.</p> <p>Monitor implementation of the school’s curriculum and children’s outcomes. Where necessary make adjustments.</p> <p>All children read widely and daily, through Daily Supported Reading (DSR) or Destination Reader (DR) programmes as well as in English lessons.’</p>	<p>All teaching staff</p> <p>RA</p> <p>EYS Leader and Acting Deputy Headteacher</p> <p>Teaching staff</p> <p>Subject leaders with teaching staff supported by SLT</p> <p>Teaching staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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		<p>8 Years 12 and 13 are more likely to undertake self-directed study, but you may still need to ensure they receive additional support</p> <p>9 <u>Operational guidance</u> p.59: Education, Health and Care plans</p>				
<p>(23. Music, dance and drama)</p> <p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Continue teaching music, dance and drama as part of your school curriculum</p> <p>2 Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts.</p> <p>3 Schools can continue to engage peripatetic teachers during this period.</p> <p>Singing, and playing wind and brass instruments in groups</p> <p>4 Singing, wind and brass playing can now take place in larger groups such as choirs and ensembles.</p> <p>5 Playing outdoors</p> <p>Playing instruments and singing in groups may take place outdoors. If indoors, consider ventilation and latest guidelines on safer singing.</p> <p>6 Playing indoors</p> <p>It is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p> <p>7 Seating positions</p> <p>Pupils should be positioned back-to-back or side-to-side.</p> <p>8 Microphones</p> <p>Use microphones where possible or encourage singing quietly.</p>	M	<p>Provision for Music lessons will continue.</p> <p>PE lessons to be outside as much as is feasible. When children are indoors, we will make sure they are spaced apart as much as is possible without undermining their learning and we will make sure that the hall is well ventilated.</p> <p>Music concerts and nativities to go ahead as normal but avoiding having both the children and adults in the audience at the same time.</p>	<p>Richard Griffiths with teaching staff and peripatetic teachers</p> <p>Anna Adamczyk and teaching staff</p> <p>Richard Griffiths</p>	<p>Ongoing</p> <p>End of each term</p>

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		<p>9 Handling equipment and instruments</p> <p>Measures to take when handling equipment, including instruments, include the following.</p> <ul style="list-style-type: none"> • Handwashing. • Avoiding sharing instruments • Handling scores, parts and scripts • Suppliers • Pick-up and drop off points <p>10 Individual lessons</p> <p>Individual lessons in music, dance and drama can continue in schools and organisations providing out of school childcare.</p>				
<p>(24. Physical Education)</p> <p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>Physical activity in school</p> <p>1 Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>2 You can hold PE lessons indoors, including those that involve activities related to team sports, for example practicing specific techniques, within your own system of controls.</p> <p>3 For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows</p>	M	<p>Provision for PE lessons will continue. Where classes have units on indoor sports, they will be undertaken in the hall as normal, well ventilated and with the children spaced out as far as possible.</p> <p>Where possible, equipment will be cleaned between uses, however children will also be regularly reminded not to put hands or equipment in their mouths and to maintain good hygiene with handwashing before and after lessons.</p> <p>For swimming in St. Luke’s pool there is a separate Risk Assessment document and this can be found on the school’s website under ‘Living with Covid’.</p> <p>For swimming at Tiller, classes will have a separate risk assessment for the journey there and back, and Tiller have their own Covid</p>	<p>Anna Adamczyk and teaching staff</p> <p>Anna Adamczyk and teaching staff</p> <p>Anna Adamczyk to keep the Swimming RA updated.</p> <p>Anna Adamczyk to share Tiller RA</p>	Ongoing

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				Secure Risk Assessment that our staff and children will comply with when on site.	with relevant staff. Class teacher to complete journey RA and seek sign off from Executive Headteacher.	
(25. Science) Coronavirus (COVID-19) (CV19) Someone entering the school/workplace/offices with CV19	Employees, agency, pupils, visitors Causing severe infection/disease	1 Science lessons and heads/leads should follow the specific COVID-science related CLEAPSS guidance and have detailed within this section or specific risk assessment http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf	L	As a school we continue to comply with guidance given.	Amanda Naidoo to advise staff	Ongoing
(26. Contingency planning) Coronavirus (COVID-19) (CV19) Someone entering the school/workplace/offices with CV19	Employees, agency, pupils, visitors, parents/ carers Causing severe infection/disease	1 You should continue to operate as normally as possible. In the event that restrictions in schools are needed to help contain the spread of the virus, you may be asked to revise your delivery models for a short period of time.	M	Our Outbreak Management Plan can be located on the school's website under 'Living with Covid'. We will operate as detailed in this Risk Assessment unless advised to put contingency measures in place.	RA	In the event of being advised to implement measures.
(27. First aid) Coronavirus (COVID-19) (CV19)	Employees, agency, pupils, visitors	1 The Health and Safety Executive guidance on first aid during coronavirus (COVID-19) will support local risk assessments and provides guidance for first aiders during the coronavirus (COVID-19) pandemic.	M	Most First Aid given at St. Luke's is required during play and lunch times. For this purpose, First Aid supplies are taken outside and First Aid is administered as much as possible, outside where there is good ventilation.	Senior First Aider and First Aid trained staff.	Ongoing

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<p>Someone entering the school/workplace/offices with CV19</p>	<p>Causing severe infection/disease</p>	<p>2 Employers and their first aiders should take account of the specific guidance on giving cardiopulmonary resuscitation (CPR) from the Resuscitation Council UK.</p> <p>HSE has guidance on First aid cover and qualifications.</p> <p>3 Only deliver CPR by chest compressions and use a defibrillator (if available)</p> <p>Prevent worsening, promote recovery: all other injuries or illnesses</p> <ul style="list-style-type: none"> If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms <p>4. Follow government guidance on first aid.</p>		<p>If a child or adult has a more serious injury, they may be taken to the First Aid room on the ground floor. This room is not well ventilated, so the door will be left open and staff are advised to wear a mask if administering First Aid in this room.</p> <p>All staff administering First Aid will wear disposable gloves and after use will dispose of the gloves carefully, washing hands in line with guidance afterwards.</p> <p>The school has a Senior First Aider who keeps policies and procedures up to date and compliant with the latest Covid guidance.</p> <p>The Senior First Aider makes sure all First Aid bags are well stocked including those in the Swimming Pool area.</p> <p>We have a Defibrillator on site. In the event that this needs to be used, a trained First Aider will follow the guidance given on the call with emergency services.</p> <p>Only staff who are qualified First Aiders may administer First Aid.</p>		
<p>(28. Swimming pools) swimming Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Follow current Government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>2 Ensure the pool equipment receives the required maintenance, and recommissioning required in preparing to open</p> <p>3 Review the area for touch points & shared equipment</p>	<p>M</p>	<p>For swimming in St. Luke’s pool there is a separate Risk Assessment document and this can be found on the school’s website under ‘Living with Covid’.</p> <p>The school’s daily cleaning regime extends to include the swimming pool before and between uses.</p>	<p>Anna Adamczyk</p> <p>School Business Manager</p>	<p>Ongoing</p>

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<p>Someone entering the school/workplace/offices with CV19</p>		<p>4 Ancillary equipment such as hoists, plant room equipment, will require an assessment review of compliance re service/maintenance schedules</p> <p>5 Health and safety inspection of all areas in preparation for opening</p>		<p>Ongoing maintenance of pool to remain rigorous.</p>	<p>Site Manager</p>	
<p>(29. Behaviour change / support / expectations)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, pupils, visitors, parents/ carers</p> <p>Causing severe infection/disease</p>	<p>1 Staff need to make themselves be accountable for their own actions for hand and respiratory hygiene measures and actions.</p> <p>2 A review of the school's behaviour policy around the COVID-secure.</p> <p>3 Policies should set clear, reasonable, and proportionate expectations of pupil behaviour. Further information on <u>behaviour and discipline in schools</u> is available.</p> <p>4 Set out clearly the consequences for poor behaviour and deliberately breaking the rules.</p> <p>Disciplinary actions</p> <p>5 The disciplinary powers that you normally have, including suspension and expulsion</p> <p>6 Expulsion should only be used as a last resort and must be lawful, reasonable, and fair. Where a pupil with a social worker is at risk of suspension or expulsion, inform their social worker and involve them in relevant conversations.</p> <p>7 Try to avoid expelling any pupil with an EHC plan, or a looked-after child..</p> <p>8 Where a previously looked-after child is at risk of expulsion, the designated teacher should speak with the child's parent or guardian and seek advice from their virtual school head.</p> <p>9 Pre-empting that a pupil may commit a disciplinary offence, and not allowing the pupil to attend school, is an unlawful suspension.</p>	<p>M</p>	<p>Staff will receive regular reminders of the importance of remaining cautious and careful in relation to Covid.</p> <p>The school has an up to date Behaviour Policy which continues to be implemented consistently across the school.</p> <p>Where there are concerns about a child's behaviour, the child has a Behaviour Plan. The implementation of the Behaviour Plan is supported by regular Team Around the Child (TAC) meetings with professionals and the parents involved. If there is a Social Worker involved, they will also be invited to attend the TAC meetings.</p> <p>We currently do not have any Looked After Children at St. Luke's.</p>	<p>RA</p> <p>All staff</p> <p>RA/SLT/SENCO</p> <p>DSL</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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		10 Any disciplinary suspension or expulsion of a pupil from a school, even for short periods of time, must follow the statutory procedure.				
(30. Pupil wellbeing and support)	Employees, agency, pupils, visitors, parents/ carers	<p>Wellbeing for Education Return Programme</p> <p>1 Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools.</p> <p>Support and resources</p> <p>2 School leaders are best placed to determine the workforce to meet the needs of their pupils.</p> <p>3 People previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.</p> <p>4 Staff are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Staff with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID 19.</p> <p>5 Employers are expected to discuss any concerns that people previously considered CEV may have.</p>	M	<p>As a school we continue to refer children as appropriate to:</p> <ol style="list-style-type: none"> 1. Our Emotional Literacy Support Assistants (ELSA) 2. Our Psychological Therapist 3. Our Mental Health First Aiders 4. THEWS Emotional Health practitioners 5. CAMHS <p>Keeping progress and impact under review.</p> <p>All staff have access to the Employers Assistance Programme with the Education Support Partnership.</p> <p>Staff for whom there are concerns about their emotional and mental health may be referred to Occupational Health so that additional advice can be sought. If helpful, the member of staff may meet with the Executive headteacher to complete a Stress Risk Assessment.</p> <p>As detailed in Section 14 – any staff who are pregnant, or who have received Specialist/Clinician’s advice, or who have other concerns are invited to inform the Executive Headteacher so that personal risk assessments can be put in place.</p> <p>FFP2/3 masks are available to staff who were previously classified as clinically extremely</p>	<p>SENCO and Safeguarding team with all staff</p> <p>All staff</p> <p>RA</p> <p>RA</p> <p>School Business Manager</p>	Ongoing

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				vulnerable or otherwise at significantly greater risk, and any member of staff who is anxious about their situation.		
(31. Safeguarding)		<p>1 Schools must continue to have regard to the statutory safeguarding guidance <u>keeping children safe in education.</u></p> <p>2 As children return try to give designated safeguarding leads and their deputies more time to support staff and pupils with new safeguarding and welfare concerns</p>	M	Rigorous compliance with KCSiE continues at all times.	Safeguarding team and all staff	Ongoing
<p>(32. Contractor / visitor)</p> <p>Contractors/Visitors/ Parents Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, pupils, visitors, parents/ carers</p> <p>Causing severe infection/disease</p>	<p>1 Only necessary contractor to be allowed on site</p> <p>2 Agency staff and contractors to be inducted to the normal health and safety induction processes.</p> <p>3 Normal risk assessment, method statements review, considering your own COVID</p> <p>4 Normal management and monitoring of contractor works wellbeing on site</p>	M	<p>Where possible, contractors are brought on site outside of school hours, to minimise contact with staff and children.</p> <p>When they have to attend during school hours, they will be supervised by the Site Manager and staff and children will be kept at a safe distance.</p> <p>All agency staff will be given Safeguarding and Visitor leaflets upon arrival and they will be given a briefing of the required controls to be observed whilst on site i.e. Section 1 of this Risk Assessment</p>	<p>School Business Manager and Site Manager</p> <p>Acting Deputy Headteacher to keep Visitor's information updated and DSL to ensure Administrative team have stocks of Safeguarding leaflet</p>	Ongoing

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Overall Residual Risk for Activity (L / M / H):		M
Level of Risk	Suggested Action	
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate	
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review	
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended	