

TSM COVID19 Risk Assessment: Update 4th January 2021: National Lockdown

Assessment Undertaken: by Claire Procter

Version: 2

Aim: During the period of lockdown attendance is only permitted to vulnerable pupils and/or pupils or critical workers. All other pupils will learn remotely.

Date: January 2021

Reference: Restricting attendance during the national lockdown (Department of Education, Jan 2021)

Assessment

Section 1a. Prevention

Section 1b. Response to Infection

Section 2. School Operations

Section 3. Remote Learning



Advice to Minimise Coronavirus risks:

- a requirement that people who are ill stay at home; have tested positive, even if asymptomatic; have been advised by NHS Test and Trace to do so; are household members of a positive case, even if that case is asymptomatic; are required to self-isolate for travel-related reasons.
- robust hand and respiratory hygiene
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- keeping children in consistent groups
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Section 1a: Prevention		Government Advice			
<p>1. Minimising contact with individuals who are unwell</p>	<p>1. Pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days.</p> <p>2. Anyone developing symptoms during the school day will be sent home. 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 will 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.</p> <p>3. If a child is awaiting collection, they will be moved, to the disabled toilet area, where there is bed and the child can be isolated. The room must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>3. PPE must be worn by staff when caring for a child or staff member with symptoms while they await collection.</p> <p>4. As is usual practice, in an emergency, 999 will be called if someone is seriously ill or injured or their life is at risk.</p> <p>5. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.</p>	<p>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.</p>			H

	<p>6. 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.</p> <p>7. 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.</p> <p>8. Cases of COVID-19 will be reported to the North West Public Health Team: 0344 225 0562 opt2</p>			
<p>2. Where recommended, use of face coverings in schools</p>	<p>1. All Staff members to wear a face mask in the pinch points of school (ladies' toilet/at the photocopier/in a busy corridor) and to make discretionary use of a mask/visor when teaching. Discretion has to be used to ensure that safe, effective communication can still be effectively achieved with pupils.</p> <p>2. School Office. Staff to avoid accessing the office. Communication with the office is via classroom telephones or the sealed window hatch. If it is essential to access the office, due to the inability to socially distance, staff will need to wear a face mask.</p> <p>3. Face coverings/masks require the cleaning of hands before and after touching them.</p> <p>4. Face coverings need to be stored in individual, sealed bags between uses.</p> <p>5. Essential visitors to the school site will be asked to wear a face mask.</p>	<p>Under national lockdown, in settings where pupils in year 7 and above are educated, face coverings should be worn by all adults and pupils when moving around the premises, outside of the classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings.</p>	<p>School visors and masks available for all staff in school</p>	
<p>3. Cleaning Hands</p>	<p>1. Pupils and staff will wash their hands regularly. This includes when they: -</p> <ul style="list-style-type: none"> - arrive at school, - return from break times - before and after eating - anytime that they visit the toilet or cough/sneeze into their hands <p>2. Sanitizer is stationed in each classroom and at other appropriate points in school i.e. school office, photocopying area, staff rooms and school hall.</p> <p>3. Skin friendly wipes can be used as a hand washing alternative where appropriate.</p>	<p>Coronavirus is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitizer. Ensure pupils clean hands thoroughly and more often than usual.</p>	<p>Skin friendly skin cleaning wipes can be used as an alternative to sanitizer.</p>	<p>M</p>

	4. Hand Hygiene protocols to be revisited with the new critical worker/vulnerable pupil pods. Pupils will be reminded that hand hygiene is part of daily behaviour expectations.			
4.Respiratory Hygiene	<p>1. All classrooms will have enough tissues and a pedal bin to support pupils and staff to follow the routine of ‘catch it, bin it, kill it’. Pupils will be reminded to use the foot pedal to open the bin and to clean their hands afterwards.</p> <p>2. ‘Catch it, bin it, kill it’ posters placed around school as pupil reminders.</p> <p>3. Respiratory Hygiene protocols to be revisited at the start of the critical worker/vulnerable pupil pod. Pupils will be reminded that respiratory hygiene is part of daily behaviour expectations.</p>	Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.	Pedal bins Tissues replenished as an when required.	M
5. Cleaning	<p>Cleaning – an enhanced cleaning schedule to be followed which includes:</p> <ul style="list-style-type: none"> • Toilets will be deep cleaned at the end of each day. • Toilets will be sprayed by a member of staff during the lunch period and after break with suitable cleaning detergent. • Tables and contact points must be cleaned regularly throughout the day. • Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected. • No toys/items brought from home. • Resources that cannot be adequately cleaned must be packed away and remain unavailable. • Tablets should be wiped several times daily and between use. If possible, avoid children sharing tablets. Pupils assigned a tablet. • Contact points should be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, light switches etc. However, staff will be required to clean surfaces and touch points when used. • Bins must be emptied before they are full and at least once daily. • Cleaners to wear long gloves. • Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day. ▪ Desks, telephones and equipment cases should be wiped regularly. 	Enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents.	Anti-bacterial products and cloths available in each room	M

	<ul style="list-style-type: none"> ▪ Staff should have a spray bottle and cloth (disposable), anti bac wipes in each classroom as well as hand sanitizer pump. ▪ Any objects the children touch should be disinfected regularly once use has finished. ▪ Each room will have a vapour deep clean each week. 			
<p>6. Minimise contact between individuals</p>	<p>1. Grouping children</p> <ul style="list-style-type: none"> • Children will remain in their KS pod (KS1 including Year R- 30 pupils, KS2 30 pupils). • KS1 pod will organise pupils across the Year R classroom, Year 1 Classroom and the Year 2 classroom. • All KS1 pupils will eat their lunch, forward facing, in the hall. • All KS1 pupils will take their playtimes at the same time. • KS2 Pod will organise the pupils across the Year 6 and Year 5 classroom. • All KS2 pupils will eat their lunch, forward facing, in the hall. • All KS2 pupils will take their playtimes at the same time. • Within pods, staff and pupils must take measures to distance themselves where at all possible. • KS1 and KS2 pods will not mix. • Pods make it quicker and easier to self-isolate as a result of a positive test. • Each KS pod will be supported by two, rotating teams of supporting staff • Each KS pod will have a daily, lead teacher. • Break times will be taken as a KS pod. • Lunch times will be taken as a KS pod (Break and Lunch times will be staggered). • Siblings will be in different KS Pods. <p>2. Measures in the classroom</p> <ul style="list-style-type: none"> • Staff to encourage the pupils to maintain a distance between one another whilst inside. • Staff to consider the amount of face-to-face contact time with one another and pupils. • Adults try to maintain 2m distance from each other and pupils. • Adults to minimise the time spent within 1m of anyone. 	<p>Minimise contact between individuals and maintain social distancing whenever possible.</p> <p>How to group children</p> <ul style="list-style-type: none"> • 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. They have been used to date in recognition that children, especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. • Each group should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction and the sharing of rooms and social spaces between groups as much as possible. We 		H

	<ul style="list-style-type: none"> • If tables are used, they should face the front and pupils should sit side by side not facing one another. • Children will have their own stationary packs. • Shared resources (e.g. Art/Science) will be cleaned between Pod use. • Pupils should not bring anything additional from home. No 'Show and Tell' activities. • Windows opened, at all times, to ensure the room is well ventilated. <p>3. Measures elsewhere</p> <ul style="list-style-type: none"> • There will be no whole-school events where pupils and staff are required to congregate. • Children are not to sing in the classroom. • KS2 pod staff to use the Art room as a staffroom. (One fridge from the staff room will be taken to that room for staff lunches/milk) • KS1 pod staff to use the existing staff room. • Office staff to use the existing staff room. • It is important for staff's wellbeing to see colleagues, but staff must not contravene social distancing measures otherwise multiple groups will be at risk of infection should anyone present with symptoms. • Office and staffroom furniture reconfigured to maintain social distancing and reduce face to face contact. • All meetings will be held on zoom as much as possible. • Communication with the school office will be via the class telephones or the sealed office hatch • If it is essential that staff access the school office a face mask must be worn • All essential visitors to site will wear a face mask • Outdoor playground equipment to be cleaned frequently <p>4. Measures for arriving and leaving school</p> <ul style="list-style-type: none"> • Pupils will be encouraged to walk or cycle to school where possible. • School is 8.30am-4pm. • 'Staggered' arrival which will be 8.30-9.30am. • Collection is at any point during the day. Collection will reflect parents work pattern. 	<p>recognise that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <ul style="list-style-type: none"> • Both the approaches of separating groups and maintaining distance are not 'all-or nothing' options and will still bring benefits even if implemented partially. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission. • All teachers and other staff can operate across different groups. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed. 		
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	<ul style="list-style-type: none"> Entrance to the school site is via the school hall side. (After 9.10am via the school office) Collection at the end of the day is via the school office. Only one parent/adult to drop off and collect pupils. Pupils temperature will be taken on arrival at school. 			
7. PPE	<ul style="list-style-type: none"> PPE should only be worn if: <ul style="list-style-type: none"> an individual is presenting with Coronavirus symptoms a child needs to receive intimate care (Toileting or First Aid) If intimate care is required, this should be referred to and actioned by the parent as much as is practicable. The usual sunscreen policy applies. Sun cream should not be applied by staff. Parent advised to send their children in sunscreen appropriate to last the duration of the school day. 	The majority of staff in education settings will not require PPE beyond what they would normally need for their work.		
8. Keeping occupied spaces well ventilated	<ul style="list-style-type: none"> All windows will be open to ensure that there is a constant background ventilation. Windows will be opened more fully during breaks to purge the air in the space. Doors will be opened to assist with creating a throughput of air. Fire doors will be closed at the end of the school door by the site supervisor. Staff and Pupils advised to wear base layers as well as their school uniform. Furniture to be rearranged to avoid direct draughts. 	Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.		
Section 1b: Response to Infection		Government Advice		
9. Engage with NHS Test and Trace	<ul style="list-style-type: none"> Parents and staff will be informed that they are expected to engage with the Test and Trace process if required to do so. Parents and staff will be obliged to follow the 'stay at home' regulations if needed to. Staff members and pupils will need to have a test if they are displaying symptoms of COVID 19 and will be sent home to self-isolate if they develop them in school. 	Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England protection team.		

	<ul style="list-style-type: none"> • Staff members and pupils will need to self-isolate if they have been in close contact with someone who tests positive. • If someone tests negative, and they feel well and no longer have symptoms similar to coronavirus they can stop self-isolating and return to school. • If someone tests positive, they must self-isolate and their return to school when they feel well and do not have a temperature. • School will send home those people who have been in close contact with a person who has tested positive, advising them to self-isolate for 10 days from the day they were last in close contact with that person when they were infectious. • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolating period they should have a test and if it is: <ul style="list-style-type: none"> -negative, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus within the remaining days. -positive, contact school immediately, and must isolate for at least 10 days from the onset of their symptoms. This could mean the self-isolation ends after the original 10-day isolation period. 			
<p>10. Manage confirmed cases of coronavirus.</p>	<p>Cases of COVID-19 will be reported to the North West Public Health Team: 0344 225 0562 opt2</p> <ul style="list-style-type: none"> • School will provide details of the pupils/adults that have been in direct contact with the infected person. • School will provide details of the pupils/adults that have been in proximity contact (within 1 to 2 m for more than 15 minutes) with the infected person. • School will provide details of the pupils/adults that have travelled in a small vehicle with the infected person. • School admin team to create a report of contact details of each member of a year group pod to support contact tracers. 	<p>Schools must take swift action when they become aware that someone who has attended has tested positive.</p>		

	<ul style="list-style-type: none"> School will inform parents of an infection but will not reveal names. 			
11. Contain any outbreak by following local health protection team advice.	<ul style="list-style-type: none"> School will keep in contact with the health protection team. 2 or more cases within a 10-day period could be considered as an outbreak and the health protection team would be notified. Health Protection Team may instigate a pod lock down, full school closure and/or instigate a mobile testing station in school. Testing will focus on the affected bubble then the remainder of school and will be completed in line with routine public health outbreak control practice. 	Schools to work with health protection team if they have two or more confirmed cases in 10 days.		
Section 2: School Operations		Government Advice		
Attendance	<ul style="list-style-type: none"> Pupils who are defined as vulnerable can attend school if required. Pupils of Parents whose work is critical to the coronavirus and EU transition response can attend school if required, but parents and carers should keep their children at home if they can. In the event that school is overwhelmed with applications from critical worker and in order to accommodate a safe proportion of pupils, school will prioritise (endorsed by Lancashire County Council) our allocation of places in the following way to ensure that we are able to meet the needs of the most vulnerable children and also the needs of those working in the most critical frontline services. <ul style="list-style-type: none"> 1) Vulnerable Pupils 2) Both parents are key workers (or one parent if single-parent family) For e.g. NHS Frontline/First Responders/Police/NHS support Staff 3) At least one parent in a household is a key worker, prioritised in the following order: <ul style="list-style-type: none"> those working in health and social care education and childcare other key workers 	During the period of national lockdown, primary, secondary, alternative provision and special schools will remain open to vulnerable children and young people and the children of critical workers only (recognising that the characteristics of the cohorts in special schools and alternative provision will mean these settings continue to offer face to face provision for all pupils, where appropriate). All other pupils should receive remote education. Pupils who are self-isolating should not attend school. Clinically extremely vulnerable pupils are also advised not to attend school.		

	<ul style="list-style-type: none"> • The school’s safeguarding team will continue to liaise with children and families who are vulnerable, those who are anxious about being at home and those families who have not been engaging with home learning. • All pupils not eligible to be in school will marked as Code X. They are not attending because they are following public health advice. 			
School workforce	<ul style="list-style-type: none"> • All staff attending school site should follow the measures set out in this document to minimise the risks of transmission. • Adults who were considered to be clinically extremely vulnerable are advised not to attend the workplace and work from home. • Staff living with someone who is clinically extremely vulnerable can still attend work. • Adults who were considered to be clinically vulnerable can continue to attend school where it is not possible to work from home. • As per national restrictions, pregnant staff members should work from home where possible. Pregnant women are in the clinically vulnerable category and are advised to follow the same advice as all staff. • Staff who have a comparatively increased risk from coronavirus can attend school where it is not possible to work from home. • Staff members who are in the most at-risk categories are reminded to take particular care. An individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes. • School may need to alter the way that staff are deployed and may use staff more flexibly during this period of time. • School will continue to host ITT trainees. 	Under the national lockdown, the expectation is that everybody should work from home where possible.		M

	<ul style="list-style-type: none"> • Performance management and appraisal for teaching staff will continue and to adhere to the Schools Teachers Pay and Conditions Document. • Appraisals and performance management for support staff will continue. 			
Safeguarding	<ul style="list-style-type: none"> • A designated safeguarding teacher will lead all safeguarding work to include: Weekly family liaison 1:1 zoom sessions with pupils Liaison with multi agencies (CSC/Police/Local Charities) • A trained DSL/DDSL will be available on site or will be contactable by phone when working at home 	Schools must continue to have regard to the statutory safeguarding guidance.		
Catering and Free School Meals	<ul style="list-style-type: none"> • FSM vouchers will be given to all eligible families. • Use of transparent screens used to help facilitate a positive dining experience. 	During the period of national, lockdown schools should continue to provide meals options for pupils attending school.		
Estates	<ul style="list-style-type: none"> • Fire alarms and emergency lights have been tested • Fire alarm tests will be carried out regularly • Water systems will be checked regularly to ensure that stagnation does not occur due to the reduced use. 	Fire safety management plans should be reviewed and checked in line with operational changes.		
Lunch and Break time	<p>Welfare staff will work on a rota system.</p> <p>Packed lunches will be eaten in the hall in KS Pods.</p> <p>KS pods will eat and play at different times. KS1 : 12-1pm KS2: 12.30pm - 1.30pm</p> <p>Pod staff members will assist in break times.</p> <p>All staff will be required to help supervise the pupils and support in the cleaning of a classroom when food is eaten in the classroom e.g. breaktimes</p>			

Section 3: Remote Education		Government Advice		
Remote Education	<p>Teachers will plan and provide their pupils with their year group curriculum that is equivalent in length to the core teaching pupils would receive in school. This will include both recorded/live teaching time and time for pupils to complete tasks and assignments independently.</p> <p>The range of approaches used by a class teacher will reflect the age range and Key stage of the pupil as well as the content of the subject. It is acknowledged that Key Stage 1, including Year R, will require higher levels of parental involvement to support their engagement with remote education, which makes digital provision a particular challenge for this age and so a digital diet will not be the sole means of teaching and delivering.</p> <p>Some SEND pupils may need additional support with accessing remote learning. Class teachers will work with families to make reasonable adjustments.</p> <p>A weekly plan will be sent to parents with all relevant information regarding their child's learning including passwords/logins on a Monday morning between 8-9am.</p> <p>School recognises that all school family's home situations and childcare arrangements are different, and we also recognise that some pupils will have varying/limited access to computer devices (priority may be given to a parent working at home or to a high school sibling). Therefore, the work which is set is a weekly expectation and not a strict daily expectation.</p> <p>Staff will liaise regularly with their families and pupils via their class email account and the telephone. Any concerns/issues will be escalated to the safeguarding lead teacher.</p> <p>School will distribute school owned laptops with a user agreement to those families in greatest need of devices .</p>	<p>Schools have a duty to provide remote education for state-funded, school age children whose attendance would be contrary to governments guidance or law around coronavirus.</p>	<p>User agreement</p> <p>See remote learning policy</p>	M

	Computing lead teacher will provide parents with up-to-date information about keeping children safe when working online.			
On Site	Pupils in attendance on site will access the teaching and tasks set by their class teacher.			H
Pastoral Support	<p>The Safeguarding and SEND team will ensure that appropriate materials are on hand to support pupils, parents and staff wellbeing.</p> <p>PSHE sessions and links provided by our colleagues in the Wellbeing Service will be included in learning letters. These tasks and activities will help pupils express their emotions and feelings.</p>			M