

# ISP School – September 2021 – January 2022

## 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 1<sup>st</sup> December 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"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> 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>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising</li> </ul>	<p>Senior Leadership Team</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p>	6th September 2021	

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		<p>staff will wear a fluid-resistant surgical mask</p> <ul style="list-style-type: none"> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for at least 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits (PCRs) available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>If a parent or carer insists that a pupil with symptoms attends school, the school will use reasonable judgement 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</p>	<p>All Staff</p> <p>Senior Leadership</p>		<p>ISP staff will not take pupils home. Parents would have to collect or make other arrangements to collect their child.</p>

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		<p>symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>Individual positive cases will be reported using the DfE's '<a href="#">online attendance form daily return</a>'. If there is an increase of positive cases, the school will follow its Outbreak Management Plan. This will include among other things, reviewing and reinforcing rapid testing at school, hygiene and ventilation measures, whether any activities could take place outdoors, including exercise, assemblies, or classes and one-off enhanced cleaning focusing on touch points and any shared equipment. For more information, please read ISP's Coronavirus Outbreak Management Plan.</p> <p>The school will work as early as possible with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	<p>ISP Cleaners</p> <p>Senior Leadership</p>		
Contact with coronavirus when getting to and from school		<p>In the morning, 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. 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>Staff and pupils are not expected to wear masks at school. Staff, if they want, can continue wearing masks in communal areas. These can be found in reception by the signing-in sheet. A general reintroduction of face coverings for pupils, students or staff may be considered in the future for a temporary period in response to particular localised outbreaks, including variants of concern.</p> <p>At the start of the autumn term, all pupils (apart from pupils in</p>	<p>All Staff</p> <p>Senior Leadership</p>	6th September 2021	

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Self-testing		<p>KS2) will receive 2 on-site lateral flow tests, 3 to 5 days apart.</p> <p>All staff and KS3/4 pupils will continue to take 2 at-home tests per week until the end of September, when this will be reviewed.</p> <p>As before, anyone with a positive lateral flow coronavirus test should self-isolate, seek a PCR test and advice from NHS Track and Trace.</p> <p>Staff and pupils must inform the NHS of the result this can be done by telephoning 119 or online <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a>, as stated in the step-by-step guide.</p> <p><u>Staff</u> To inform ISP School via the signing-in sheet in reception.</p> <p><u>Parents/Pupils</u> To inform ISP School, by using the Microsoft Forms link below to complete the student's result. <a href="https://forms.office.com/r/dwwETy4be2">https://forms.office.com/r/dwwETy4be2</a></p> <p>The pupils' responses will then be collated by the Covid Lead and shared with the admin team and Deputy Head. If a parent doesn't submit their pupil's results, the admin team will contact the parents to offer support. If this continuous, the class teacher will contact the parents to discuss how the school can support the family (i.e. forwarding the email from NHS Track &amp; Trace instead, taking a photograph of the result on Class Dojo, testing at school etc.).</p>	<p>Senior Leadership/ Covid Leads</p> <p>All staff</p>		<p>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> <p>We advised parents to test on Wednesday and Sunday evenings, once midweek and once at the weekend in preparation for their return on a Monday. A text reminder will be sent weekly as a reminder.</p>

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Spreading infection due to touch, sneezes and coughs		<p>Hand sanitising stations will be provided. All classes and entrances will have hand sanitising stations at their entrance. Also three outdoor hand sanitising stands will be placed at key locations such as the gym equipment, the school's reception and the Food Hall.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues are available and will be emptied at the end of the day by the cleaners.</p>	All staff	6th September 2021	
Spreading infection through		Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent),	Caretaker		
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contact with coronavirus on surfaces		<p>including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Fingerprint scanners</li> <li>• Outdoor play equipment</li> </ul> <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> <p>Any resources shared between groups frequently, such as laptops/iPads will be cleaned meticulously.</p>	All Staff		
Spreading infection due to excessive contact		Bubbles will not be implemented this term but it may be considered as a measure for managing coronavirus outbreaks.	All Staff	6th September 2021	

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and mixing between pupils and staff in lessons		Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.			
Spreading infection due to contact by visitors		All visits to the site are restricted, unless they are necessary. In such cases, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival.  Rapid testing will also be mandatory for all visitors accessing building and classes. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.	Deputy Head	6th September 2021	
Spreading infection due to the school environment		Areas in use will be well ventilated by: <ul style="list-style-type: none"> <li>• Opening windows</li> <li>• Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised</li> </ul> A comfortable temperature will be maintained alongside increased ventilation by: <ul style="list-style-type: none"> <li>• Opening high level windows in preference to low level to reduce draughts</li> <li>• Providing flexibility to allow additional, suitable indoor clothing</li> <li>• 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</li> </ul>	Senior Leadership          All Staff	6th September 2021	

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		<p>opening more widely while unoccupied</p> <ul style="list-style-type: none"> <li>• Rearranging furniture where possible to avoid direct drafts</li> <li>• Utilising the carbon monoxide monitors to increase oxygen levels (Introduced in October-November 2021).</li> </ul> <p>The use of the lift will be avoided unless essential.</p> <p>Lidded bins are already 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 contact and mixing in meetings		All meetings will be conducted in well ventilated rooms.	All Staff	6th September 2021	
Individuals vulnerable to serious infection coming into school		ISP School will undertake individual risk assessments with all staff who identify as having additional risks and who have made known to the headteacher these risks by providing a letter from the GP or other organisation identifying them.	All Staff	6th September 2021	See Individual risk assessment
Transmission of virus - face coverings/masks		<p>On the 19<sup>th</sup> January 2022, the Prime Minister announced that all Plan B measures will be removed in England, with a full return to Plan A by Thursday 27 January. In education and childcare settings, this means:</p> <ul style="list-style-type: none"> <li>• From Thursday 20 January, face coverings are no longer recommended in classrooms and</li> </ul>	All Staff	19 <sup>th</sup> January 2022	



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		<p>teaching spaces for staff, and pupils and students in year 7 and above. They were introduced in classrooms at the start of the spring term as a temporary measure.</p> <ul style="list-style-type: none"> <li>From Thursday 27 January, face coverings are no longer recommended in communal areas for staff, and pupils and students in year 7 and above.</li> </ul>			