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| --- | --- | --- | --- |
| RISK ASSESSMENT | Parent Meetings, wider events to be held in school from September onwards | | **Russell Lower School** |
| **Assessment completed by:** | **Date Completed:** | **September 2021**  **Updated November 2021 – see appendix 3** |
| **PRINT NAME: Nicki Walker** | **Next Review Date Due:** | **Read and checked WEEKLY or as circumstances change if sooner** |

| **Hazard / Risk** | **Who is at Risk?** | **How can the hazards cause harm?** | **Proposed Control Measures** | **Are Control Measures** *Y/N/NA* | |
| --- | --- | --- | --- | --- | --- |
| **In Place** | **Adequate** |
| Lack of or inadequate management on controlling risk of Coronavirus | Staff, pupils, families of staff and pupils attending school | Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education).illness or spread of infection in wider community,  death of member of staff or pupil | * All staff and pupils when not in setting to follow government [guidelines](https://www.gov.uk/coronavirus) and Stay alert (**NB** School has no control over this). * Settings to follow DFE <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak> Coronavirus. * Schools to check this guidance as it is regularly updated with new practices. * SLT to discuss daily situation at school and what is happening nationally. * Review all activities to consider and manage risk of Coronavirus. * Have an up to date outbreak plan * Display handwashing poster and have a handwashing routine * Provide tissues and bins for all classrooms and cleaning caddies * Ensure robust cleaning of high contact surfaces throughout the day – at least in the autumn term * Obtain advice where required from H&S consultant, NHS 111 and DFE Helpline 0800 046 8687 or email [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk) * COVID 19 is RIDDOR [reportable](file:///C:\Users\Cousins%20Safety\Dropbox\Risk%20Assessments\RIDDOR%20Reporting%20and%20COVID%2019%20https:\www.hse.gov.uk\news\riddor-reporting-coronavirus.htm) and should be reviewed if member of staff dies (staff only, do not report children via Riddor) * INSET day Covid training for new phase for all staff * On-going weekly briefings as a minimum | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Lack of or inadequate management on controlling risk of Coronavirus (cont)  Staff are asymptomatic | Staff, pupils, families of staff and pupils attending school | Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education).  Death of member of staff or pupil | * Communication with staff on risk assessment and its control measures. * Review staffing availability with changes in shielding * Children, parents, carers and visitors such as contractors are informed not to visit the setting if they are displaying any symptoms of Coronavirus (COVID-19). * Visitors/contractors into school must be recorded (with contact details) and informed of school arrangements for COVID19. * Parent and staff handbooks/guides/agreements in place and good communication with staff and parents regarding updated practices * Weekly briefing to communicate changes to Covid plan * Each time RA is updated, this is emailed to staff, changes are highlighted in weekly briefing * Asymptomatic Covid testing to be continued for at least September, in line with DFE guidelines * Publish new flow charts from CBC as available so parents know updated practices * Staff are encouraged to get vaccinations * Staff have time when needed to attend earliest vaccination appointments * Review the situation on an on-going basis and use outbreak management plan where needed | Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y |
| Lack of social distancing in school | Staff, pupils and family members | The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).  It can cause Illness and  death | * School to follow latest Government [advice](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) and no longer need to observe social distancing between bubbles/staff * Display signage, class timetables, briefings and training to remind people to continue to wash hands * Parents/pupils encouraged to walk/cycle to school * Open door policy redesigned for September 2021 * Continue to have specific timetable slots for everything around school * Assemblies to be redesigned to ensure the main hall is not overloaded for long periods of time * Playtimes to be year groups not key stages for most of the time * Continue with hand hygiene, roving cleaner and cleaning caddies * All practices to aim to reduce the risk of Covid coming into school in the first place * Keep windows and doors open for ventilation * Install CO2 monitors from DfE when available * If a risk assessment deems additional mitigation necessary, these may be used in agreement with the Headteacher * Induction provided to new volunteers/contractors/visitors and staff on current arrangements for managing the risk of Covid19 (Office) * Visitor booklet to be updated with Covid advice * Continue to encourage and promote ways of contacting school without physically being in the school unnecessarily (parents/professionals) * Parents encouraged to pay electronically * Drivers must also have access to handwashing facilities or sanitiser.(gate sanitiser station – MC) | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| An adult visitor or volunteer has Covid 19 | Staff, pupils and family members | It can cause Illness and  death | * Regular visitors (such as Peri teachers and Parent Volunteers/Students) use the same protocols as staff:   + They are made aware of the symptoms of Covid at induction and asked not to attend if they have any of these symptoms, or feel unwell   + They are double vaccinated, where possible   + They are asked to complete twice weekly LFT if possible and report the results using the results@ email address (this is then checked by KA)   + They continue with good hand and respiratory hygiene | Y | Y |
| Staff or pupils comes into school when they feel unwell | Staff, pupils, visitors, contractors | Spread of virus to the rest of the school population | * Communication sent to all staff and parents informing them they (or their children) should remain at home if they are displaying any symptoms. This will be included in staff guidance and KIT letters/newsletters * School to refer staff and pupil for COVID19 Testing   <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>   * Communication/website information for parents/carers informing them of the measures that if their child displays the following symptoms, they should self isolate: * a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) * a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) * Loss of sense of smell or taste * Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. * This information is displayed on school website and in KIT letter to parents. * School to provide home testing kit (if/when available) * The school, if asked, will provide details of anyone they have been in contact with if tested positive to Track and Trace. | Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y |
| Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity. | Staff, pupils, visitors, contractors | Illness resulting in time off work or away from school (loss of education).  Death | * Refer to Public Health and DFE [Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) for Schools on Coronavirus. * School knows contact details of Local [Public Health Protection Team](https://www.gov.uk/health-protection-team)   Following <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>   * Member of staff dealing with suspected Covid 19 pupil or staff should keep their distance, and use PPE if needed. If temperature is taken, follow protocol. * Provide a specific place to wait for collection (where possible at Russell this will be outside) * If not possible outside, the medical room will be used where they can be isolated behind a shut door * They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don’t have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave. * If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom. * Make sure that children and young people know to tell a member of staff if they feel unwell. * Call 999 if they are seriously ill or their life is at risk. * Dispose of all waste that has been in contact with the suspected case, including used tissues, and masks if used. These should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and put in the normal waste * Clean down area where pupil has been (including the bathroom if used) following cleaning in Non healthcare settings guidance   <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>   * The school or setting to remain open but follow outbreak control plans, if required   + Maybe, if there is a SUBSTANTIAL increase in cases:   + 5 people test positive in a 10 day period after having ‘mixed closely’ or 10% of people in a group in a 10 day period test positive after ‘mixing closely’   + If anyone is hospitalised – Always contact 0800 046 8687 opt 1   + If it is staff – call self isolation service hub: 020 3743 6715   + Definition of ‘close mixing’ – a nursery class, a friendship group who often play together, staff/children taking part in a lesson together, a club or 1:1 work | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity.  (Continued) | Staff, pupils, visitors, contractors | Illness resulting in time off work or away from school (loss of education).  Death | * If a staff member displays symptoms, they should be sent home and advised to get a pcr test and isolate until the result is known * They should follow NHS Test and Trace advice if they are positive * They can return to work if they are negative * Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. * School to refer staff for COVID19 Testing <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> * School to provide home testing kit (if available) * The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace. | Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y |
| Positive identified case or cases of Coronavirus of a member of staff or pupil at your school setting | Staff, pupils, visitors, contractors | Illness resulting in time off work or away from school (loss of education).  Death | * Refer to Public Health and DFE [Guidance for Schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) on Coronavirus. * Ensure they have reported to NHS T&T and followed procedure * If needed, follow all advice from Public Health England and from the local [Health Protection Team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams) and in the outbreak management plan * Individuals no longer need to self-isolate if they live in the same household or are a close contact of someone **IF ANY** of the following apply:   + **Fully Vaccinated**   + **Younger than 18yrs and 6 months**   + Not able to be vaccinated for medical reasons   + Instead, they will be asked to take a PCR test and self-isolate only if it is positive   They can attend school as usual. If staff are not fully vaccinated and they are a close contact, they will need to isolate | Y  Y  Y  Y | Y  Y  Y  Y |
| Lack of handwashing leading to spread of Coronavirus | Staff, pupils, visitors, contractors | Spread of virus to the rest of the school population or families at home resulting in illness or death. | * Print off laminate and display [Coronavirus handwashing](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/869250/Coronavirus_advice_for_educational_settings_poster.pdf) poster in entrance to school and on classrooms entrances, meeting rooms as a minimum. * Request visitors wash their hands/have hand sanitiser at office hatch * Educate pupils and staff on the importance of destination handwashing * before leaving home * on arrival at school * after using the toilet * after breaks and sporting activities * before food preparation * before eating any food, including snacks * before leaving school   Display handwashing [poster](https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/hand-hygiene-poster.jpg) in all toilets   * Changes to timetabling to provide extra time in the school day every day for handwashing. * Set time aside for regular training and reminders on handwashing – Use free training and information resources such as [ebug](https://campaignresources.phe.gov.uk/schools) for pupils and short how to wash your hands videos <https://www.youtube.com/watch?v=x3v521MTjio&feature=youtu.be> * Supervision by staff of toilets at breaks etc to ensure pupils are washing their hands thoroughly (smaller children). * Sufficient supplies and maintained supplies of liquid soap and disposable handtowels/operational hand dryers. * Foot operated bins for paper towel disposal provided, where possible * Bins emptied daily (minimum) * Regular checks of toilets throughout the day to ensure they are clean, stocked with liquid soap and handtowels and blow dryers are operational (roving cleaner and club staff) | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Lack of handwashing leading to spread of Coronavirus (cont) |  |  | * Where possible pupils and adults must use liquid soap and water for washing hands * Provide hand sanitisers (at least 60% alcohol content) for the following areas for example as a minimum:- * School entrance where visitors and staff sign in * Classrooms (where the use can be supervised by the class teacher). * Computing room * Meeting rooms * Staffroom | Y  Y | Y  Y |
| Poor handwashing or inadequate facilities for handwashing and maintaining social distancing | Staff, pupils, visitors, contractors | Spread of virus to the rest of the school population or families at home resulting in illness or death. | * Ensure pupil and staff toilets are fully stocked with liquid hand soap and sinks are all operational. * Remove any fabric towels (multi use) and use hand dryers or single paper towels * Display handwashing posters in toilets. * School behaviour policy includes expectations on handwashing, etc. * Provide regular training to staff and pupils on handwashing (at least 20 seconds with soap). <https://www.youtube.com/watch?v=x3v521MTjio&feature=youtu.be> * Staff and pupils are checking their skin for dryness and cracking and using an emolument to retain moisture if required. | Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y |
| Events and Lettings at school and meetings | Staff, pupils, visitors. | Spread of virus to the rest of the school/visitor population resulting in illness. | * New ‘hybrid’ model of assemblies to avoid any overloading of the school hall for long periods * Review lettings in view of government guidance – review letting risk assessments for Covid19. Agree to lettings where there is a sufficient risk assessment in place for holiday clubs (Premier), Russell Raiders, extra-curricular clubs and Brownies. Consider others in the light of safety and appropriate Risk Assessments * Remove expectations of bubbles and limiting to one year group * Maintain good registers for any contact tracing required * Limit meetings with parents for serious issues and maintain social distancing | Y  Y  Y  Y  Y | Y  Y  Y  Y  Y |
| New Intake Meetings,  Summer 2022 Transition events  Discos etc | Staff, pupils, visitors. | Spread of virus to the rest of the school/visitor population resulting in illness. | * Follow DfE guidance as it is updated * New Intake Meeting numbers to be limited to 20 visitors at a time (split into 2 x 10), move quickly around the school without entering classrooms, wear face covering when moving round school, temperature check on entry, register and contact details kept, hand sanitiser used, use of inside and outside of school, more visits put on if necessary, individual visits accommodated * Class groups of parents to be kept together and not mixed for larger events * Request only one parent attends * Use of Google Forms to track booking and attendance and contact trace if needed * Continue with all current (September 2021) Covid measures throughout the summer term, if required * Draw up and communicate a list of the activities that can/can’t take place and Covid mitigations – communicate this with all stakeholders via newsletters, briefings, emails and in person * Put checks in place to ensure this is adhered to | Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y |
| Lack or ineffective cleaning of high contact surfaces or between bubbles or resources | Staff, pupils, families of staff and pupils visitors. | Spread of virus to the rest of the school/visitor population resulting in illness or death. | * Review carried out of activities and locations where high contact and likelihood of transmission of the virus is high and cleaning schedule in place. For example: * Door keypads * Door Handles (classroom doors be kept open) * Payment systems * Keypads entries (on release during the day) except main entrance not without compromising safeguarding * Signing in electronic pads * Staffroom kettle/fridge/dishwasher handle/cup cupboard, sink taps * Identify how to manage these areas effectively (for example, roving cleaner core day, staff caddy’s class tick lists) * Sufficient resources dedicated for cleaning high contact surfaces (an additional cleaner in the day for cleaning throughout the day.) provided by contract cleaners and if they cannot provide this then school should dedicate someone for cleaning high contact surfaces. * Throughout the day the cleaners or site team should be cleaning high contact surfaces * door handles into classrooms * key pad entry systems * corridor doors hand plates * toilet doors, hand plates * classroom desks * Cleaning schedule in place for * Classroom * Toilets * High touch points | Y  Y  Y  Y  Y | Y  Y  Y  Y  Y |
| Lack or ineffective cleaning of high contact surfaces  (continued) | Staff, pupils, families of staff and pupils visitors. | Spread of virus to the rest of the school/visitor population resulting in illness or death. | Following guidance on cleaning in Non healthcare settings guidance  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>   * Bleach is no longer required . Normal cleaning detergents are recommended. * Spray detergents onto a cloth rather than onto surfaces around children (inhalation) * Do not spray tables when pupils are seated at them. * Cleaning solution clearly labelled and also available for staff to use in their classrooms or dining hall. * Spray bottles must be kept out of reach of children and used with disposable gloves. * Appropriate PPE (Personal Protective Equipment) must be available disposable apron, gloves (Refer to Safety Data Sheet). * Also clean with this solution classroom sinks and taps (high volume contact surfaces). * Review high contact surfaces and equipment * Ensure Safety Data sheet is available for cleaning solution and Template Bleach COSHH [assessment](https://www.cousinssafety.co.uk/wp-content/uploads/2020/04/Bleach-COSHH-Risk-Assessment-Blank-form.doc) completed. * The has an adequate and maintained supply of personal and domestic cleaning products available for school. * Staff should wash their hands frequently * Monthly fogging of cleaning cupboards | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Poor respiratory hygiene | Staff  Pupils | Inhalation of virus or transfer of virus onto a surface that is picked up. | * Tissues and bins in every classroom including canteen and staffroom to support “catch it, bin it, kill it” * School to support pupils (could be those with complex needs or younger children) to get this right. * Individual pupil risk assessment completed for pupils that spit or use saliva as a sensory stimulant (Sarah Knight) | Y  Y  Y | Y  Y  Y |
| Poor workplace ventilation leading to risk of coronavirus spreading | Staff  Pupils | Spread of the virus leading to illness or death | * Ventilate the workplace using fresh air by keeping doors and windows open. * On hot days additional mechanical ventilation could be used for example desk fans and these should be positioned to face the teacher and away from the pupils. * Use of CO2 monitors from DfE when in school | Y  Y  Y | Y  Y  Y |
| School Trips | Staff, pupils. | Spread of virus to the rest of the school population resulting in illness/death. | * School to follow current government advice * Risk assessment process in place using Evolve and venue’s Covid Secure policy | Y  Y | Y  Y |
| Wrap around care | Pupils  Staff | Spread of virus to the rest of the school population resulting in illness/death | * Review wrap around care and reopening provision with Club manager (AL) and administrator (KA) * Risk assessment review for any third party provider (Premier/Drama/Art Adventurers etc.) * Keep bubbles in year groups or year group zones most of the time where possible, and keep concise registers * Parents informed to limit the use of different wrap around care providers, where required (KIT letter) | Y  Y  Y  Y | Y  Y  Y  Y |
| Lack of training on new working arrangements for school | Staff, pupils, families of staff and pupils | Unfamiliar with new working procedures leading lack of social distancing and increasing risk of infection that could lead to injury/illness or death. | **Training**  Staff Induction back to school (INSET – Sept 201)   * Inform them of ALL the control measures identified by risk assessment * What they need to do to keep themselves and pupils safe * Spotting signs/symptoms for Covid19 for themselves and students * First aid arrangements * Fire evacuation procedure   Training for pupils   * Provide powerpoint to staff to deliver to children on first day * Update information to parents on symptoms and not sending pupils in with them and new arrangements for the school day. Also include track and trace and agreement to have testing. Letter to be sent before the start of the school term   Visitors to receive verbal instructions re Covid measures as soon as they enter the building | Y  Y  Y  Y | Y  Y  Y  Y |
| First aid and medication and delivering personal care | Staff, pupils, families of staff and pupils | Insufficient first aider coverage | * Provide appropriate PPE for first aiders dealing with suspected Covid 19 * Inform first aiders what control measures are in place.   <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>   * Sufficient first aiders on site (to be reviewed each day and considered as part of staff rota). * Early years only –at least one person on site with paediatric first aid. * Ensure those pupils in school have up to date medication onsite and their allergen information is also up to date. * Systems in place for checking any menu/ingredient changes (due to food shortages/changes) against pupils with allergens. * First aider and those administering medication to maintain social distancing where possible.   **Personal care**   * Staff providing personal care including nappy changing should wear appropriate PPE for first aiders (mask, disposable gloves and disposable aprons) * Changing mat should be cleaned between each nappy change. Disposable gloves changed between each nappy change. | Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Site team shortage | Pupils, staff | Inability to open/close  Long working hours  Cleanliness | * Discuss with cleaning contractor cover arrangements in good time * Rota locking and unlocking KA/NW/LB * Consider other staff for rota if prolonged absence | Y  Y  Y | Y  Y  Y |
| Leadership shortage | Pupils, staff | Lack of clear leadership/decision making/monitoring | * Access via phone * Access via video conferencing * Use of Phase Leaders to ‘step up’ * Use of Deputy/Inclusion Lead to lead | Y  Y  Y  Y | Y  Y  Y  Y |
| Other school users | Other users/school children and staff afterwards | Lack of clear Covid procedures  Leaving site unsafe | * Inform of control measures, including the possibility that a suspension of usage may occur | Y | Y |
| Training, new intake meetings, parents’ evening etc cannot take place | School finances, staff CPD, parents having information | Finances from low intake 2021  Staff training is poor  Parents lack information of how to support their children | * Have a viable ‘remote’ alternative for everything we used to do in person i.e. new intake sessions on the field, Loom presentations for parents * Virtual parents evening by Zoom, telephone or Google Meet * Training to be completed in Covid secure way where possible i.e. socially distanced in the hall * Remote CPD where Covid secure is not possible * Webinar attendance by staff | Y  Y  Y  Y  Y | Y  Y  Y  Y  Y |

Risk Assessment Action Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Control measure not yet in place or**  **Additional Control Measures**  *(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).* | **Action by Whom**  *(list the name of the person/people who have been designated to conduct actions)* | **Action by When**  *(set timescales for the completion of the actions – remember to prioritise them)* | **Action Completed**  *(record the actual date of completion for each action listed)* | **Residual Risk Rating** |
| Review plan for new intake meeting so that it is as safe as possible in the light on new and emerging data on Covid rates in the area at the time | Nicki Walker | 20/9/21 |  | Medium |
| Fire Warden training arranged for NW/KA | Nicki Walker  Karen Appleby | End of autumn term 2021 |  | Medium |
| Check that all students and parent volunteers are part of the LFT regime if possible | Nicki Walker | 20/9/21 |  | Medium |
| Review each new ‘event’ in the light of our Covid safety principles and numbers | Nicki Walker | On-going |  | Medium |
| **Reviewed by:**  **Signature: Louise Bunney** | **COMMENTS:**  *Record any comments reviewer wishes to make. Including recommendations for future reviews.* | | | |
| **PRINT NAME: Louise Bunney** |

|  |  |
| --- | --- |
| **RESIDUAL RISK RATING** | **ACTION REQUIRED** |
| **VERY HIGH (VH) Strong likelihood of fatality / serious injury/illness occurring** | **The activity must not take place at all.**  You must identify further controls to reduce the risk rating. |
| **HIGH (H) Possibility of fatality/serious injury/illness occurring** | You must identify further controls to reduce the risk rating.  Seek further advice, e.g. from your H&S Consultant |
| **MEDIUM (M) Possibility of significant injury or over 7 day absence occurring** | If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely. |
| **LOW (L) Possibility of minor injury/illness only** | No further action required. |

Appendix 1

Guidance

Coronavirus what you need to know <https://www.gov.uk/coronavirus>

Full opening of schools in September <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Safer travel guidance for passengers <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Getting Tested <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Information for the public: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Blog and frequently asked questions: <https://publichealthmatters.blog.gov.uk/category/coronavirus-covid-19/>

Catch it Bin it Kill it poster <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

NHS 111 online <https://111.nhs.uk/covid-19/>

Guidance staying alert and safe social distancing : <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Coronavirus (COVID-19): guidance on vulnerable children and young people

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Self isolation <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Guidance on Shielding <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august>

Clinically vulnerable people <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

Local Public Health Protection Team <https://www.gov.uk/health-protection-team>

Other resources:

<http://schoolwell.co.uk/coronavirus-resources-for-wellbeing-and-mental-health/>

Appendix 1 – Disco notes:

**PTA Disco: Friday 15th October**

         No parents will be allowed to attend this year (Covid)

         Minimal PTA helpers – just enough for safety

         Chocolate lollies should be already sorted into class 'packs' and any individual lollies for intolerances individually labelled.  Teachers take them back to the classroom with them and hand them out at the classroom door as the child leaves school after the disco

         FS children come from their classrooms at 3:40pm, already changed into their costumes, leaving all their belongings in their places ready to pick up on their return to go home

         **All classes will be dismissed from their classrooms** (Wrens from usual end of KS1 corridor, Greenfinch from the **MAIN**hall).  Teachers will take them back after their disco ends

         Aviary Club will be run out of the dining hall for the one evening

         KS1 and 2 children will **enter** the disco via the external double door entrance at the end of the Y4 corridor (by Y4 toilets) and be ‘signed in’ by PTA members

         PTA will decorate the hall from 2:15pm on the day (individual photos should be finished by then)

         BOTH Gold assemblies will be virtual that day – please award certificates in class

         PTA will provide quiet colouring activities at several tables, as well as water and squash to drink

         Windows and external doors will be open for ventilation, both double doors should have rows of chairs in front of them to prevent children leaving easily and one adult on each door to ensure no one leaves the hall

PTA will need enough helpers to:

         Sign children in on arrival

         Provide colouring and drinks

         Stand by doors to check no one leaves (2 x internal doors, 2 x external doors)

         Supervise the disco and dancing (2 – 3 parents)

Children must be asked not to run around the hall.  This is very dangerous in such an enclosed space with costumes on.

**Timings of discos:**

**FS** 3:45 – 4:30pm

**KS1** 4:45 – 5:45pm

**KS2** 6 – 7pm

Appendix 2:

**Guidance for Managing COVID-19 Outbreaks in Schools, Colleges and Early Years Settings:**

**Checklist for additional measures implemented when a ‘Threshold’ has been met for COVID-19 cases in a setting**

**Name of setting:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Measure**  **(See below for further detail on each measure)** | **Date started** | **Date ended**  **(as relevant)** | **Comments** |
| **1.** | **Cohort the affected group(s)** |  |  |  |
| **2.** | **Send ‘Warn and inform’ letter to WHOLE setting** |  |  |  |
| **3.** | **Send ‘Warn and inform letter to AFFECTED GROUP(S)** |  |  |  |
| **4.** | **Introduce mask wearing** |  |  |  |
| **5.** | **Ensure maximum ventilation** |  |  |  |
| **6.** | **Implement CO2 monitoring** |  |  |  |
| **7.** | **Ensure infection control measures on school transport** |  |  |  |
| **8.** | **Promote robust hand hygiene and cleaning measures** |  |  |  |
| **9.** | **Reduce/limit on site visits** |  |  |  |
| **10.** | **Encourage staff and pupil vaccination** |  |  |  |
| **11.** | **Increase frequency of LFD testing for staff and relevant pupils** |  |  |  |

1. **Cohort affected group(s)** (i.e., class or year) in setting. This means trying as much as possible to keep the affected group(s) away from the rest of the setting to prevent further spread to unaffected groups. For some secondary schools this may be more challenging but explore scope for doing it at key times e.g., stagger mealtimes and breaktimes; avoid large-group assemblies; re-introduce one-way systems etc.
2. **‘Warn and inform’ letter to WHOLE setting**. The primary aim of this letters is to make parents/carers aware of the outbreak and to encourage extra vigilance (or a lower threshold) for testing when their child has symptoms of COVID-19. For secondary school-aged children, it is important to emphasise the importance of regular LFD testing during the outbreak (i.e., seek to increase compliance).
3. **‘Warn and inform’ letter to AFFECTED GROUP(S).** The primary aim of this letter is to request a PCR test on children in the affected group(s). It is likely that there are asymptomatic cases in this wider group, and if these can be identified and removed from the setting, spread will be limited. It can also prevent harm in terms of spread from children to older relatives who may be more vulnerable. This letter also advises being vigilant (or having a lower threshold) for testing when their child has symptoms of COVID-19, even if the initial PCR test was negative. For secondary school-aged children, it is important to emphasise regular LFD testing during the outbreak, even when the initial PCR test is negative.
4. **Introduce mask wearing.** For secondary schools, we recommend a policy of compulsory mask wearing in communal areas (e.g., when moving around in corridors) and considering their use in classrooms. It may be appropriate (e.g., if spread is contained and/or the setting operates in discrete groups) to limit the use to the affected group(s) or in middle schools just for years 7 & 8. A decision around mask wearing will also need to consider the impact they have on schooling/education.
5. **Ensure maximum ventilation.** Classrooms, dining areas and other indoor communal areas must be well ventilated (i.e., have at least one open window – even opening windows at start or end of class is helpful). Consider scope for outdoor lessons and encouragement of warmer clothing to maximise ventilation. See additional information on ventilation.[[1]](#footnote-1)
6. **Implement CO2 monitoring**. Take CO2 measurements for rooms – particularly those used by affected groups/classes or take steps to undertake CO2 monitoring in the school. Consistently high readings (>1500ppm CO2) suggest poor ventilation and should be reviewed with the lead consultant and could require additional interventions to improve ventilation. Rooms with high readings need additional attention to improve ventilation, and where this is not possible other mitigations could be considered, in conjunction with the duty consultant and Public Health England. If the setting does not have a CO2 monitoring machine, a request can be made to the regional partnership team.
7. **School transport**. Appropriate infection control measures should be in place and should include a discussion around mask wearing, seating arrangements and ventilation.
8. **Promote robust hand hygiene and cleaning measures –** throughout the setting.
9. **Reduce/limit on site visits** - e.g., Open Days/Evenings, parent/carer visits, sports events.
10. **Encourage staff and pupil vaccination –** as appropriate.
11. **Increase LFD testing.** In consultation with the local Public Health team, discuss potential and capacity for increasing LFD testing for staff and relevant pupils.

**Definition of an outbreak**

The definition of an outbreak (taken from the government’s [contingency framework](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings?utm_source=18%20August%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19) is meeting one of the following **thresholds**:

* **5** children, pupils, students, or staff, **who are likely to have mixed closely**, who test positive for COVID-19 within a 10-day period; **or**
* **10%** of children, pupils, students, or staff **who are likely to have mixed closely** who test positive for COVID-19 within a 10-day period;

For special schools, residential settings, and settings that operate with **20 or fewer children, pupils, students, and staff at any one time**: **2** children, pupils, students, and staff, **who are likely to have mixed closely**, who test positive for COVID-19 within a 10-day period.

If a young person or staff member is admitted to hospital with COVID-19, this could indicate increased severity of illness, or a new variant of concern, and advice should be sought urgently from Public Health.

Appendix 2

**17th November 2021 - Update**

Dear Parents and Carers,

Thank you for all your support with the continuing Covid measures.  We truly know how frustrating these are!  Together, we are doing a brilliant job of minimising disruption and absences of children and staff, but it is still very tough.  We particularly appreciate your support and understanding while the Aviary Club has had to cease ad-hoc bookings.  Please note that the Aviary continues to operate normally apart from this (and the occasional change of venue due to school activities!).

The Director of Public Health in CBC has now reviewed the impact of these measures and, sadly, the **rate of infection amongst school-aged children remains very high in CBC**.  Consequently, she has asked us to **continue with the existing measures, and further strengthen these.**

**The main change is, as of today:**

**ALL HOUSEHOLD CONTACTS OF A POSITIVE CASE SHOULD BOOK A PCR TEST. THEY SHOULD THEN TAKE 7 DAYS OF LATERAL FLOW TESTS (LFT), AND ONLY ATTEND SCHOOL IF THESE LFT ARE NEGATIVE.  CHILDREN WHO ARE HOUSEHOLD CONTACTS DO NOT NEED TO SELF-ISOLATE WHILE THEY WAIT FOR THEIR PCR RESULT, BUT SHOULD HAVE A NEGATIVE LFT EACH MORNING WHILST THEY WAIT.**

Please note: prior to this, this was the advice for Year 3 and above, but it**now applies to the whole school.**

At this point, we have been allowed to continue with the few performances etc. we have said in the latest newsletter.  However, we have been warned that **these must continue to have strict Covid measures in place** and if cases rise further, they may have to be cancelled - even at the last minute.  We will do our very best to avoid any further disappointment!

Thank you again for working so closely with us.  As I said, together we are successfully keeping our community safe and at school learning. Thank you.

Please don't hesitate to contact one of the team here if you have any queries.  We do appreciate how complicated (and ever-changing) guidance is.

**1st November 2021 - update**

Dear Parents and Carers,

I hope this email finds you well and that you have had a good half term with the children.  Sadly, we know that some of your half terms have been impacted by Covid, which is increasing locally.  We wish our parents and children well if they are feeling unwell with Covid-19, and send our best wishes for a speedy recovery.

As you may well be aware, rates of infection among school-aged children and young people in Central Bedfordshire increased to very high levels locally before half-term.  As we go into the next half-term, we are being warned that the local situation remains very challenging.  Consequently, the Director of Public Health for Central Bedfordshire is **advising all schools and colleges to put in place additional temporary measures to reduce onward transmission and keep educational disruption as low as possible.**

Please find attached a letter from Vicky Head, Director of Public Health for Central Bedfordshire, outlining the additional measures which she is asking all schools to consider.

At Russell, we had been very fortunate to have very few cases before half term.  We will continue to take a 'measured' approach.  Where things are high risk, we will aim to stop or minimise them, where things are lower risk and very important to a child's effective education, we will try to continue and keep things as normal as possible, until we simply can't if the risk to health or consistent attendance becomes too high.

**Initially, these are the measures (following PHE advice) that we will need to begin from tomorrow please:**

**1) Children must stay away from school if they are unwell with Covid symptoms: temperature, new, continuous cough or loss/change in taste or smell.  Please arrange a PCR test and only return to school if it is negative.**

**2) Face covering will be reintroduced for all staff and visitors when not teaching and in all communal areas INSIDE the building.  Face coverings are NOT yet required outside unless you want to wear them, but WRENS and GREENFINCH parents, please wear a face covering (if you are able to) when you are inside the building in the morning dropping your children off. Parent volunteers, please wear face coverings when you are in school too. Thank you.**

**3) If someone in the household tests positive for Covid, the following should now be done please:**

**For children in FS/Y1/Y2 - all household members (including your child) should take a PCR test (children can still come into school while they wait for the result)**

**For children in Y3 - as above,** **all household members (including your child) should take a PCR test (children can still come into school while they wait for the result) and IN ADDITION: children should take Lateral Flow Device (LFD) tests each morning for 7 days (from the start of the first symptoms in the house or from the positive test result if there were no symptoms).  Note: anyone who has tested positive in the last 90 days does NOT need to participate in daily LFD, or take more PCR tests.**

**4) School will reduce any indoor gatherings and reduce mixing where possible.  For example, this will include greater use of virtual assemblies and fewer 'parent' events in school.**

As always, I will aim to keep you as fully informed as I can.

Please do contact us if you have any queries or questions.  We appreciate it is getting very difficult for parents as all schools are doing things slightly differently based on the advice.  If in doubt, please just give us a quick call on 01525 755664, or email: [office@russell-lower.co.uk](mailto:office@russell-lower.co.uk)

Thank you for all your on-going support.  We know that we are all very weary of this now, but Covid simply hasn't gone away yet so we must continue to work together as everyone's safety and the provision of on-going, consistent education for the children is of paramount importance. Thank you again for all your support in making these measures 'work'.  We really appreciate it.

We look forward to seeing nearly everyone back tomorrow.  We wish those of you who are poorly or self-isolating at this time all the very best.

Take good care.

**Staff update 1st November**

**from tomorrow (1/11/21)**we need to:

1) **re-introduce face coverings for all staff and visitors INSIDE the building, except when directly teaching**(as we did before basically), however, note face coverings are **not** yet needed when we are outside (unless you want to)

2) **more stringent measures if someone tests positive in the household**(see email tomorrow that you will be copied into which will go to all parents)

3) **reduce indoor gatherings and mixing where possible** - for example greater use of virtual assemblies and fewer 'parent' events in school

4) **Stay in year group 'bubbles' where at all possible such as Aviary and after school clubs**

5)Take care again to s**ocially distance where possible** and **avoid crowded areas** if possible.  Hold virtual whole team meetings where possible.

6) **Keep all the other measures going: enhanced cleaning, ventilation, handwashing, catch it, bin it, kill it, 2 x weekly lateral flow testing**

There is no requirement to stop doing really important educational support work, such as 1:1 or small group work, but just take any precautions you can.

It is hoped that by introducing some of these things again, CBC can reduce the number of cases locally again and minimise disruption to education.

**We will still be going ahead with the planned 'in person' INSET day (teachers/LSAs/Office staff), but you will all need to wear a face covering please and space out as far as possible.  As we have done before, we will review things on a 'case by case' basis weighing up 'risks' with 'educational benefits'.**

I have attached the letter that I was sent just for your information, and tomorrow I will copy you into the email and letter that will go out to parents too.  If you have any questions or queries after these have both gone out, then please do come and ask.

Thank you so much for your support - again! Together, I know that we can minimise the impact of this and keep us all as safe as possible.

Take care and see you all soon.

1. Examples for material: [050821-ventilation-guidance-for-business.pdf (hertfordshirelep.com)](https://www.hertfordshirelep.com/media/gxqbomp0/050821-ventilation-guidance-for-business.pdf); [ventilation-infographic-bbfa-6-8-21.png (1262×2245) (hertfordshirelep.com)](https://www.hertfordshirelep.com/media/2ieflndn/ventilation-infographic-bbfa-6-8-21.png); [Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm) [↑](#footnote-ref-1)