

# Risk Assessment Form

For further info on risk assessment see: BHCC Risk Assessment Guidance

To calculate Risk Rating (R): assess the likelihood (L) of an accident occurring against the **most likely** impact (I) the accident might have, taking into account

Task / Activity Covered by the assessment	Return to school for all students September 2021			National COVID-19 Alert Level (AL)	Likelihood (L)	X	Impact (I)	
Workplace	Patcham High School			1	Almost Impossible	1	Insignificant (minor injury, no time off)	
Date of Assessment	September 1 <sup>st</sup> 2021	Date Assessment to be reviewed	Review required in accordance with National Coronavirus alert level	2	Unlikely	2	Minor (non-permanent injury, up to 7 days off)	
Person Completing	John McKee	Manager/ Head teacher	John McKee	3 CURRENT LEVEL	Possible	3	Moderate ((injury causing more than 7 days off)	
Staff involved in assessment	John McKee, Di Bonner, Rachael Strong & School Governor (Health & Safety)			4	Likely	4	Major ((death or serious injury)	
				5	Almost Certain	5	Catastrophic (multiple deaths)	
					Low =1-3	Moderate = 4-7	Significant = 8-14	High = 15-25

Government's <a href="#">LOCAL COVID-19 ALERT LEVEL</a> for Brighton & Hove	Level 3
Lockdown in Place [YES/ NO]	NO

## How to use this Risk Assessment:

- This RA is used to mitigate the risk from COVID-19 and should be used alongside any other risk assessment for the task being undertaken.
- To calculate Risk Rating (R): assess the likelihood (L) of a member of staff/others contracting COVID-19, taking into account the control measures that will be in place against the **most likely** impact (I) of contracting COVID-19 might have  $L \times I = R$
- This risk assessment includes the national [COVID - 19 alert tool](#) (in the table above) as a guide/ baseline on the likelihood of infection **without control measures in place**. By introducing control measures the risk in the workplace should be no higher than the current Alert level and where possible the risk will be reduced to below the current level. The national level is based on the COVID-19's reproduction (R) number, a scientific measure of how fast the virus is spreading and as R reduces, the alert level will be lowered by the Government.
- **The risk assessment must be reviewed whenever the national Coronavirus alert level changes.**
- This risk assessments should be completed in consultation with all relevant union colleagues not just individual unions. As a minimum this must always include Unison, the GMB and the NEU. This will ensure that all your staff who are part of a union have been fully consulted on the issues

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Covid 19 Alert Level	Current control measures (What is already in place/done)	Risk Rating			What additional controls can be put in place to reduce the risk further?	Revised Risk Rating			Sign as done
				L	I	R		L	I	R	
1. Site not prepared for students/staff	Students/staff	3	<ul style="list-style-type: none"> <li>Risk assessment(s) reviewed and shared with staff and safety representatives prior to full opening.</li> <li>Active/ongoing monitoring arrangements to ensure controls are effective and working as planned.</li> <li>Usual building checks to ensure school safe and extra considerations (e.g. Legionella water checks, working heating systems, operating doors/windows, alarms etc.) where buildings have been closed or had reduced occupancy.</li> <li>H&amp;S check of the premises by site staff – in line with guidance including, water/legionella, fire, alarm systems, gas, electricity etc. and continued use of Premises Inspection Checklists.</li> <li>Ensure environment within the school is compliant with DfE Guidance (School COVID-19 operational guidance)</li> <li>Cleaning/hygiene arrangements enhanced in line with government guidance: Cleaning in non-healthcare settings and Implementing protective measures in educational and childcare settings including: availability of soap and hot water in every toilet and classroom, sanitising wipes for cleaning of equipment, hand sanitiser, tissues (and disposal – double-bagging and emptying), following 'Catch it, Bin it, Kill it' principles for disposal of tissues.</li> <li>Frequently touched surfaces and very frequently used equipment cleaned regularly.</li> <li>Well ventilated/comfortable teaching environment maintained as far as possible, including: <ul style="list-style-type: none"> <li>Mechanical ventilation systems adjusted to increase the ventilation rate wherever possible</li> <li>Natural ventilation – opening windows (in cooler weather windows opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</li> <li>Opening internal doors to assist with creating a throughput of air.</li> <li>If necessary external opening doors used (as long as they are not fire doors and where safe to do so)</li> </ul> </li> <li>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures used as appropriate: <ul style="list-style-type: none"> <li>Opening high level windows in colder weather in preference to low level to reduce draughts.</li> <li>Increasing ventilation while spaces are unoccupied</li> <li>Rearranging furniture where possible to avoid direct drafts.</li> <li>Heating used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul> </li> <li>Clear COVID secure protocols shared with staff, parents and students.</li> </ul>	2	3	6	<p>Additional signage to remind staff and students of key protocols (washing hands and respiratory hygiene).</p> <p>Additional cleaning staff.</p>	2	3	6	

2.	<b>Transmission of the virus</b>	Infection to Staff, students, families, visitors and contractors	3	<ul style="list-style-type: none"> <li>Implementation of 4 key controls to create inherently safer system, where the risk of transmission of infection is reduced:               <ol style="list-style-type: none"> <li>Ensuring good hygiene for everyone.</li> <li>Maintaining appropriate cleaning regimes.</li> <li>Keeping occupied spaces well ventilated.</li> <li>Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19. Ref: 'Our protocols@ Appendix 1</li> </ol> </li> <li>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or have tested positive in the last 10 days do not attend school/childcare setting.</li> <li>School to tell children, parents, carers, visitors, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus in-line with COVID-19 guidance.</li> <li>School to request that parents/carers of children closely monitor children for signs of Covid-19 symptoms in line with PHE, NHS, Government &amp; DfE guidelines (e.g. unwell with a new or continuous cough, high temperature, loss/change of taste or smell etc.)</li> <li>Staff and students provided with Home testing kits. This is logged and monitored by the school. Test taken twice a week on a Wednesday and Sunday. Staff and students are also expected to log results with DfE/NHS.</li> <li>Symptomatic child/staff to self-isolate for 10 days (including the onset day). Parent to obtain test for the child and staff to obtain a test for themselves including any other symptomatic household members (within age limitations). If negative test result, child/staff can return to school once well. (Follow the guidance on testing on the <a href="#">NHS testing web page</a>)</li> <li>The school will engage with the Governments test and trace system. Staff and students ready and willing to book a test if they displays symptoms, provide details of anyone they or their child has been in contact with and be prepared top self-isolate.</li> </ul>	2	3	6	<p>Clear protocols set out for staff, parents and students ref: Appendix 1 Protocols: Keeping our school COVID secure.</p> <p>Additional monitoring of testing and results ... staff and students to record test results on school portal accessed via front page of school website.</p> <p>When an absence call is received for a child displaying coronavirus symptoms the parent / carer will be reminded of government guideline ref: PCR testing and self-isolation.</p>	2	3	6	
3.	<b>Lack of adequate ventilation and/or impact of ventilation on indoor temperatures</b>	Students/staff	3	<ul style="list-style-type: none"> <li>Well ventilated/comfortable teaching environment maintained as far as possible, including:</li> <li>Mechanical ventilation systems adjusted to increase the ventilation rate wherever possible – <i>see note (RHS)</i>.</li> <li>Natural ventilation – opening windows (in cooler weather windows opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</li> <li>Opening internal doors to assist with creating a throughput of air.</li> <li>If necessary external opening doors used (as long as they are not fire doors and where safe to do so)</li> </ul> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures used as appropriate: Opening high level windows in colder weather in preference to low level to reduce draughts.</p> <ul style="list-style-type: none"> <li>Increasing ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused).</li> <li>Rearranging furniture where possible to avoid direct drafts.</li> <li>Heating used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul>	2	3	6	<p>Mechanical ventilation systems checked by contractor to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply).</p>	2	3	6	

4.	<b>Transmission of the virus continued</b>  Wellbeing	Staff /students	3	<ul style="list-style-type: none"> <li>• Pastoral and wellbeing support offered to all students who were previously shielding or living with a shielding household.</li> <li>• Pastoral and wellbeing support offered to students concerned about the comparatively increased risk from Covid including BAME students and those with certain conditions such as obesity and diabetes.</li> <li>• School to provide reassurance of Covid secure measures (ref: Appendix 1 Protocols: Keeping our school COVID secure) to parents and carers.</li> <li>• If rates of Covid rise in the local area the school recognises that some students may be advised to temporarily shield.</li> <li>• Ensure specific needs of students under the care of a specialist healthcare professionals are mitigated through individual risk assessments.</li> <li>• Previously shielding staff are provided with individual risk assessments.</li> <li>• Individual risk assessments for staff that are pregnant.</li> </ul>	2	2	4	Advocates. SENCO and HOYs to support students previously shielding and those concerned with potential increase risk from Covid.  Individual risk assessments for all students with EHCPs (SENCO).  Pregnant staff to follow advice that has been published by the Royal College of Obstetrics and Gynaecology.  Use of Celpax and Workload and Wellbeing group to monitor staff wellbeing.	2	2	4	
5.	<b>Transmission of the virus continued</b>	Staff / students	3	<ul style="list-style-type: none"> <li>• Ensure there are adequate first aiders/paediatric in-line with HSE guidance and current paediatric first aid requirements under EYSF – refer to the school’s First Aid needs assessment</li> <li>• Existing safeguarding procedures and controls updated to reflect any potential impact due to COVID-19 related issues.</li> <li>• TAs and Coaches can lead a lesson under the direction of a qualified Teacher. Level A and B TA’s should not be required to supervise whole classes in the absence of a qualified teacher. Level C TAs job descriptions provide for them to cover classes occasionally during the absence of the teacher so Level Cs should not be required to lead lessons as part of planned arrangements. Level D /HLTAs and Coaches can be asked to supervise classes but this should not be for an indefinite period. Emergency key holder procedures in place so that the school can be opened/closed should premises staff be unable to attend work</li> <li>• Flexibility amongst teaching staff to teach/lead different year</li> <li>• School to check that any/all external providers have robust COVID-19 arrangements in place.</li> </ul>	2	2	4	SLT have completed Paediatric First Aid training.	2	2	4	

6.	<b>Transmission of the virus</b> <b>Attendance</b> <b>Reduced staffing</b>	Staff / students	3	<ul style="list-style-type: none"> <li>• Promotion and engagement in (non-mandatory) asymptomatic testing for all staff (and secondary pupils) offered.</li> <li>• Pupils with COVID 19 or symptoms should not attend school and should be encouraged to take a PCR test.</li> <li>• Liaison with Education &amp; Skills team with any concerns over staffing levels.</li> <li>• Where we cannot provide our usual interventions and provision at adequate staffing ratios, or with staff with vital specialist training, should seek to resume as close as possible, to the child's or young person's specified provision.</li> <li>• Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (<u>COVID-19 SYMPTOMS</u>) or have tested positive in the last 10 day , do <b>not</b> attend school.</li> <li>• School to tell children, parents, carers or any visitors, such as suppliers/providers not to enter setting if they are displaying any symptoms of coronavirus or have tested positive in the last 10 days.</li> <li>• School to request that parents/carers of children closely monitor children for signs of Covid-19 symptoms in line with PHE, NHS, Government &amp; DfE guidelines (e.g. unwell with a new or continuous cough, high temperature, loss/change of taste or smell etc.) BEFORE drop-off and do not bring child to school if child is symptomatic.</li> <li>• Parent to obtain test for the child and staff to obtain a test for themselves. If negative test result, child/staff can return to school once well and family members can stop self-isolating (follow the guidance on testing on the <u>NHS testing web page</u>)</li> <li>• The school engages with the <u>NHS Test and Trace</u> procedure where a member of staff or pupil is symptomatic or has been diagnosed.</li> <li>• Communicate to staff, parents/carers they need to be ready and willing book a test, self-isolate and inform school of the result of NHS Test &amp; Trace.</li> <li>• Free coronavirus test booked via <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></li> </ul>	2	3	6	Attendance Officer up to date with DfE and LA attendance procedures.  Note: the main symptoms of coronavirus are: <ul style="list-style-type: none"> <li>• <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• <b>a loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> Most people with coronavirus have at least 1 of these symptoms.  <b>Note: When to self-isolate</b> Self-isolate immediately if: <ul style="list-style-type: none"> <li>- You have any symptoms of COVID-19</li> <li>- You have tested positive for COVID-19</li> <li>- you've been told you've been in contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app</li> <li>- you have arrived in England from abroad (not including Ireland, the Channel Islands, the Isle of Man or other parts of the UK) – see GOV.UK: how to quarantine when you arrive in England</li> </ul>	2	3	6
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7.	Inadequate health and hygiene	Staff / students	4	<ul style="list-style-type: none"> <li>● Induction for all members of the school community (students/staff) to explain the COVID-19 safety protocols to follow with regular reminders.</li> <li>● Encourage staff and pupils to feed back any concerns regarding protocols.</li> <li>● Continual reminders (staff/pupils/visitors) to wash hands for 20 seconds (handwashing facilities available and replenished) including <ul style="list-style-type: none"> <li>- when they arrive at school</li> <li>- when they return from breaks</li> <li>- when they change rooms</li> <li>- before and after eating</li> </ul> </li> <li>● Hygienic wipes or cleaning supplies/hand sanitiser available in each classroom/ office and stored out of reach. Tissues and bins to dispose of waste also in every classroom/ office.</li> <li>● Anyone entering the building should sanitise/wash their hands with clear instructions for visitors to follow on where to wash/ availability of hand sanitiser</li> <li>● Robust cleaning regime in place and arrangements to deal with suspected or symptomatic COVID case.</li> <li>● Door handles, light switches, computer key boards, toys and other touch points need to be regularly disinfected throughout the day</li> <li>● Business Manager to ensure that appropriate cleaning resources/protective clothing is ordered as required following DfE guidance</li> <li>● Business Manager to ensure availability and replenishment of hand gel/liquid/wipes/ soap/tissues/bins.</li> <li>● Premises staff to continue to ensure that the hot water system is working properly – any issues reported promptly</li> <li>● Staff and children told to use a tissue or cover their mouth and nose with a bent elbow, when coughing or sneezing. Tissues to be disposed of in bins and to be emptied at the end of each day and double bagged. Hands must be washed after coughing or sneezing, with soap and warm water</li> <li>● Posters showing effective hand washing and other advice re good hygiene to be displayed above each wash station/ sink and in toilets</li> <li>●</li> </ul>	2	3	6		2	3	6	
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8.	<b>Cleaning – inadequate supplies of products/ arrangements</b>	Staff / students	4	<ul style="list-style-type: none"> <li>• Arrangements in place for regular cleaning of surfaces that children are touching, such as books, tables, chairs, doors, sinks, toilets, more regularly than normal using standard products, such as detergents. In the event that standard detergents become unavailable, bleach can be used where COSHH risk assessment demonstrates it is safe to use . Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>. Monitored by Cleaning Supervisor and, in turn, Business Manager.</li> <li>• Shared materials and surfaces should be cleaned and disinfected more frequently.</li> <li>• Thorough cleaning of areas that a symptomatic child has touched.</li> <li>• Cleaners to wear disposable gloves and aprons and if an area has been heavily contaminated such as with visible bodily fluids from a person with COVID-19, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</li> <li>• Ensure an adequate supply of essential supplies.</li> <li>• A monitoring system for PPE should be introduced to ensure that a supply of stock is available to all who require it.</li> </ul>	2	3	6	<p>Cleaning boxes containing wipes and disinfectant in every classroom.</p> <p>Spare PPE stored for emergencies.</p> <p>Spare stock of cleaning materials and disinfectant.</p>	2	3	6	
9.	<b>Sickness at setting</b>	Staff / students	3	<ul style="list-style-type: none"> <li>• Children instructed to let staff know immediately if they start feeling unwell (hot, new cough, loss of smell/taste).</li> <li>• Staff aware of and vigilant to symptoms of coronavirus</li> <li>• Procedure in place to be followed if staff or children become unwell on site with a new, continuous cough, high temperature or loss of smell or taste.</li> <li>• Symptomatic child will be moved to a room away from others, door to be closed and window opened for ventilation</li> <li>• Whilst awaiting collection, the child will be supervised by one member of staff.</li> <li>• The child should use a separate toilet and this should then be sealed for 72 hours/thoroughly cleaned (in line with guidelines). <a href="#">Cleaning in non-healthcare settings</a></li> <li>• A small PPE supply is available for staff supervising children presenting with symptoms before collection where 2m distance cannot be achieved. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a dynamic risk assessment by the first aider determines there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>• The member of staff supervising the child being isolated must wash their hands for 20 seconds after the child is collected.</li> <li>• The shortest route out of the building should be taken by a symptomatic member of staff or child.</li> <li>• COVID-19 testing available for staff who are symptomatic via the <a href="#">Governments Testing website</a> and <a href="#">BHCC Covid-19 testing page</a></li> </ul>	2	3	6	<p>The school will inform Test and Trace and ask the pupil to get a test.</p> <p>SLT will follow Guidance for Childcare and Educational Settings in the Management of COVI-19 flowchart.</p>	2	3	6	

10.	<b>Children's wellbeing</b>	Students	3	<ul style="list-style-type: none"> <li>Find out or provide opportunity for each child to share their experience of the pandemic including positives, negatives, any experiences of separation and loss, anxiety about returning, confusion, bereavement.</li> <li>BHISS to be contacted to offer support for those children who have experienced trauma, anxiety and finding returning to school difficult</li> <li>Other specialist support available through the local authority</li> <li>Follow guidance on supporting children's mental health and wellbeing during the coronavirus pandemic.</li> <li>Bereavement support and guidance</li> </ul>	2	2	4		2	2	4	
11.	<b>Office equipment</b>  Staff exposed to the virus through shared equipment	Staff	3	<ul style="list-style-type: none"> <li>Where equipment is shared, it should be cleaned after use – e.g. photocopiers, intercoms/entry systems etc.</li> <li>Visitors/contractors signed in by reception/ office staff and reminded of hygiene expectations.</li> <li>All keyboards, mice, desks, chair arms and telephones to be cleaned before use, between shifts, and at the end of the day with antibacterial cleaners or standard disinfectants.</li> <li>Cleaning wipes available.</li> </ul>	1	3	3		1	3	3	
12.	<b>Communication</b>  SLT/staff not up to date with PHE/Government/DfE & LA advice/guidance	Staff/Students/ Parents/ Outside Agencies	3	<ul style="list-style-type: none"> <li>SLT to read, review and share PHE/DfE/Government information and advice from Brighton &amp; Hove local authority ensuring all staff/governors/parents/carers are kept up to date, including: <ul style="list-style-type: none"> <li>Daily emails from Education &amp; Skills</li> <li><a href="#">Links to Gov.uk information</a></li> <li><a href="#">BEEM</a></li> </ul> </li> <li>Heads PA / designated staff member to check LA website daily and notify SLT - <a href="https://new.brighton-hove.gov.uk/coronavirus-covid-19">https://new.brighton-hove.gov.uk/coronavirus-covid-19</a></li> <li>Emergency procedures should be regularly updated and shared with all staff following updated guidance from public health England/DfE/Government and LA</li> <li>'Our Safety Protocols' communicated to pupils, parents and staff.</li> </ul>	1	3	3	<p>Risk assessment shared with all staff and updated as an when advice is received from the LA.</p> <p>Risk assessment shared with Governors.</p> <p>Risk assessment and protocols published on school website.</p>	1	3	3	
15.	<b>School closure:</b> full or partial due to COVID infection outbreak or staff shortages etc.	Students	3	<ul style="list-style-type: none"> <li>School closure protocols followed including seeking advice from and informing the LA; communication protocols for staff/ parents/ contractors etc.</li> </ul>	1	2	2	<p>Protocols in place for school closure and communication.</p> <p>Ref: School Closure Staff Handbook</p> <p>SLT will follow Guidance for Childcare and Educational Settings in the Management of COVI-19 flowchart.</p> <p>Chair of Governors will be informed.</p>	1	2	2	
16.	<b>Shared staff / premises Arrangements'</b> (if applicable) Staff unfamiliar with premises, emergency arrangements and/or pupils	Staff / students	3	<ul style="list-style-type: none"> <li>Staff who do not usually work at site inducted (&amp; recorded) to include: <ul style="list-style-type: none"> <li>Layout of premises/facilities/equipment.</li> <li>Evacuation procedures and how to raise the alarm.</li> <li>Who the first aiders are and how to summon help in an emergency.</li> <li>Who/how to contact with any questions/concerns.</li> <li>Expected role whilst on site.</li> <li>Check staff training to undertake specific roles.</li> <li>Check staff re: any ongoing medical conditions/adaptations, which may be required to work safely.</li> <li>The sharing of relevant premises/task risk assessments.</li> <li>Hygiene measures and physical distancing procedures in place</li> </ul> </li> <li>The sharing of behaviour plans/strategies/individual pupil RAs, if working with children with known complex needs.</li> </ul>	1	3	3	Copy of our protocols given to all visiting staff.	1	3	3	

17.	<b>Educational visit</b>	Staff / students	<b>3</b>	<ul style="list-style-type: none"> <li>• Educational day visits continue subject to relevant COVID-secure guidelines, system of controls, consistent groups, COVID-secure measures at the destination, wider advice on visiting indoor/outdoor venues and full and through risk assessment.</li> <li>• Domestic residential educational visits permitted from 17/5/21 subject to full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. Consideration given the principles set out in the system of controls and Annex C (see latest Schools coronavirus operational guidance) for FULL details to ensure children/staff taken into a safe environment e.g. Visit bubble size principles: <ul style="list-style-type: none"> <li>- Bubbles should be formed from existing school bubbles such that residential visit bubbles only have pupils from a single existing bubble</li> <li>- Form bubbles no larger than circa 30 children ... where possible aim to establish smaller bubbles.</li> <li>- Only teachers and members of the school workforce already part of the established school bubble should accompany pupils on the visit as they are already part of the existing school bubble - they do not count towards the bubble size</li> <li>- Parents, carers or volunteers should not accompany the group to maintain the integrity of the bubble.</li> </ul> </li> <li>• Other detailed considerations include: <ul style="list-style-type: none"> <li>- Risk assessment</li> <li>- General preparation</li> <li>- Insurance</li> <li>- Travel</li> <li>- Accommodation</li> </ul> </li> <li>• No international visits this academic year up to and including 5 September 2021</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>		<b>2</b>	<b>2</b>	<b>4</b>	
19.	<b>Physical activity in schools – transmission of the virus</b>	Staff / students	<b>3</b>	<ul style="list-style-type: none"> <li>• Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> <li>• Work with external coaches, clubs and organisations for curricular and extra-curricular activities subject to obtaining provider assurance/evidence that this is safe to do so and careful consideration how such arrangements can operate within school wider protective measures.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>	<p>School refers to the following advice: - guidance on the phased return of sport and recreation - guidance from Sport England for grass root sport. - advice from organisations such as the Association for Physical Education and the Youth Sport Trust - School PE leads - BHCC Outdoor Education &amp; PE Support Service.</p> <p>Indoor and outdoor competition between different schools can take place.</p>	<b>2</b>	<b>2</b>	<b>4</b>	

# Protocols



**Keeping our school COVID secure**

September 2021

**Please read and follow carefully**

**The safety of our school community at Patcham High is paramount.** We have put in place a clear set of protocols for staff, students and parents to ensure we are safe. These protocols follow DfE guidance and are framed around proportionate protective measures for children and staff. **It is essential that we all adhere to these protocols.**

#### A. Control measures

Preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).

This means:

1. Ensuring good hygiene for everyone.
2. Maintaining appropriate cleaning regimes.
3. Keeping occupied spaces well ventilated.
4. Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

#### 1. Ensuring good hygiene for everyone.

**Hand hygiene:** Frequent and thorough hand cleaning should be practiced. Staff will continue to ensure that pupils clean their hands regularly. This can be done with either soap and water or hand sanitiser.

**Respiratory hygiene:** Staff and students will **follow** the 'catch it, bin it, kill it' approach.



**Coronavirus**  
Wash your hands with soap and water more often for 20 seconds



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

Use a tissue to turn off the tap.  
Dry hands thoroughly.



# CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



# BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



# KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as possible.



## 2. Maintaining appropriate cleaning regimes.

We follow a rigorous and appropriate cleaning schedule, using standard products such as detergents. This includes regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces.



## 3. Keeping occupied spaces well ventilated

Staff will ensure that all spaces, particularly classrooms, are well ventilated throughout the school day. This means:

**Mechanical ventilation** (any system that uses a fan to draw fresh air or extract air from a room) is adjusted to increase ventilation rates wherever possible. If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.

**Natural ventilation** is maintained by opening external windows and internal doors. This must be balanced with maintaining a comfortable temperature.

## 4. Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

### When an individual 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, have had a positive test result 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).

If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice. For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection, they will be left in a room on their own if safe to do so. A window will be opened for fresh air ventilation if possible. Appropriate PPE will be used if close contact is necessary.

### **Asymptomatic testing**

Staff and pupils should test twice weekly (using a lateral flow test kit) at home.

The school retains a small asymptomatic testing site (ATS) on-site until further notice so we can offer testing to pupils who are unable to test themselves at home.

### **Confirmatory PCR tests**

Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, they 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 pupil or member of staff can return to school, as long as they don't have COVID-19 symptoms.

## **B. Close contacts**

Unvaccinated young people up to the age of 18 years and 6 months and fully vaccinated adults, are no longer required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19.

Those identified as a close contact will be informed by NHS Test and Trace that they have been in close contact with a positive case and advised to take a PCR test. We strongly encourage all individuals to take a PCR test if advised to do so.

There is no requirement to self-isolate while awaiting PCR test results so staff and students can attend school as usual. Pupils and staff who have been identified as a close contact should continue to attend school unless their PCR test comes back as positive.

### C. Protocols for a suspected Case of Covid-19 on school site

1. If a member of staff recognises that a student (or colleague) is displaying symptoms they should inform a member of SLT immediately.
2. That member of SLT will escort the student (or colleague) to **The Conference Room** and assess using these questions:
  - a. Does the student (or colleague) have a continuous cough?
  - b. Does the student (or colleague) have a high temperature? (For this use the digital thermometer in first aid kit in **The Conference Room**). A temperature of more than 38C is considered high.
  - c. Has the student (or colleague) developed a recent loss of change in their normal sense of smell?
3. If any of the answers is **yes** the SLT member should ask the student (colleague) to wait in the room.
4. The SLT member should ask Main Reception to call parent/carer (or spouse/partner) and ask for the student (or colleague) to be collected immediately.
5. The SLT member must immediately put on PPE.
6. The SLT member should open windows in **The Conference Room** and sit at least 2m away from the student (or colleague) whilst they await collection. They should try to re-assure the student (or colleague) that although these measures seem extreme they are precautions that have to be taken by the school.
7. If the student (or colleague) needs to go to the toilet whilst waiting to be collected, they should use the toilet opposite **The Conference Room**. (The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.)
8. If, whilst waiting to be collected, the student (or colleague) starts to deteriorate and become seriously ill, the SLT member will ask Main Reception to call 999.
9. When a parent/carer (or spouse /partner/emergency contact) arrives at school the student (or colleague) will be escorted to reception.
10. The SLT member will inform the parent/carer (or spouse /partner/emergency contact) of the symptoms and ask the parent /carer (or spouse/partner) to arrange for a PCR test to be taken and advise them to follow Government Guidance.
11. The SLT member will go back to **The Conference Room** and dispose of the PPE they were wearing (double bagged black sack).
12. The SLT member will wash their hands thoroughly and can stay in school.
13. The SLT member will alert Di Bonner so that The Conference Room can be thoroughly cleaned
14. The SLT member to inform John McKee of the suspected case.



# Guide to donning and doffing standard Personal Protective Equipment (PPE)

## for health and social care settings

### Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- Put on your plastic apron, making sure it is tied securely at the back.


- Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.


- Put on your eye protection if there is a risk of splashing.


- Put on non-sterile nitrile gloves.


- You are now ready to enter the patient area.



### Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.


- Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- Snap or unfasten apron ties the neck and allow to fall forward.


- Once outside the patient room. Remove eye protection.


- Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- Remove surgical mask.


- Now wash your hands with soap and water.



Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.