

# St Anthony's School

## Updated Autumn Term 2021: Risk Assessment

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St. Anthony's is adhering to following guidance:

- Schools coronavirus (COVID-19) operational guidance and where applicable guidance for Special Schools.  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- Public Health England and Local Authority advice

St. Anthony's is adhering to four key current systems of controls to minimize coronavirus (COVID-19) risks in the school environment:

- Ensure good hygiene for everyone.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated.
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others. Coronavirus: how to stay safe and help prevent the spread. <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED	CONTROLS IN PLACE FOR SEPT 2021	WHO
Transmission of COVID-19 in the Autumn Term	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• NHS COVID-19 Vaccination - programme has commenced throughout the UK. Staff have been encouraged to take the vaccine.</li> <li>• Pregnant staff are aware that they can get vaccinated against COVID-19 if aged 18 or over.</li> <li>• Staff to be made aware that a booster vaccine programme is expected to be rolled out from September 2021.</li> <li>• Parents to be made aware of the Autumn Term vaccine programme for 12-15 year olds. See Notes.</li> <li>• Staff, Parents/Carers are aware of the symptoms of COVID-19.</li> <li>• The school have provided Staff, Parents and Carers with an email address/contact details to report a positive LFD/PCR test to NHS track and trace and to school in and out of school hours.</li> <li>• The email address and contact details are monitored on at least a daily basis.</li> <li>• Staff/ pupils who are experiencing coronavirus (COVID-19) symptoms, will not attend the school and advised to self-isolate. Staff/Parent/Carers are advised to arrange a PCR test.</li> <li>• Staff and Parents/Carers follow the sickness absence procedure in place at the school -Staff and Pupil attendance records maintained each day.</li> <li>• All staff and pupils adhere to any instructions, advice, guidance, and site rules provided to them.</li> <li>• Staff and pupils are participating in voluntary Lateral Flow Device testing twice weekly during the autumn term. Staff will be advised to test daily if an outbreak occurs.</li> <li>• Testing will be in place for staff and pupils returning to school. This is to test asymptomatic cases. Pupils will be offered two tests initially in school when they return in September. Pupils will then be provided with testing kits so they can test twice weekly at home.</li> <li>• Staff provided with testing kits so they can test twice weekly at home.</li> </ul>	Head to share SLT risk assessment with staff

Notes:

**The booster vaccine programme**  
The JCVI has published advice on the vaccine booster programme. It recommends that “individuals who received vaccination in Phase 1 of the COVID-19 vaccination programme (priority groups 1 to 9) should be offered a third dose COVID-19 booster vaccine. In schools this includes:

- All adults aged 50 years or over
- all those aged 16 to 49 years with underlying health conditions that put them at higher risk of severe COVID-19 (as set out in the green book: COVID-19: the green book, chapter 14a - GOV.UK (www.gov.uk)), and adult carers
- adult household contacts (aged 16 or over) of immunosuppressed individuals”

Staff will be invited to book a vaccine by the NHS at least 6 months after their second dose if it is recommended for them.

**Vaccines for 12-15 year olds**  
The JCVI has published advice on the vaccine booster programme for 12-15 year olds.  
School to facilitate the NHS coming in to offer vaccines to pupils with parental consent. This will take place in the Autumn Term.

**CO2 monitors**  
We have received CO2 monitors but no guidance as yet. We will deploy these as soon as we have the guidance.

WHAT ARE THE HAZARDS?	WHO MIGHT BE AFFECTED	CONTROLS IN PLACE FOR SEPT 2021	WHO
Isolation	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>Visitors</li> </ul>	<p>From the 16th August 2021 staff or pupils are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>-They are fully vaccinated</li> <li>-They are below 18 years and 6 months</li> <li>-They have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>-They are not able to get vaccinated for medical reasons.</li> </ul> <ul style="list-style-type: none"> <li>• School will continue to follow <u>current guidance</u> regarding isolation. Regular reminders will be given about this.</li> <li>• Anyone self-isolating with symptoms will be required to access and engage with the NHS Test and Trace process.</li> </ul>	All members of the school community
Contact with someone suffering from coronavirus or displaying symptoms of COVID	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>Visitors</li> </ul>	<p><b>Displaying Symptoms:</b></p> <ul style="list-style-type: none"> <li>• If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Isolation to be in meeting room. 999 will be called if they are seriously ill or injured or their life is at risk.</li> <li>• In the event of positive cases school will let parents and staff know of class bases and transport affected.</li> </ul> <p><b>Testing:</b></p> <ul style="list-style-type: none"> <li>• Should a member of staff or pupil test positive on a LFD, they will be isolated and required to take a PCR test. Should this come back negative the member of staff can return to work</li> <li>• A positive PCR test would mean that staff member or pupil would need to isolate</li> <li>• Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test, unless they develop any new symptoms of COVID-19.</li> </ul> <p><b>In the case of a symptomatic pupil who needs to be supervised before being picked up:</b></p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <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> <li>• Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</li> <li>• If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</li> <li>• A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <u>decontamination guidance</u>.</li> </ul> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <u>local health protection team</u> and will also carry out their own rapid risk assessment to confirm who's been in close contact with the person. See notes below</p>	All members of the school community

Notes:

**To help with identifying close contacts,**

**Records will be kept of:**

- The pupils and staff in each group, transport
- Any close contact that takes place between children and staff in different groups

Close contact means:

- Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:
  - Being coughed on,
  - A face-to-face conversation,
  - 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
- Consideration be given to creating more space with seating plans in classrooms and rotas implemented if necessary to manage outbreaks.
- Whole school LFT arranged in the event of an outbreak

WHAT ARE THE HAZARDS?	WHO MIGHT BE AFFECTED	CONTROLS IN PLACE FOR SEPT 2021	WHO
COVID OUTBREAK	<ul style="list-style-type: none"><li>• Staff</li><li>• Pupils</li><li>• Contractors</li><li>• Visitors</li></ul>	<ul style="list-style-type: none"><li>• If there are 2 or more confirmed cases within 10 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. Contingency Plan in place.</li><li>• School will implement their own version of track and trace and keep parents and staff well informed.</li><li>• Reintroduction of face coverings for staff and pupils when in communal areas or moving around the school site.</li><li>• In the event of a high rate of cases, particularly amongst staff. This will impact on safety in terms of pupil numbers and may necessitate moving to a rota.</li><li>• In order to keep SLT staff on site and minimize disruption, SLT will not to all meet together when cases are high.</li><li>• Staff will be encouraged to keep to the areas they work in to avoid spreading infection across the school.</li><li>• Office staff and premises staff to work separately to avoid a whole team absence.</li></ul>	SLT

Notes:

Deep cleaning specialist equipment to be purchased in to quickly deep clean all class bases.

WHAT ARE THE HAZARDS?	WHO MIGHT BE AFFECTED	CONTROLS IN PLACE FOR SEPT 2021	WHO
Contact with coronavirus when getting to and from school	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<p>Where possible, staff and pupils will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to <u>government guidance</u>.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Try to keep their distance from pupils where possible</li> <li>• Do not work if they are displaying coronavirus symptoms</li> </ul> <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"> <li>• Hand sanitiser is available upon boarding and/or disembarking</li> <li>• There is additional cleaning of vehicles</li> <li>• Queuing and boarding is well organised and managed by school staff</li> <li>• Pupils practise distancing within vehicles in line with County Transport Guidance</li> <li>• Children over the age of 11 can choose to use face coverings if they wish.</li> </ul> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times.</li> <li>• That only one parent/carer should attend if possible</li> <li>• Not to gather at entrance gates or doors.</li> <li>• If parents/ carers come into school, they recommendation is that face coverings are worn.</li> <li>• Pupils whose choose to wear any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</li> </ul>	All members of school community. School, Local Authority Transport
<p>Notes:</p> <p><b>School Trips:</b></p> <ul style="list-style-type: none"> <li>• Educational day visits and residential trips can go ahead unless there is a COVID outbreak in school. Full and thorough risk assessments for all visits to be carried out as normal. Please refer to any public health advice, such as on hygiene and ventilation, as part of the risk assessments. Before booking your visit, speak to your visit provider to find out the level of protection available and risk assessment in place for the venue.</li> </ul>			

WHAT ARE THE HAZARDS?	WHO MIGHT BE AFFECTED	CONTROLS IN PLACE FOR SEPT 2021	WHO
Spreading infection due to touch, sneezes and coughs	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>Visitors</li> </ul>	<p><b>Handwashing / sanitising facilities will be provided and situated around the school site</b></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 hand sanitiser to cover all parts of their hands. Alcohol hand sanitiser is available in the staff room and food tech room. The rest of the school has access to non-alcohol sanitiser which is approved for use against COVID (by Wightman and Parish our school supplier).</li> <li>• Clean their hands on arrival, after breaks, 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 allocated 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> <ul style="list-style-type: none"> <li>• Lidded bins for tissues, will be emptied throughout the day.</li> </ul>	All members of school community
<p>Notes:</p> <ul style="list-style-type: none"> <li>• Additional bins, tissues, hygiene equipment has been ordered ready for September.</li> </ul>			

WHAT ARE THE HAZARDS?	WHO MIGHT BE AFFECTED	CONTROLS IN PLACE FOR SEPT 2021	WHO
<p>Spreading infection through contact with coronavirus on surfaces</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p><b>An onsite cleaner has been appointed for 2 hours a day and will regularly clean frequently touched communal surfaces using standard cleaning products (e.g. bleach, detergent), including:</b></p> <ul style="list-style-type: none"> <li>• Banisters, Bathroom facilities (including taps and flush buttons), Door and window handles , Light switches</li> <li>• Staff Room Surfaces</li> </ul> <p><b>Staff in class/ office bases during the day will be responsible for wiping down:</b></p> <ul style="list-style-type: none"> <li>• Classroom desks and tables , Light switches,</li> <li>• Teaching and learning aids/Books and games and other classroom-based resources, Hard toys</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Telephones</li> </ul> <p>Disinfectant wipes/ sanitiser will be available for</p> <ul style="list-style-type: none"> <li>• Wiping down Photocopier, Facilities in staff room, After using signing in screen</li> </ul> <p>Items that need laundering 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>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Resources, wherever possible should not be shared between groups. Any resources shared between groups, such as sports, art and science equipment, will be cleaned frequently</p> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. Unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, should not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user/ group; or</li> </ul> <p>Shared rooms, such as halls and dining areas, secondary classrooms will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <ul style="list-style-type: none"> <li>• Teachers will wash their hands and surfaces before and after handling pupils' books.</li> </ul>	<p>Premise team Teaching and Support Staff</p>

WHAT ARE THE HAZARDS?	WHO MIGHT BE AFFECTED	CONTROLS IN PLACE FOR SEPT 2021	WHO
Spreading infection due to excessive contact and mixing between pupils and staff in lessons	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Pupils no longer need to be maintained in strict bubbles.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact should be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene. PPE will be available to staff when support pupils in this way.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• When support pupils learning in class, staff should place themselves by the side of the pupil, facing the same way and this should be done for a minimum amount of time as possible.</li> </ul>	All staff and pupils
<p>Notes:</p> <ul style="list-style-type: none"> <li>• Staff are able to wear masks in class bases as are secondary pupils. Optional visors</li> </ul>			
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils no longer need to be maintained in strict bubbles. However the school will continue to maintain practices to reduce significant mixing of pupils. Pupil groups will continue to have staggered timetables, including, break and lunch times, to avoid too many pupils being in one place at the same time.</li> <li>• Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to reduce larger groups in corridors.</li> <li>• All shared rooms, will be cleaned between each use. For dining areas, if this wouldn't be possible, hot lunch will be served in the hall, packed lunches will be eaten in classrooms brought to pupils in their classrooms.</li> <li>• Toilet use will be managed to avoid crowding. Max 3 at any time</li> <li>• Staff use of staff rooms and offices will be staggered to limit occupancy. Maximum of 20 at any time. Where possible staff should continue to have breaks in class bases</li> <li>• Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. A record will be kept of all visitors.</li> <li>• All adults are recommended to wear masks in communal areas ( not mandatory)</li> <li>• Secondary Aged pupils – wear masks in communal areas and class bases if they wish. Transport masks advised if there is an outbreak.</li> </ul>	All staff and pupils
<p>Notes:</p> <ul style="list-style-type: none"> <li>• Staffroom capacity reduced to 20 people. Face Coverings will be recommended whilst moving round staff room and school.</li> <li>• Staff wherever possible remain within their departments</li> </ul>			



WHAT ARE THE HAZARDS?	WHO MIGHT BE AFFECTED	CONTROLS IN PLACE FOR SEPT 2021	WHO
Spreading infection due to the school environment	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p><u>Checks to the premises</u> will continue to be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with any limitations and changes to how the school space is being used.</p> <p>Areas/ Classrooms in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised and when a room lacks any other form of ventilation.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Staff to ensure classrooms, offices, kitchens, and corridor areas etc. are well ventilated prior to the start of the school day.</p> <p>If windows are cracked open due to poor weather, they should be opened fully during break and lunchtime periods to purge the air in classroom areas.</p> <ul style="list-style-type: none"> <li>• <a href="#">HSE guidance</a> and <a href="#">CIBSE COVID-19 guidance</a> for ventilation followed.</li> </ul> <p><u>Indoor and outdoor performances/sports events:</u></p> <ul style="list-style-type: none"> <li>• We will consult government guidance when planning indoor and outdoor performances or sports events.</li> <li>• Currently performances and both indoor and outdoor sporting competitions will go ahead unless there is a COVID outbreak in school.</li> </ul>	Premises All staff
<p>Notes:</p> <ul style="list-style-type: none"> <li>• Staff and pupils have been reminded of the expectations with regards to maintaining a safe school environment</li> <li>• We have CO2 monitors but no guidance as yet. We will deploy these as soon as we have the guidance.</li> </ul>			
Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings can now take place face to face. However if appropriate, meetings can be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. This will be reviewed monthly.</li> <li>• Meetings in school will take place in well ventilated rooms.</li> <li>• Whole school morning briefings will not take place, any messages for the day/week will be recorded on information screen in the staff room</li> <li>• Staff will receive weekly emails with any updates they need to be made aware of</li> </ul>	All staff
<p>Notes:</p> <ul style="list-style-type: none"> <li>• Staff can choose to wear masks during meetings and will be advised to do so in communal areas in the event of an outbreak.</li> </ul>			

WHAT ARE THE HAZARDS?	WHO MIGHT BE AFFECTED	CONTROLS IN PLACE FOR SEPT 2021	WHO
Individuals vulnerable to serious infection coming into school	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Government update 20/9/21 <a href="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">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</a></p> <p>The shielding programme has now <u>ended in England</u>. This means that people who were previously considered clinically extremely vulnerable (CEV) will not be advised to shield in the future or follow specific national guidance. Letter to be sent to CEV from government.</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1018931/Letter_to_patients_-_end_of_the_shielding_programme.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1018931/Letter_to_patients_-_end_of_the_shielding_programme.pdf</a></p> <ul style="list-style-type: none"> <li>• The government has ensured that all staff on the Shielded Patient List (CEV/CV) should already have been offered the COVID-19 vaccine.</li> <li>• Staff previously considered clinically extremely vulnerable (CEV) should, as a minimum, follow the same COVID-19 precautions as all other staff, but may wish to take extra precautions.</li> <li>• Staff should continue to follow any additional precautions advised by their clinician.</li> <li>• Staff who were previously shielded to be made aware that a booster vaccine programme is expected to be rolled out from September 2021.</li> <li>• Staff who were previously shielded to consult with the medical team if their Health Care Plan needs updating.</li> <li>• Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.</li> <li>• Option to wear masks and visors when teaching. Plastic gloves provided for lunch duties.</li> <li>• In line with government guidance explaining that children under 18 should no longer be considered CEV, we are now including these pupils in our regular measures for all pupils.</li> <li>• If a pupil has been advised by their clinician to isolate or reduce social contact due to the nature of their medical condition or treatment (rather than the pandemic), they should continue to follow that advice.</li> </ul>	Premises All staff
<p>Notes:</p> <ul style="list-style-type: none"> <li>• New staff to let the medical team know if they were previously shielded. Health Care Plan to be put in place.</li> </ul>			