

# OPERATING DURING CORONAVIRUS PANDEMIC

## SEPTEMBER 2021

RISK ASSESSMENT PILGRIMS PRE-PREP SCHOOL

Version 3 – updated on: 21/9/2021

<b>Risk Assessment of:</b> <b>Who Might be Affected?</b>	School operating procedures during coronavirus pandemic Staff, children and visitors  This risk assessment has been based upon the Government's operational guidance for schools August 2021.
<b>The maximum number of children on site:</b>	363.
<b>Date of Assessment:</b> August 2021 <b>Name of Assessor:</b> Lucy Nightingale <b>NB:</b> These control measures are in addition to site wide and departmental risk assessments.	
<b>This is a live document and will be under continuous review. Version control will be utilised. Any changes will be made within the document and highlighted at the end of the document.</b>	



<b>Hazards Considered:</b> Coronavirus COVID-19		
<p><b>Who might be harmed and how:</b>            Most people are at risk from infection (staff, children, visitors, etc.). The risk of COVID-19 infection is, as we know, higher for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with specific chronic underlying health conditions; pregnant women. Government Advice also suggests that there are particular demographic groups more at risk from COVID-19, including people in Black, Asian and Minority Ethnic (BAME) communities. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.</p> <p><b>Link to NHS guidance on specific chronic underlying health conditions:</b> <a href="#">NHS list of vulnerabilities</a></p>		
<b>Control Measures currently in place</b>	<b>Additional Control Measures that Should be Considered or Further action and investigation required.</b>	<b>Action ref</b>
<p><b>Government Advice:</b>            Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice.            Documents include:</p> <ul style="list-style-type: none"> <li>• <a href="#">Education &amp; Childcare</a></li> <li>• <a href="#">NHS Covid 19</a></li> </ul> <ul style="list-style-type: none"> <li>• All staff to be reminded how the virus spreads.</li> <li>• All members of the school community reminded to follow government guidelines and not to attend school if they are displaying symptoms of Covid 19.</li> <li>• Alternative entrance / exit routes are in place.</li> <li>• If required, following positives cases in school, on advice of the Local Health Protection Team, we will follow our outbreak management plan.</li> </ul>		
<p><b>Hygiene Staff:</b></p> <ul style="list-style-type: none"> <li>• All members of staff have been informed to follow the Government's guidance on handwashing and ensure hands are washed thoroughly on a regular basis.</li> <li>• Staff to wash / sanitise their hands on arrival and reminded to wash their hands on a regular basis (after being outside, after using the toilet, before eating) - 20 seconds with warm water and soap and the importance of proper drying</li> </ul>		

<ul style="list-style-type: none"> <li>Reminded to catch coughs and sneezes in tissues. Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands</li> <li>Gel sanitisers available at communal IT reprographics equipment</li> <li>Supervise and assist young children to wash their hands thoroughly</li> </ul> <p><b>Children:</b></p> <ul style="list-style-type: none"> <li>All children, young people and staff should wash their hands on arrival at the school, after play times, after using the toilet and before eating</li> <li>Hand washing facilities with soap and hot water in place in every classroom, Pre School and every children's room in Little Pilgrims. Gel sanitisers available in any area where washing facilities not readily available, on all main entrance points, reception and the dining room, the Hall, Music room and Peri room.</li> <li>Tissues/paper towels will be made available throughout the classrooms and at hygiene stations.</li> <li>Children reminded to catch coughs and sneezes in tissues – following the Catch it, Bin it, Kill it advice.</li> <li>Younger children will be supervised and assisted where necessary during the handwashing process.</li> <li>Good hand-washing practices will be encouraged during lessons.</li> </ul>		
<p><b>Cleaning Responsibilities:</b> Everyone is responsible for monitoring and encouraging clean working environments. All staff are responsible for cleaning equipment and resources after use.</p> <p><b>Cleaning and maintenance routines:</b></p> <ul style="list-style-type: none"> <li>Increased cleaning and disinfection of frequently handled or touched surfaces within classrooms, teaching areas, common rooms, entrances, and dining halls.</li> <li>Door handles and touch points cleaned on a daily basis as per government guidance.</li> <li>Additional mid-day cleaning position created to facilitate additional cleaning of toilet facilities and emptying bins etc.</li> </ul>		
<p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>All occupied rooms will be ventilated at all times either by opening windows or doors, or through the use of mechanical ventilation where this is available (Hall, Library, Swimming Pool). Teachers</li> </ul>	<ul style="list-style-type: none"> <li>Carbon dioxide monitors will be used to identify any areas where air quality is poor. If areas of poor air quality are found we will endeavour to improve ventilation where this is reasonably practicable.</li> </ul>	

<p>in main school will leave windows open while the children are in the room and fully ventilate the room at break and lunch times.</p>		
<p><b>Suspected cases</b></p> <ul style="list-style-type: none"> <li>• Children or staff who begin to display symptoms of the virus (continuous cough or fever (38 degrees or above) or loss/change of sense of smell or taste) whilst at school will be sent home and isolated until they can be collected.</li> <li>• Supervising staff are to maintain a 2m distance and where this is not possible, should wear apron, gloves and a fluid resistant surgical mask.</li> <li>• Children or staff displaying any of these symptoms must obtain a test before they can return to school in line with government guidance.</li> <li>• Where there is any confusion over the symptoms of covid-19, parents of symptomatic children and staff who are symptomatic are asked to contact 111 / 119 for advice on whether a test is required.</li> </ul>		
<p><b>Testing, Isolation and managing confirmed cases</b></p> <ul style="list-style-type: none"> <li>• Pilgrims asks all staff to engage with twice weekly lateral flow testing to assist with identifying asymptomatic cases.</li> <li>• Following a positive lateral flow test, the member of staff must book a confirmatory PCR test and they must isolate at home until the result of the PCR test is known.</li> <li>• NHS test and trace are now responsible for contact tracing following a confirmed positive case, however, where a staff member tests positive, the school will undertake internal contact tracing for other staff members.</li> <li>• Where staff members are identified as a close contact, they will be advised to book a PCR test.</li> <li>• Where staff have been double vaccinated (with at least 14 days since their second vaccine) they will not need to isolate.</li> <li>• Where staff have not been double vaccinated they will be asked to isolate for 10 days and will be supported to work from home if this is possible.</li> <li>• If a child tests positive on a PCR test, all staff in their room will be advised to book a PCR test, but there is no need for them to isolate while waiting for the results. They are not treated as close contacts unless they are contacted by NHS test &amp; trace.</li> </ul> <p>• Pilgrims falls under the East of England Health Protection team  <b>PHE East of England HPT</b></p>		

<p>Public Health England  Second Floor  Goodman House  Station Approach  Harlow  Essex  CM20 2ET  Email <a href="mailto:EastofEnglandHPT@phe.gov.uk">EastofEnglandHPT@phe.gov.uk</a> ; <a href="mailto:phe.EoEHPT@nhs.net">phe.EoEHPT@nhs.net</a>  Telephone 0300 303 8537  Bedford Borough email <a href="mailto:public.health@bedford.gov.uk">public.health@bedford.gov.uk</a></p> <ul style="list-style-type: none"> <li>• The school will actively engage with the Health Protection Team should we have any confirmed cases of the coronavirus and follow their guidance.</li> <li>• Any member of the school community who is displaying symptoms will be asked to book a test.</li> <li>• All members of the school community will be expected to engage with NHS Test &amp; Trace should they test positive for coronavirus</li> <li>• LN will be the consistent point of contact for the Health Protection Team.</li> </ul> <p>Guidance now states that should a member of staff pass away following a positive Covid-19 test, the school should / must inform the DfE and the HSE through RIDDOR if this is appropriate: <a href="#">HERE</a></p>		
<p><b>Specialist lessons</b></p> <ul style="list-style-type: none"> <li>• Where applicable, any subject specific guidelines issued by national bodies (e.g. swim England) will be followed – e.g. swimming, music, sport etc.</li> <li>• Staff that work across the school will not be required to socially distance from the children.</li> </ul>		
<p><b>Trips and Events</b></p> <ul style="list-style-type: none"> <li>• Trips and events will take place in line with government guidelines.</li> <li>• Covid 19 will be specifically risk assessed for all off site trips.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>After school clubs, Larks &amp; Owl</b></p> <ul style="list-style-type: none"> <li>• Larks and Owls will take place within year groups</li> <li>• After School clubs will keep registers to aid contact tracing</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

<p><b>Holiday Club</b></p> <ul style="list-style-type: none"> <li>• Will follow this risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>Clinically Extremely Vulnerable staff / children</b></p> <ul style="list-style-type: none"> <li>• All members of the school community who are Clinically Extremely Vulnerable will be able to have a personal covid risk assessment in addition to this risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>Visitors and Volunteers</b></p> <ul style="list-style-type: none"> <li>• Visitors and Volunteers will be able to come to Pilgrims.</li> <li>• Regular visitors and volunteers will follow this risk assessment in line with requirements for all staff, including asymptomatic testing.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>External Hirers</b></p> <ul style="list-style-type: none"> <li>• External users will be provided with a copy of the school's Covid-19 risk assessment.</li> <li>• Updated contracts to be issued including the requirement for all external providers to issue the school with a copy of their risk assessment for Covid-19. The school should also be content that it is in line with up to date Guidelines and the Schools Covid-19 risk. assessment.</li> <li>• External hirers will not be able to use the school facilities at the same time that we have children on site in that area of the building.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>Accountability &amp; feedback</b></p> <ul style="list-style-type: none"> <li>• It is the responsibility of all staff and parents to follow all guidelines issued to them, and to bring it to the attention of the H&amp;S Committee / SLT should they have any concerns.</li> <li>• All staff are requested during their induction session to provide comment on the risk assessment and are informed they can bring any issues to the attention of their Line Manager or any member of SLT. The whistleblowing policy and hotline will also be highlighted to all staff.</li> <li>• The Health &amp; Safety Committee will have covid as a standing agenda item to monitor any feedback from staff at every meeting and this will be reported to the School Committee.</li> <li>• The Head's report to the school committee will include up to date information on the number of actual cases, other covid related incidents and actions taken.</li> </ul>		