



King's St Alban's

Covid-19 Risk Benefit Assessment

Overview

Site:	King's St Alban's School, Worcester
Risk Assessment of	Return of all pupils and staff to school on 8 th March 2021 Updated for Summer Term
Scope	Teaching and supervision on the school site, arrival/departure from school. Creating a Covid-19 secure environment for all users of KSA site.
Who is at risk	Pupils Staff Parents Visitors Contractors
References	February Operational Guidance Updated guidance, 6 th April 2021
Date completed	24.2.21 Update 15.4.21
Assessors	Lisa Kilbey 15.4.21 Katy Hadfield & Briony Cartwright Richard Chapman, 26.2.21 and 16.4.21
Review	To be reviewed regularly by SLT and when the guidance varies

Prevention – Underlying Principles

We will always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.

- 2) Ensure face masks are worn by all adults when moving around the school, including duties and any time of close contact.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances we will:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing of staff, where supplies are made available.

Response to any infection:

We will always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst our school community.
- 12) Contain any outbreak by following local health protection team (LORT) advice.

Detailed Risk Assessment

Hazard Description	Consequence	Existing Controls	Residual Risk Rating
<p>Infection as a result of COVID-19 – by pupils, staff and visitors</p>	<p>Illness, potential fatality</p>	<p>PREVENTION</p> <ul style="list-style-type: none"> • We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school and that this is clear to parents, pupils and staff. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms, unless symptoms develop. The temperatures of pupils, staff and visitors will be monitored on arrival if the incident rate in the area indicates this is necessary. Parents should not come on to the school site without an appointment. • Contractors and other visitors will have the guidance on distancing and hygiene explained to them and where possible, visits will take place out of school hours. A record will be kept of all visitors. • We will insist on cleaning hands more often than usual – hand sanitiser will be used on arrival in school and on arrival and departure from each classroom. We will make this part of usual routines. Where possible, we will use non-contact door releases to minimise touch points. EYFS children will be supervised when washing hands. • We will seek to ensure robust respiratory hygiene - promoting the 'catch it, bin it, kill it' approach. Younger children will be 	<p>Risk reduced to acceptable levels</p>

		<p>taught in age-appropriate ways about how they can keep themselves safe, including regular handwashing and using tissues.</p> <ul style="list-style-type: none"> • We will clean frequently touched surfaces using appropriate products. Pupils will be encouraged to help clean their own areas on departure from the lesson. • We will minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout with desks facing forward) to ensure the maximum separation between pupils. This will minimise the number of contacts a pupil has in the school day and so reduce the chance of transmission. • Our groups will be: Each year group will be its own bubble. Each group will use a recreational space at break times and lunch. Groups will be directed towards specific toilets. • Registration and curriculum lessons will take place in class groups and maths sets for Year 5 & 6. Contact between year groups will be minimised. Large gatherings such as assemblies or worship with more than one group will not take place. Within groups, pupils will be reminded of the need to keep their distance. Some such gatherings can take place with more than one group but only if groups can be kept safely apart throughout. • KSA children will not meet in house groups. • Pupils will have lunch in the dining hall and sit within their year groups. Nursery and Reception will have lunch at the same time followed by Year One and Year Two. Children in different year groups will be kept apart within lunch service • Lateroom and limited clubs will operate and children will sit/participate within their group. • When not in lunch or in lessons, pupils must be in their designated outdoor area. • Pupils and staff will be permitted to wear masks/visors if they wish. • Staff will maintain distance from pupils and other staff as far as possible and ideally this should be 2m when circumstances allow or 1m+ with precautions. Staff should stay at the front of 	
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		<p>the class where possible. This may not be possible when working with pupils with complex needs and younger pupils and their care and support should be provided as normal.</p> <ul style="list-style-type: none"> • The use of the common room areas should be limited and 2m social distancing should be maintained in the common room, kitchen, photocopy room and any communal areas. • There will be regular cleaning of toilets for pupils and staff. • Toys and educational resources used in EYFS and KS1/KS2 will be cleaned regularly and reading books will be cleaned and quarantined for 72 hours before being redistributed. • Pupils with SEND will be given additional support to ensure adherence to social distancing and hygiene • Pupils using public transport will be advised of the regulation that requires the wearing of masks. If pupils choose to remove their mask at school, they must not touch the front of the covering. They must wash their hands immediately, dispose of the mask in a covered bin or place reusable masks in a plastic bag. • A Covid 19 appendix to the behaviour management policy has been published, sent to parents and explained to pupils. • We will follow DfE advice regarding music lessons and instrumental/singing lessons. <p>TESTING</p> <p>All staff and pupils are encouraged to participate in the testing programme; 2 lateral flow tests per week on Monday and Thursday. Results need to be reported via the NHS website <u>and</u> the school reporting form <u>before</u> attending school. See also KSW Covid-19 test and trace process Risk Assessment.</p> <p>RESPONSE TO INFECTION</p> <ul style="list-style-type: none"> • Engage with the NHS Test and Trace process and ensure that staff and parents/guardians need to be prepared to: 	
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		<ol style="list-style-type: none"> 1) book a PCR test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. 2) provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. 3) self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). <ul style="list-style-type: none"> • We will ask parents and staff to inform us immediately of the results of a test: <ol style="list-style-type: none"> 1) if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. 2) If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days, unless they develop symptoms. • We will take swift action should we become aware that someone who has attended the site tests positive. We will 	
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		<p>contact the LORT team at the soonest available opportunity and work with them to carry out a risk assessment. We will follow the advice of the health protection team on who should be sent home to isolate and follow guidance on how this is communicated.</p> <ul style="list-style-type: none"> • Pupils, staff and parents will be information regarding isolation. • Staff and pupils travelling home from foreign countries must adhere to the current quarantine guidelines. 	
Healthcare and other staff being exposed to COVID-19	Illness, potential fatality	<ul style="list-style-type: none"> • If a child becomes unwell with symptoms of coronavirus whilst at school, all staff will maintain a distance of 2 metres. If a distance of 2 metres cannot be maintained, full PPE will be worn by the supervising adult; gloves, apron, mask and visor. • Matron's room (Vestry) or the bench outside Matron's room will be used for assessment, which would then be deep cleaned before reuse. During this time, other children can go to the school office or class teachers for basic first aid or medicines. • Matron's bed will be covered with a washable sheet. • Parents will be asked to collect any child with symptoms immediately. If a child is awaiting collection, they should be isolated on Matron's bench or 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 they need to go to the bathroom while waiting to be collected, they should use a separate bathroom • We will provide a no touch foot pedal bin in matron's room • Electronic thermometers will be used. • Medication for ailments such as hay fever/asthma and epipen should be left at the school office for matron to collect. Parents should not go into Matron's room. A telephone call should be used for all communications with health centre staff. • Those staff who have helped someone with symptoms must wash their hands thoroughly for 20 seconds with soap and running water and/or use hand sanitiser after contact with anyone who is unwell. The area around the person with symptoms must be cleaned with appropriate products. 	Risk reduced to acceptable levels

		<ul style="list-style-type: none"> The area where the child/staff with symptoms will be deep cleaned. AW and HLJ will be informed. 	
<p>The need to protect shielded and clinically vulnerable children</p> <p>The need to protect shielded and clinically vulnerable adults</p> <p>The need to assist those living with a shielded or clinically vulnerable person</p>	Illness, potential fatality	<ul style="list-style-type: none"> Shielding advice has now ceased (since April 1st) and staff and children who are CEV are advised to attend school. CV staff and children should also continue to attend school. Any CEV staff will be advised to maintain strict social distancing and Covid prevention controls. Further discussions may take place with individuals and further measures can be implemented if needed. 	Risk reduced to acceptable levels
The need to prevent excessive movement in classrooms	Illness, potential fatality	<ul style="list-style-type: none"> Children to sit at allocated desks/keyboards. Movement in the classroom will be purposefully limited. Children will keep belongings on their desk or in their individual tray. Staff will remain at the front as much as possible. 	Risk reduced to acceptable levels
Organisation of Daily Routines to reduce risk of infection	Illness, potential fatality	<ul style="list-style-type: none"> Classrooms will be organised with desks facing forward and staff at the front, as far from pupils as possible where possible. Seating will be arranged to maximise separation between pupils. Shared classrooms, such as the science lab, French, IT, art and music will be cleaned during the day and children will sanitise hands upon arrival. Children will arrive in school in games kit on games, PE days and sports club days. Access to the changing rooms will be limited to changing for swimming. These will be cleaned more regularly. The library will reopen for lending books during class library sessions. It will not be opened for pupils during breaktime/lunchtime. All returned books will be quarantined for 72 hours. Children will be reminded not to cross on the stairs. As a one way system is not possible, pupils will wait at the 	Risk reduced to acceptable levels

		<p>top/bottom of the stairs or outside until the stair well is cleared.</p> <ul style="list-style-type: none"> • Additional cleaning will be carried out as mentioned below. • Increased signage and reminders to children. • Each year group will have designated play equipment and play space (which will be rotated and cleaned more regularly) • We will review the support staff timetable to ensure staff offering interventions, and therefore possible close contact with children, will do so with fewer groups if operationally possible. Staff in intervention situations should wear a mask. <ul style="list-style-type: none"> • School will offer a staggered drop off between 8am – 8.35 and staggered collections from 3.20 (Rec)/3.30 (Y1)/3.40 (JS and Y2) – 5.30pm. <ul style="list-style-type: none"> • Nursery children will arrive and leave via the nursery garden (access Willow Street) • PP children will arrive and leave via the main door on Mill Street • Year 3-6 will arrive and leave via Mill Street or Severn Street. Year 3 & 4 will gather on the quad, in separate areas and Year 5 & 6 in designated spaces on the playground. • Pupils will be collected between 3.30pm-5.30pm. • Junior school children will be collected from the quad. Parents will ring late room so children can be sent down to the quad for collection. 	
Communication with parents and staff to ensure the risk of infection is reduced	Illness, potential fatality	<ul style="list-style-type: none"> • We will detail our arrangements to staff and parents to ensure everyone is aware of our control measure to keep the community safe • We will explain our procedures to pupils • We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or 	Risk reduced to acceptable levels

		<p>who have someone in their household who does, do not attend school and that this is clear to parents, pupils and staff and visitors.</p> <ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. We will advise children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • We will advise parents that children should come on site unaccompanied. Parents can come to the school office and can organise an appointment to speak to staff. • Parents must not gather at entrance gates or doors. Parents can wait at the swimming pool wall (Years 3 and 4) and side of the playground (Years 5 and 6) to collect their children and exercise social distancing. • We will communicate with contractors and suppliers such as cleaning and hygiene suppliers and discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. 	
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Cleaning and Hygiene to minimise risk of infection	Illness, potential fatality	<ul style="list-style-type: none"> • We will follow the COVID-19: cleaning of non-healthcare settings guidance to ensure that sufficient handwashing facilities are available. We will provide hand sanitiser in classrooms and other learning environments. • Surfaces that pupils/staff are touching will be cleaned more regularly than normal. • We will clean frequently touched surfaces using appropriate products. Pupils will be encouraged to clean their own areas on departure from the lesson <p>We will ensure that all adults and children:</p> <ul style="list-style-type: none"> • frequently wash their hands with soap and water for 20 seconds and dry thoroughly. • clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing • are encouraged not to touch their mouth, eyes and nose • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Where possible, all spaces should be well ventilated using natural ventilation (opening windows) • We will prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. We will install electronic door releases or doorguards where possible. • Staff will close doors on vacating the area as part of the fire prevention and evacuation procedures. 	Risk reduced to acceptable levels
Cleaning and hygiene in the event of track and trace	Illness, potential fatality	<ul style="list-style-type: none"> • The classroom will be taken out of action to allow for a deep clean, including 6 air changes, steam cleaning of carpets and curtains/blinds, loose items that cannot be cleaned will be disposed of. 	Risk reduces to acceptable levels
Keep snacks cool to prevent food poisoning	Illness, potential fatality	<ul style="list-style-type: none"> • Parents asked to provide snacks and, where relevant, use a freezer block to keep food cool. 	Risk reduced to acceptable levels

Reducing sharing of equipment to reduce risk of infection	Illness, potential fatality	<ul style="list-style-type: none"> We will limit the amount of shared resources or equipment in the classroom. Any shared resources will be cleaned regularly. Reading books that are sent home will be isolated for 72 hours after being returned to school. Each group will have separate play equipment, and separate labelled games to use in late room. 	Risk reduced to acceptable levels
Extra concerns for taking pupils off site		<ul style="list-style-type: none"> Mini bus travel will be in year groups only. Capacity will be considered carefully and the windows will remain open to allow for ventilation. As an extra precaution PPE will be worn by the driver. Please refer to the guidance in Common room from Transport Manager. All first aid bags must contain identified PPE, to be used in the case of somebody presenting with Covid 19 symptoms whilst off site. Covid 19 concerns should be identified and added to all off site risk assessments. 	Risk reduced to acceptable levels
Additional guidance for PE/games and sports		<ul style="list-style-type: none"> Activities taking place in all PE/games and sports sessions will be non-contact and these expectations will be shared and explained to the pupils. There will be no borrowing of sports clothing. Children will arrive in kit on games, PE days and sports club days. Ensure sufficient standard cleaning equipment is available in changing areas. Remind children that social distancing measures still apply in changing areas. Changing will only take place for outside clubs and swimming. Changing rooms have a schedule which will ensure cleaning is completed between groups. Contact points and equipment in the pool will be sluiced down with pool water between groups. 	Risk reduced to acceptable levels

		<ul style="list-style-type: none">• Taking PE outside, weather permitting is preferable to indoor PE.• Equipment will need to be cleaned or quarantined for 72 hours after each use. Creating group equipment supplies will help reduce risk.• Opportunities for handwashing before and after the lesson must be available and supervised.• Hand sanitiser should be readily available for pupils and staff to use throughout the session: this is in addition to regular handwashing.	
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