



# COVID19 WJS RISK ASSESSMENT

Whitstable Junior School Risk Assessment Schools Operational Guidance COVID-19 – **Updated February 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>

On 21 February the Prime Minister set out the next phase of the Government's COVID19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains. 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.

### **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**

From 24 February, routine contact tracing will end. Contacts will no longer be required to self-isolate or advised to take daily tests. Instead, guidance will set out precautions that contacts can take to reduce risk to themselves and other people - and those testing positive for COVID-19 will be encouraged to inform their close contacts so that they can follow that guidance.

Local health teams continue to use contact tracing and provide context-specific advice where they assess this to be necessary as part of their role in managing infectious diseases



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### **Use of face coverings**

Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas.

### **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**

From 21 February, staff will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the NHS get tested for COVID-19 guidance. In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time.

### **Pupil Attendance**

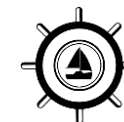
School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.

### **School workforce - CEV Staff**

Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Staff with a weakened immune system should follow DHSC and UKHSA advice for people whose immune system means they are at higher risk from Covid-19.

### **Accountability expectations**

We will not publish the results of Key Stage 2 primary assessments. We will still produce the normal suite of KS2 accountability measures and share these securely with schools, academy trusts, local authorities and Ofsted.



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Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	Further Control Measures required	RISK LEVEL High, Medium, Low
<b>Only necessary if decided so as part of Outbreak Management Plan 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.				
<b>Control Measures Hand Hygiene</b>	Transmission of COVID19 to the School community	Children/ Adults	<ol style="list-style-type: none"><li>1. Ensure that all adults and children clean their hands on arrival at the school.</li><li>2. Ensure that all adults and children clean their hands after sneezing or coughing;</li><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,</li></ol>		Medium



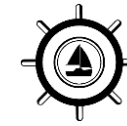
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			hand sanitisers will be provided in classrooms settings;		
<b>Control Measures Respiratory hygiene</b>	Transmission of COVID19 to the School community.	Children/ Staff/ Others	1. Ensure that all adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it');		Medium
<b>Control Measures Maintain appropriate cleaning regimes;</b>	Transmission of COVID19 to the School community	Children/ Staff/ Others	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.		Medium
<b>Cleaning supplies and PPE supplies.</b>	Increased demand and possible shortages		1. Ensure stocks are checked weekly and at least 2 weeks' worth of material are on site at all times. 2. Investigate other sources in case one supplier is unable to meet demand 3. Weekly email to staff for list of supplies required. 1. Added to Friday weekly briefing meeting agenda.		Low
<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: 1. Natural ventilation – opening windows (in cooler weather windows should be opened just		



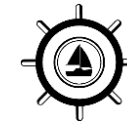
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			<p>enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</p> <ol style="list-style-type: none"> <li>2. Opening internal doors can also assist with creating a throughput of air</li> <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>		
<p><b>Child or adult displays COVID19 symptoms whilst at School.</b></p>	<p>Transmission of COVID19 to the School community</p>	<p>Children/ Staff/ Others</p>	<p>The main symptoms are: a high temperature a new continuous cough a loss or change to your sense of smell or taste</p> <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</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</p>	<p>Medium</p>



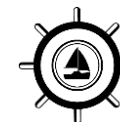
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			<p>required. Ventilation should be maximised by opening the outside door. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people;</p> <ol style="list-style-type: none"><li>3. If they need to 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 distance of 2 metres maintained when possible.</li><li>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;</li><li>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.</li></ol>	<p>COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>	
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<b>Confirmed case of COVID19 from child or staff member</b> (Managing confirmed cases of coronavirus (COVID-19) amongst the school community)	Transmission of COVID19 to the School community		<ol style="list-style-type: none"><li>1. Children, staff and other adults should follow public health advice on when to self-isolate and what to do; Not attend school while infectious-for 5 days-they can return after 2 negative LFDs the first of which can be taken on day 5, so long as they feel well enough and do not have a temperature.</li><li>2. 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) -for 5 days-they can return after 2 negative LFDs the first of which can be taken on day 5, so long as they feel well enough and do not have a temperature.</li></ol>		medium
<b>Tracing close contacts</b>	Transmission of COVID19 to the School community	Children and staff	From 24 <sup>th</sup> Feb the Government will; <ul style="list-style-type: none"><li>• End routine contact tracing.</li><li>• Contacts will no longer be legally required to self-isolate or advised to take daily tests.</li></ul>		n/a
<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>		Medium



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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





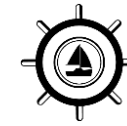
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	children self-isolating. Poor staff well-being impacting on ability to function in role. Higher absence rates due to stress. Safeguarding issues		<ol style="list-style-type: none"><li>2. Use Google Classrooms to upload videos of teachers explaining 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> School attendance is mandatory.	Parents not sending their children to school		<ol style="list-style-type: none"><li>1. School to bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning.</li></ol>		Low



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	impacting on children's progress.		<ol style="list-style-type: none"> <li>2. Put the right support in place to address this- reassure, use of WBT, FLO</li> <li>3. 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>4. 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>5. 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>1. 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
<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</li> </ol>		Low



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			<p>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.</p> <p>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></p>		
<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>  Schools should provide more focused pastoral support where issues are	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> <li>2. CPD for all staff on impact on children's mental health</li> </ol>		Low



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identified that individual pupils may need help with, drawing on external support where necessary and possible.			3. Training for WBT specific to their role supporting children with mental health issues.		
<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 1:30pm</li> </ol>		Low
<b>Wraparound Care</b>	Transmission of COVID19 to the School community		Provided by Kindergarten Kids an external provider.		Medium



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<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
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