



The Castle School (579)

Risk Management - Assessment Report

Risk Area:	COVID-19
Assessment Framework:	Covid-19 - Full opening September 2020
Work Area or Activity:	COVID-19
Competent Person	Alison Crudgington
Assisted by:	Clair Owen James Lamb Sarah Watson
Groups Affected:	all school users
Notes:	Update for March 21 return to school (including change to guidance regarding wearing of masks in classrooms) Review following a move to more specialist classrooms from 2 November 2020 Update following review meeting with SW on 11/9/20 Updated for Clair Owen's comments Updates from SW (email 31/8/20) Updated following SLT meeting on 20 August 2020 Initial draft for discussion with SLT This is a review of an assessment carried out on 23/07/2020 This is a review of an assessment carried out on 25/08/2020 This is a review of an assessment carried out on 01/09/2020 This is a review of an assessment carried out on 07/09/2020 This is a review of an assessment carried out on 14/09/2020 It was marked as 'nothing had changed' by Alison Crudgington on 06/10/2020 This is a review of an assessment carried out on 06/10/2020 This is a review of an assessment carried out on 11/11/2020 It was marked as 'nothing had changed' by Alison Crudgington on 25/02/2021 This is a review of an assessment carried out on 25/02/2021 This is a review of an assessment carried out on 01/03/2021 It was marked as 'nothing had changed' by Alison Crudgington on 01/03/2021 01/03/2021
Assessed on:	
To be Reviewed on:	

<p>coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water and hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement: 1) whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly 2) supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative 3) building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them. How will this be arranged and communicated?</p>	<p>Staff and staff are instructed to wash hands thoroughly and/or use hand sanitiser regularly. Staff will ensure that students use hand sanitiser on entry to buildings/classrooms. Students are supervised at lunchtimes and reminded to use hand sanitiser before they buy food and after paying.</p>	<p>Yes</p>
<p>How will you ensure that you minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school?</p>	<p>A letter and the Government guidance has been sent to parents (shared with students) and is on the school website. This includes instructions that their child must not attend school if they have any symptoms of COVID19, advising them to get tested and keep the school informed. FAQs are being sent out to staff and parents on an ongoing basis and the website provides further information and a special email address (forwards to SLT) to contact if they receive a positive test result out of normal school hours. Staff have been given the same message and reminders are given in staff briefings. Assemblies have been used to emphasise this to students.</p>	<p>Yes</p>
<p>If anyone becomes unwell - how will you ensure you follow these guidelines? https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>	<p>Government advice is given to parents, students and staff (as above), advising them to follow the most up to date guidelines. Anyone displaying symptoms will immediately be isolated and collected from school.</p>	<p>Yes</p>
<p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Where is the best location for this?</p>	<p>A student with symptoms will be isolated in the internal exclusion room until they can be collected. Windows will be open in this room and the room will be overseen by staff in the Pastoral hub. Where a first aider needs to enter the isolation room they will wear PPE at all times. No other staff/students use this room at any time. This room is deep cleaned after use by a symptomatic person.</p>	<p>Yes</p>
<p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. Do you have sufficient stocks?</p>	<p>All first aiders have been provided with PPE and given advice on wearing this. Stocks are available.</p>	<p>Yes</p>
<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. How is this communicated to staff?</p>	<p>All staff are aware of this. Cleaning procedures in such cases have been identified and shared and would be overseen by the Premises manager. Cleaners have access to PPE where needed.</p>	<p>Yes</p>
<p>As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education. If you have a pupil with additional needs - have you undertaken an individual risk assessment(s)?</p>	<p>Presently there are no students who use saliva as a sensory stimulant, however through the Key Adult personalised programmes, students with the most complex needs will be supported to ensure that they fully understand and follow the expectations around hand washing and personal safety. All Teaching Assistants have been provided with the necessary equipment to assist with their safety when delivering these programmes.</p>	<p>Yes</p>
<p>As much as you reasonably can, how will you ensure the grouping of children together and therefore avoiding contact between groups? Arranging classrooms with forward facing desks and staff maintaining distance from pupils and other staff as much as possible should also be adhered to.</p>	<p>Where possible desks have been moved to forward facing positions throughout the school. Social distancing is considered at all times. Teachers are being advised to remain at the front of the classroom maintaining 2m distance wherever possible and keeping classrooms well ventilated. Year group bubbles have been established with separate, staggered break and lunchtimes/venues and locations to meet/gather before school. Staggered departures are in place. Circulation spaces are one way to assist with distancing. Staff and students wear facemasks when moving around the school.</p> <p>Update March 21 - facemasks are to be worn in classrooms and other indoor spaces where 2m distance cannot be maintained, other than for those that are exempt or where a strenuous activity is being undertaken.</p>	<p>Yes</p>
<p>Have you Introduced enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach? Points to consider and implement: 1) putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes 2) more frequent cleaning of rooms / shared areas that are used by different groups 3) frequently touched surfaces being cleaned more often than normal 4) different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>Daytime site staff are undertaking cleaning of contact points using approved viricidal products. They are also cleaning toilets frequently. Students are told to wash their hands thoroughly and posters remind them of this.</p>	<p>Yes</p>

<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on - 1) children's ability to distance 2) the lay out of the school 3) the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary). How will this be achieved?</p>	<p>Year group bubbles have been established and arrangements were put in place for non specialist lessons to take place in specific zones for each year group initially. Since 2 November additional specialist rooms are being used but the extra movement around the school has been mitigated by introducing facemasks for use in all but seated in the classrooms and seated in dining halls. The one way system is still in operation which reduces face to face contact between bubbles. Staggered break and lunchtimes and split locations also ensures bubbles do not mix. Specialist classrooms are being cleaned with viricidal cleaner between each class.</p> <p>Update March 21 - facemasks are also now required in classrooms unless exempt or undertaking strenuous activity</p>	<p>Yes</p>
<p>How will you follow the "system of controls" as per the following guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>We have planned prevention and response actions as per the guidance and this Risk Assessment</p>	<p>Yes</p>
<p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Bearing in mind that all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. How will timetabling be arranged to facilitate this?</p>	<p>Year group bubbles are in place. Students follow their usual timetable to ensure a broad and balanced curriculum. Wherever possible, these bubbles are being kept separate from each other (especially in indoor spaces where a new one way system is in place) and distancing is observed. Initially year group zones were introduced to reduce student movement around the site but more specialist rooms are now in use with staff and students wearing facemasks when moving (also now in classrooms - March 21). Timetables have been changed to accommodate staggered break/lunchtimes</p>	<p>Yes</p>
<p>Ideally, adults should maintain 2 metre distance from each other, and from children. However it will not be possible for some pupils who many require an additional risk assessment. How will the need to distance and not touch unnecessary objects be reinforced and communicated?</p>	<p>As per guidance, support for children with special needs is expected to continue to be provided as normal. ".it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal". TAs are advised to sit alongside (not across from) students, maintaining as much distance as is reasonably possible for the majority of the time. Teachers have been asked to plan to ensure that TAs are able to support their students whilst remaining as safe as possible. All TAs have been issued with safety packs and face shields.</p>	<p>Yes</p>
<p>Large gatherings must be avoided. This should include staggering break/lunch/corridor gatherings. How will this be timetabled and arranged?</p>	<p>Break and lunchtimes are staggered so that only two year group bubbles are having their breaks at the same time and these have been allocated separate spaces (indoor and out). Tables and contact points are thoroughly cleaned between sittings.</p>	<p>Yes</p>
<p>How will start/end times be staggered to avoid groups coming in close contact?</p>	<p>Arrival on site is normally spread throughout a 30 minute period due to the many children that walk and cycle so bottlenecks do not occur. Many siblings arrive together so staggering start times would be likely to create problems for families. New arrangements are in place to direct students to allocated year group locations so as to avoid mixing bubbles on their arrival before school. End times are staggered to allow for the safe collection of bikes from the bike shed (which is external and therefore well ventilated but can get busy)</p>	<p>Yes</p>
<p>You should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. How will this be achieved?</p>	<p>The information provided in the guidance to schools regarding face coverings has been sent to parents and students making clear that government guidance must be followed in wearing and removing these.</p> <p>March '21 update - facemasks should now stay on whilst inside the building, even in classrooms</p>	<p>Yes</p>

<p>Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories. How will this be coordinated?</p>	<p>Regarding changes to routines all students identified with SEND will receive the most appropriate personalised support that is deemed appropriate in order to match their individual needs. Key Adult 1:1 programmes have been planned and will be delivered to meet the individual needs (eg Social Stories).</p> <p>All students with SEND have already (in the Summer Term) worked with staff both in and out of school regarding the return in September. Some have continued to be supported throughout the holiday. All students will receive individualised support as it is required, for example: Key Adult Programmes Bespoke Timetables Home-School Support In-Class Support Safe Areas</p>	<p>Yes</p>
<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including - 1) where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained 2) where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. How will this be communicated to staff?</p>	<p>This information has been shared with staff and will be explained in more detail at the start of term INSET day</p> <p>March '21 update - facemasks are now to be worn when inside the building in any area where 2m distance cannot be maintained.</p>	<p>Yes</p>
<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local public health protection team. https://www.gov.uk/guidance/contacts-phe-health-protection-teams. What are their contact details? (If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required).</p>	<p>SLT will monitor absences and stay abreast of guidance and will work with/seek advice from the local health protection team where necessary. The school's attendance officer will have a particular role in this.</p> <p>The guidance changed from 9 November to say that facemasks should be worn when moving in the school. This had been implemented at The Castle from 2 November.</p> <p>Guidance has changed again (March 2021) to say that facemasks should be worn in all indoor areas including classrooms (other than for those exempt and when undertaking strenuous activities)</p>	<p>Yes</p>
<p>Local authorities, transport providers, schools and parents must work together to ensure (where possible) this guidance is met https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>	<p>Very few students at The Castle arrive via public or school transport but we are keen to work together to ensure guidance is met. Designated year group spaces have been made available after school for those waiting for buses.</p>	<p>Yes</p>
<p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available here https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people how will this be facilitated?</p>	<p>Risk assessments have been undertaken for anyone in higher risk categories to assess if their role permits them to work from home or if changes can be implemented to working practices or environment to reduce the risk of them working in school. eg One teacher who is known to be pregnant was not timetabled for the Autumn term due to her imminent maternity leave and was designated a safe space to work.</p>	<p>Yes</p>
<p>Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. How will this take place?</p>	<p>Impact on the already high levels of staff workload has been considered and is avoided where possible but we acknowledge that, in order to protect students and staff from covid, some additional tasks have been necessary. Workload of SLT has been severely impacted in order to minimise the impact on other staff and students. All changes are consulted on with staff to ensure views are taken into account and that the impact can be identified and addressed.</p>	<p>Yes</p>

<p>All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. These mechanisms must be reminded to staff. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information is available here https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p>	<p>This was a focus for the September INSET day. Time was specifically designated for staff decompression after lockdown and followed up with staff meeting times allocated for feedback from staff on COVID measures. Further time has been given to listen to individual staff concerns. The school buys Care First support and this is publicised with staff frequently. Although staff report positive feedback on measures taken and appreciate that everything possible is being done, some staff remain anxious about transmission of the virus. March 21 update - a staff survey has been issued to assess anxieties etc</p> <p>Pastoral staff were well prepared for student wellbeing on their return and maintained contact with vulnerable students throughout lockdown. A recovery curriculum was delivered in the first week of term to all students. For those identified as needing extra support, intervention has been planned accordingly. Year group surveys on student health and wellbeing took place during lockdown and helped to identify particularly vulnerable children. Staff have been able to take account of this knowledge in planning. The pastoral team have been working with families of vulnerable children to reduce anxieties.</p> <p>March 21 - return includes extended tutor time to consider this impact</p>	<p>Yes</p>
<p>Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. Schools must have regard to the statutory safeguarding guidance - https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 and https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</p>	<p>Child protection/safeguarding leads and the pastoral staff in school were prepared for an increase in concerns when all children return to school.</p>	<p>Yes</p>
<p>Kitchens will be fully open from September - how will these guidelines be adhered to? https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>	<p>High levels of hygiene practice are already in place in the kitchen and this will continue. More food items are served in individual wrappings or disposable containers. Fewer items will be self service and those are well spread out and smaller in number to avoid any accidental touching of items. Supervision in these areas is vigilant to ensure safety.</p> <p>Kitchen staff have designated work areas where possible and will work side by side or back to back rather than face to face. The kitchen is well ventilated and allows for social distancing. Face shields have been provided for all kitchen staff and those serving and on the tills use these as they could come into closer contact (less than 2m although only briefly) to many children.</p> <p>March 21 update - face masks will now be worn in place of visors</p>	<p>Yes</p>
<p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance here - https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm who has the responsibility for this and how will they go about it?</p>	<p>These checks are already in place and were carried out as usual</p>	<p>Yes</p>
<p>Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance here https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm how will you ensure guidelines are followed?</p>	<p>Ventilation through opening windows and doors (with special arrangements for fire doors) is being advised to all staff. Fans can be used where windows are open. Staff are advised to keep some windows open at all times and to throw open more windows between lessons or at break/lunchtimes to ensure good air change. Heating has been set to stay on longer than would be usual to ensure rooms can heat up again quickly</p>	<p>Yes</p>
<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Guidance can be found here https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation What additional arrangements will be put in place if any?</p>	<p>Year group bubbles remain. Any equipment is thoroughly cleaned between use. Outdoor sports will be prioritised where possible. PE equipment is cleaned between use. Attention has been paid to changing facilities to allow for more space in these areas. Enrichment is in year groups (a different year group for each day of the week)</p>	<p>Yes</p>
<p>Schools should consider updating their behaviour policies with any new rules/policies and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. Further details are available at https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools has this been undertaken?</p>	<p>Behaviour policy has been updated to take account of new rules/policies on COVID19. These additions have been clearly identified and will be communicated to all staff and students at the start of term to ensure everyone's safety.</p>	<p>Yes</p>
<p>In the event of a local outbreak, the health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. Guidance on remote education support can be found https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Have you written a contingency plan? Where is this located?</p>	<p>Remote education including live streaming of lessons had become well established in the summer term and this will be reinstated if needed in the case of a local lockdown or temporary school closure. Work is set for children self isolating</p>	<p>Yes</p>

Alison Crudgington

Signed

Dated

Co-ordinator

Signed

Dated

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