



# COVID19 WJS RISK ASSESSMENT

Whitstable Junior School Risk Assessment Schools Operational Guidance COVID-19 – **Updated January 2022**

**To be read in conjunction with:**

- **COVID19 Outbreak Management Plan**
- **Risk Assessment for Home-Testing Lateral Flow Device Kits**
- **Online Live Sessions Protocols**
- **Schools COVID-19 Operational Guidance** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Having assessed their risk, schools must deliver face-to-face, high-quality education to all pupils. School must comply with health and safety law and put in place proportionate control measures. School must regularly review and update our risk assessments - treating them as 'living documents', as the circumstances in our school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

## **Summary of Schools COVID-19 operational guidance**

WJS has reviewed its guidance in accordance with the latest updates, please find below a summary of the key revisions.

### **Mixing and 'bubbles**

The government is no longer recommending that it is necessary to keep pupils in bubbles from the autumn term. Assemblies and other whole school events can therefore resume in September. Schools no longer need to avoid pupils mixing at break and lunch times. School start and finish times for pupils will no longer need to be staggered.

### **Outbreak Management Plan**

Outbreak Management Plan in place to cover the possibility that it may become necessary to reintroduce systems of control previously used for a temporary period.

### **Tracing close contacts and isolation**

Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months



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identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are: • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine.

### **Use of face coverings**

In primary schools, the Government recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. See the DfE guidance - Circumstances where people are not able to wear face coverings - for exceptions to this. Face coverings do not need to be worn when outdoors.

### **Control Measures**

Continue to ensure that good hygiene is in place for everyone (frequent and thorough hand cleaning with soap and water or hand sanitiser, and promote the 'catch it, bin it, kill it' approach); Maintain robust cleaning regimes (regular cleaning of areas and equipment – at least twice per day) and keep all areas of the school well-ventilated.

### **Asymptomatic testing**

Staff should undertake twice weekly home tests whenever they are on site until notified that this is no longer necessary. There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.

### **Pupil Attendance**

All CEV pupils should now attend school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal. Schools should use code X if a child is self-isolating or quarantining because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC.



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## School workforce - CEV Staff

Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the [CEV guidance](#) to minimise their risk of exposure to the virus. Staff in schools who are CEV should currently attend their place of work if they cannot work from home. DHSC will publish updated guidance before Step 4.

## State-funded school inspection

It is intended that Ofsted will return to a full programme of routine inspections from September 2021 and will aim to inspect every state-funded school within the next 5 academic years. This will mean an extension of up to 6 terms in the inspection interval for those schools not inspected since the start of the pandemic. Regulations will give effect to these arrangements.

## Accountability expectations

The Government will confirm the position on accountability for academic year 2021/22 in due course.

Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	Further Control Measures required	RISK LEVEL High, Medium, Low
<b>Lateral Flow Device Home-Testing of Staff in school.</b>	All staff who have opted in to the LFD testing will undertake tests at home on Monday morning and Thursday morning before entering the school site. See Risk Assessment for LFD Home-Testing of Staff in school.				
			<ul style="list-style-type: none"> <li>Staff and pupils with a positive LFD test result should self-isolate in line with the most current stay-at-home guidance. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></li> </ul>		
<b>Control Measures Hand Hygiene</b>	Transmission of COVID19 to the School community	Children/ Adults	<ol style="list-style-type: none"> <li>Ensure that all adults and children clean their hands on arrival at the school.</li> <li>Ensure that all adults and children clean their hands after sneezing or coughing;</li> </ol>		Medium



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			<ol style="list-style-type: none"><li>3. Ensure that all adults and children wash their hands with soap and water for 20 seconds and dry thoroughly before eating.</li><li>4. Ensure that all adults and children are encouraged not to touch their mouth, eyes and nose;</li><li>5. Ensure that help is available for children who have trouble cleaning their hands independently;</li><li>6. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms settings;</li></ol>		
<b>Control Measures Respiratory hygiene</b>	Transmission of COVID19 to the School community.	Children/ Staff/ Others	<ol style="list-style-type: none"><li>1. Ensure that all adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it');</li></ol>		Medium
<b>Control Measures Maintain appropriate cleaning regimes;</b>	Transmission of COVID19 to the School community	Children/ Staff/ Others	<ol style="list-style-type: none"><li>1. Cleaning frequently touched surfaces e.g. books, keyboards, desks, chairs, doors, sinks, toilets, light switches, bannisters, 3 x daily with antibacterial cleaning wipes and products.</li></ol>		Medium
<b>Cleaning supplies and PPE supplies.</b>	Increased demand and possible shortages		<ol style="list-style-type: none"><li>1. Ensure stocks are checked weekly and at least 2 weeks' worth of material are on site at all times.</li><li>2. Investigate other sources in case one supplier is unable to meet demand</li></ol>		Low



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			<ol style="list-style-type: none"><li>3. Weekly email to staff for list of supplies required.<ol style="list-style-type: none"><li>1. Added to Friday weekly briefing meeting agenda.</li></ol></li></ol>		
<b>Keep occupied spaces well ventilated</b>	Transmission of COVID19 to the School community	Children/ Staff/ Others	<b>Ensure work spaces are well ventilated and a comfortable teaching environment is maintained.</b> These can be achieved by a variety of measures including: <ol style="list-style-type: none"><li>1. Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</li><li>2. Opening internal doors can also assist with creating a throughput of air</li><li>3. Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li><li>4. Single room air conditioning unit can be used.</li><li>5. Use CO2 monitors provided to monitor air quality.</li></ol>		



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<b>Child or adult displays COVID19 symptoms whilst at School.</b>	Transmission of COVID19 to the School community	Children/ Staff/ Others	<p>The main symptoms are:</p> <ul style="list-style-type: none"><li>a high temperature</li><li>a new continuous cough</li><li>a loss or change to your sense of smell or taste</li></ul> <ol style="list-style-type: none"><li>1. If a child develops symptoms parents/carers must be called to collect them immediately.</li><li>2. Child should be moved, if possible, to the medical room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ventilation should be maximised by opening the outside door. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people;</li><li>3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom in the medical room. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else;</li><li>4. PPE (medical grade face mask, vinyl gloves, disposable apron, visor) should be worn by staff caring for the child while they await collection and a</li></ol>	<p>Latest guidance on self-isolating. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></p> <p>If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>	Medium
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			<p>distance of 2 metres maintained when possible.</p> <p>5. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;</p> <p>6. The member of staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area.</p>		
<p><b>Confirmed case of COVID19 from child or staff member</b> (Managing confirmed cases of coronavirus (COVID-19) amongst the school community)</p>	Transmission of COVID19 to the School community		<p>1. Children, 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).</p>		medium
<p><b>Tracing close contacts</b></p>	Transmission of COVID19 to the School community	Children and staff	<p>1. Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p>		n/a
<p><b>Self- isolation</b></p>	Transmission of COVID19 to the	Children and staff	<p><b>When to self-isolate</b> If you have any of the 3 symptoms of COVID-19;</p>	<p><b>School staff who have been double vaccinated:</b></p>	low



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	School community		<p>a high temperature a new, continuous cough a loss or change to your sense of smell or taste even if they are mild, self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible.</p> <p><b>You should also self-isolate straight away if:</b></p> <ul style="list-style-type: none"> <li>• you've tested positive for COVID-19 – this means you have the virus</li> <li>• someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you)</li> <li>• you've been told to self-isolate following 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 may need to quarantine when you arrive in England from abroad. Check the quarantine rules when entering England on GOV.UK</li> </ul> <p><b>When you do not need to self-isolate</b></p> <ul style="list-style-type: none"> <li>• If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you</li> </ul>	<p><b>If you feel you have been a close contact follow these steps:</b> <b>Continue to come to school.</b> <b>Daily LFD test.</b></p> <p><b>Non-Vaccinated Staff</b></p> <ul style="list-style-type: none"> <li>• <b>If you need to self-isolate due to being a close contact you will be required to teach remotely from home for the teaching day using Google Classrooms/ Zoom.</b></li> </ul>	
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			<p>will not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> <li>• you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS</li> <li>• you're under 18 years, 6 months old</li> <li>• you're taking part or have taken part in a COVID-19 vaccine trial</li> <li>• you're not able to get vaccinated for medical reasons</li> </ul> <p><b>Even if you do not have symptoms, you're strongly advised to:</b></p> <ul style="list-style-type: none"> <li>• do daily rapid lateral flow tests (1 a day for 7 days), if you're fully vaccinated, to protect yourself and others from COVID-19 - find out more about daily testing on GOV.UK</li> <li>• follow advice on how to avoid catching and spreading COVID-19</li> <li>• consider limiting contact with people who are at higher risk from COVID-19</li> </ul>	
<b>Toilet Use</b>	Transmission of COVID19 to the School community		<ol style="list-style-type: none"> <li>1. Staff to allow children to go to the toilet during lesson times to avoid congestion at break times.</li> <li>2. Children remain using allocated toilets.</li> </ol>	<b>Medium</b>



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			<ol style="list-style-type: none"> <li>3. Main toilet door wedged open to limit handle transmission.</li> <li>4. Toilets cleaned after break, after lunch and at the end of the school day.</li> <li>5. Ensure that all children wash their hands after toileting</li> </ol>		
<b>First Aid and any other illness</b>	Transmission of COVID19 to the school community	Children/ Staff/ Others	<b>Dealing with First Aid incidents</b> <ul style="list-style-type: none"> <li>• Trained first aider deals with any incidents in the Oyster Room.</li> <li>• Serious incidents referred to office.</li> <li>• Ice packs will be used with a new bag cover for each usage.</li> <li>• PPE to be used when dealing with suspected COVID symptoms.</li> <li>• Class first aid kits will remain.</li> </ul>		Medium
<b>Transport for school trips</b>	Transmission of COVID19 to the School community	Children/ Staff/ Others	<ol style="list-style-type: none"> <li>1. Schools should consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</li> <li>2. Thorough cleaning of vehicles between groups using them.</li> </ol>		Low
<b>Safeguarding</b>	Children are absent for longer periods of time	Children	<ol style="list-style-type: none"> <li>1. School Safeguarding Policy followed</li> <li>2. All concerns recorded on CPOMs</li> <li>3. Continue weekly contact with vulnerable families who are not attending due to self-isolation</li> </ol>		Medium
<b>Providing Remote Education</b>	Reduced provision for	Staff	<ol style="list-style-type: none"> <li>1. Source printed resources suitable for all year groups and have these ready to be sent home</li> </ol>		Medium to high depending on role



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	children self-isolating. Poor staff well-being impacting on ability to function in role. Higher absence rates due to stress. Safeguarding issues		<ol style="list-style-type: none"><li>2. Use Google Classrooms to upload videos of teachers explaining learning</li><li>3. Use of Live Lessons for maths and English and other Live Sessions</li><li>4. Use Oak Academy video lessons where appropriate</li></ol>		
<b>Remote Education: Live Lessons</b>	Safeguarding Issues		<ol style="list-style-type: none"><li>1. Protocols for Live Sessions online shared with all staff and parents and carers.</li><li>2. Parents/Carers of children in school to sign agreement for children to be visible online in live lessons. If not signed children remain off screen.</li><li>3. Children advised of protocols and how to keep safe.</li><li>4. Weekly online safety messages shared with children in assembly.</li></ol>		Medium
<b>Communication with parents</b>	Mixed messages cause concern		<ol style="list-style-type: none"><li>1. Clear, concise communication.</li><li>2. Consistent messages but emphasising that messages will change as the situation changes</li></ol>		Low
<b>Attendance</b>	Parents not sending their children to		<ol style="list-style-type: none"><li>1. School to bear in mind the potential concerns of pupils, parents and</li></ol>		Low



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School attendance is mandatory.	school impacting on children's progress.		<p>households who may be reluctant or anxious about returning.</p> <ol style="list-style-type: none"><li>Put the right support in place to address this- reassurance, use of WBT, FLO</li><li>For parents of pupils with significant risk factors, school to discuss their concerns and provide reassurance of the measures that have been put in place to reduce the risk in school.</li><li>Be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).</li><li>Monitoring of vulnerable children.</li></ol>		
<b>Clinically extremely vulnerable (CEV) staff</b> <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>	Risk of severe illness	Staff	<ol style="list-style-type: none"><li>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take.</li></ol>		Medium



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<b>All clinically extremely vulnerable (CEV) children</b>	Risk of severe illness	Children	<ol style="list-style-type: none"><li>2. All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</li><li>3. Further information is available in the guidance <a href="https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3">https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3</a></li></ol>		Low
<b>Wider Community access to school buildings</b>	Risk of spread of virus	Children and staff	<ol style="list-style-type: none"><li>1. Inside school community use and lettings can recommence subject to all following amended letting policy and government guidelines.</li><li>2. Outside lettings also to recommence as above.</li></ol>		Low
<b>Bereavement support</b>	SEMH of children impacted negatively	Children, staff, wider community	<ol style="list-style-type: none"><li>1. Well Being Team will ensure pastoral and emotional support and signpost to services.</li></ol>		Low
<b>Children's Mental health and wellbeing support</b>	SEMH of children impacted negatively	Children /Staff	<ol style="list-style-type: none"><li>1. Awareness of the impact of the pandemic on all children with some requiring greater involvement from Well Being Team than others</li></ol>		Low



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Schools should provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible.			<ol style="list-style-type: none"> <li>2. CPD for all staff on impact on children's mental health</li> <li>3. Training for WBT specific to their role supporting children with mental health issues.</li> </ol>		
<b>Staff Mental Health and Well-Being</b>	Impact of COVID19 personally and on needs of children	Staff	Staff kept informed of developments before children & parent community; Staff aware of need to report concerns to School Management; Governing Body aware of the need to support Headteacher & Leadership Team.		High
<b>Assemblies</b>	Transmission of COVID19 to the School community	Children /Staff	<ol style="list-style-type: none"> <li>1. Monday Whole School Assembly Zoom 1:30pm</li> <li>2. Tuesday Class Assembly- Upper School 11:00-11:15, Lower School 1:30</li> <li>3. Wed – Phase Assembly Zoom Upper School 11:00-11:15, Lower School 1:30</li> <li>4. Thurs- Star of Week Assembly - Upper School in hall 11:00-11:15, Lower School in Studio 1:30</li> <li>5. Friday - In hall 2:50pm would like everyone in for celebration. (LSA meeting at 1:30pm Fri)</li> </ol>		Low



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			6. There will be no Singing Assembly, this will be reviewed term 1		
<b>Wraparound Care</b>	Transmission of COVID19 to the School community		Provided by Kindergarten Kids an external provider.		Medium
<b>School Uniform including PE Kit</b>	Transmission of COVID19 to the School community	Children	<ol style="list-style-type: none"><li>1. Children will be required to wear school uniform, including school shoes.</li><li>2. PE kits will not be needed in school, but on PE days shorts/tracksuit bottoms and trainers can be worn to school instead of uniform.</li><li>3. No jewellery to be worn except stud earring (to be removed or covered up on PE days).</li><li>4. Please also make sure that children who have hair that is long enough have it tied back.</li></ol>		Low