

ISP School – March reopening: Coronavirus risk assessment



RAG rate your control measures

- > Red: this measure cannot be put in place in our school
- > Amber: this measure isn't in place yet, but can be in place for the 8th March 2021
- > Green: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Ideally, the pupil will need to leave the classroom and wait for collection outside the reception, near the car park. If this is not possible (i.e. due to bad weather) the pupil can be moved to the medical room, where the window should be opened for ventilation.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p>	<p>Senior Leadership Team</p> <p>All Staff</p> <p>All Staff</p>	8 th March 2021	

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>and refuse the child if this is necessary to protect pupils and staff. The school will consider all circumstances and the latest public health advice when making this decision.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DfE's 'online attendance form daily return'). The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious. The school will ask (using a template letter from the local health protection team) these people to self-isolate for 10 days from the day they were last in close contact.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or 	<p>ISP Cleaners</p> <p>Senior Leadership</p>		<p>his/her education remotely via Class Dojo.</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> ○ Unprotected physical contact (skin-to-skin) ● Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person ● Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	Senior Leadership		
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>In the morning, taxis are organised using a one-way system, already implemented since October. Pupils will remain in the taxis until the two members from the leadership team ask them to come off the taxi and check their temperature. This process will start from the taxis further away from the school – by the sports centre. If a pupil's temperature is 37.8 degrees Celsius or above, the pupil will need to return in the taxi/vehicle and return back home to isolate, and access testing.</p> <p>A sanitising station will be available by the Moot Hall for pupils to use as they enter and exit the school site.</p> <p>Rapid testing will be taking place in the testing centre (previously known as Land Based Studies). Testing will</p>	<p>All Staff</p> <p>Deputy Head & SENCO</p> <p>Senior Leadership</p>	8th March 2021	Lateral flow test kits are now available to all ISP

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>take place on Mondays and Thursdays. Pupils will wait in the classrooms until they are called to the test centre. Walliams class will be using the Moot Hall as a waiting area on those days. Five staff have been trained as test operatives and will be supervising the tests. A social story has been shared with the pupils to set expectations and prepare them for their new morning routine. The test centre is equipped with PPE for the staff and cleaning products for sanitising the areas used by the pupils after they get tested.</p> <p>In the afternoons, to avoid pupils mixing, classrooms will be called one/two at a time.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minivans and any other services that are used only to carry pupils to school and where pupils do not mix with the general public), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Hand sanitiser is available upon boarding and/or disembarking 			<p>staff. The staff have been shown how to use them and they will be recording their results twice a week on our school signing sheet and on the NHS's online platform (Track and Trace).</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Spreading infection through contact with coronavirus on surfaces		<p>at the end of the day by the cleaners.</p> <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p>	ISP Cleaning staff (Craig)	8th March 2021	

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>outdoor air supply</p> <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied • Rearranging furniture where possible to avoid direct drafts <p>The use of the lift will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>			
Spreading infection due to excessive		All meetings will be conducted by telephone or using video conferencing. This includes meetings with staff,	All Staff	8th March 2021	

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
contact and mixing in meetings		parents/carers, visitors and governors.			
Individuals vulnerable to serious infection coming into school		<p>Staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school during this period.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable will work from home during this period. Other less vulnerable staff will be considered based on their personal circumstances.</p> <p>For staff who are otherwise at risk (e.g. BAME staff), we will consider putting specific protective measures in place, such as wearing visors and masks throughout the day, particularly when they unable to maintain social distancing.</p>	<p>All Staff</p> <p>Senior Leadership</p>	8th March 2021	<p>See Individual risk assessment</p> <p>BAME staff have been approached and discussed the current measures. Currently due to the low number of pupils and staff and the increase of space, they feel comfortable with the measures in place.</p>