

**WAKEFIELD INDEPENDENT SCHOOL**

**COVID-19 Risk Assessment – Updated May 2021**

**Introduction**

This risk assessment covers all Wakefield Independent School buildings and sites including Nostell, Wragby and The Rectory.

This risk assessment remains subject to changes at short notice following updates from the Department for Education (DfE) or Government.

This risk assessment has been produced using the guidance from:

Gov.Uk

Public Health England

Department for Education

When there is a National or Regional Lockdown in place across England, Wakefield Independent School will move to remote learning whilst remaining open for key worker and the most vulnerable children. The intention of the Governors is to have as many learners as possible back to face to face education whilst maintaining learners and staff safety. Numbers of learners accessing face to face learning will continue to do so as long as safety measures are effective.

The data provided by gov.uk for the local area will also influence the rate of increase in learner numbers.

**System of controls**

**Prevention**

1. **Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or those who have been advised to self-isolate by NHS test and trace do not attend school.**

**Staff or learners’ showing symptoms**

Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVD-19).

Other members of their household (including any siblings) should self-isolate for 10 days from the day after contact with the individual who tested positive.

**Self-isolation when a household member develops symptoms**

All settings should regularly remind parents/staff of the government guidance on the importance of self-isolating if anyone in the household develops symptoms. Anyone (staff/pupil) whose household member develops symptoms, should not attend school, should self-isolate for 10 days from the onset of symptoms and follow the following steps:

* Inform setting of the reason for absence i.e. household member is symptomatic
* Household member with symptoms to arrange to be tested
* If the household member’s test result is positive, 10 days’ isolation must be completed by all other household members
* If the outcome of the test results is negative, the self-isolation ends for the household members provided they have not developed symptoms during the isolation period
* If member of staff/pupil/child who is self-isolating due to a positive household member develops symptoms during the isolation period, they should arrange to be tested and self-isolate for 10 days from the onset of symptoms
1. **Where recommended, the use of face coverings in schools.**
* In education settings where learners in Year 7 and above are educated, face coverings should be worn by staff, visitors, when moving around in corridors and communal areas where social distancing is difficult to maintain. This does not apply to younger children or those who are exempt.
* For all teachers across the whole school, it may be necessary to wear face coverings in the classroom, in order to minimise risk.

We are mindful and respectful of some circumstances, noting that some people are less able to wear face coverings, and that the reasons for this may not be visible to others.

This includes (but is not limited to):

* Children under the age of 11 (Public Health England do not recommend face coverings for children under the age of 3 for health and safety reasons)
* Cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
* Speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering. However, a contingency will be available if needed due to having forgotten it or it having become soiled or unsafe.

* It is not mandatory for pupils in a Secondary School setting to wear face coverings.
1. **Clean hands thoroughly more often than usual.**

Hand washing is important in the prevention of COVID 19 and this remains true for the new variant. This should be done with soap and running water and learners should be supported to clean their hands regularly. Regular and thorough hand cleaning is going to be needed for the foreseeable future.

1. **Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.**
2. **Continue enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.**
3. **Minimise contact between individuals outside of ‘bubbles’ and maintain social distancing wherever possible.**

**Social distancing in schools:**

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19), particularly as the new variant of COVID-19 transmits more easily than other strains. This is important in all contexts and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle to apply, whatever the variant, is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining the distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:

* Children’s ability to distance
* The lay out of the school
* The feasibility of keeping distant groups separate while offering a broad curriculum (especially at secondary)

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools to date in recognition that children, especially the youngest children or those with SEND cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. Separating groups and maintaining distance are not all or nothing options and will still bring benefits even if implemented partially. Siblings may also be in different groups.

Risk assessments for specific learners are regularly reviewed to ensure they include provision for safe practice during this time and take into account the risk of coronavirus. This may include additional assessments of learners who previously were not assessed to need one. This may include the following learners:

* Learners who have not previously needed a risk assessment under the new circumstances may pose a risk (for example spitting);
* Learners who need specific care, which cannot be delivered whilst ensuring social distancing;
* Learners who may have episodes of physical aggression that may on occasion require physical intervention already have an individual risk assessment.

**Parent/visitor mixing**

* Visitors to the school will be kept to the absolute minimum and be appointment only.
* Visitors to be asked to not enter the premises, if they are showing any symptoms
* Hand sanitiser used for any visitors to site
* Visitors must wear masks in school
1. **Where necessary, wear appropriate personal protective equipment (PPE).**

**Personal Protective Equipment (PPE):**

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

* Where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms whilst at school, and only then if a distance of 2 metres cannot be maintained
* Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

PPE is available for staff including surgical masks, face shields, disposable aprons and gloves

* Staff must wear PPE during any personal care
* PPE must be worn when completing routine first aid

Staff may choose to wear PPE at other times, being mindful of the following (to be reinforced in training/induction):

* PPE is not a substitute for social distancing
* PPE is not a substitute for good hand washing routines
* Guidance of wearing PPE properly should be followed please refer to your emails or ask a senior leader in school.

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education> (updated May 2021)

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

**PPE management:**

* Training and guidance has been provided to staff via email
* Sanitary waste bins available around the school (yellow bags)
* PPE management guidance has been added to the intimate care policy for staff
1. **Always keeping occupied spaces well ventilated**

It is important to ensure it is well ventilated and a comfortable teaching environment is maintained.

This can be achieved by measures including:

* Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).
* Natural ventilation – Opening internal doors can also assist with creating a flow of air

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

* Opening high level windows in preference to low level to reduce draughts
* Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
* Providing flexibility to allow additional, suitable indoor clothing
* Rearranging furniture where possible to avoid direct drafts

Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.

**Response to any infection**

1. **Engage with the NHS Test and Trace process**

Our School will ensure they understand the NHS Test and Trace process. All school staff and learners can access the NHS Test and Trace system, used to test symptomatic people (using a ‘polymerase chain reaction (PCR) test’). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

* Book a PCR test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of small or taste. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit
* Stay at home until they have their test results
* Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) OR if asked by NHS Test and Trace
* Self-isolate if they have been in close contact with someone who tests positive for coronavirus, or if anyone in their household develops symptoms of coronavirus, or if they are required to do so having recently travelled from certain other countries.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR test. PCR tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

PCR test kits sent to schools are to be used in exceptional circumstances where an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere.

Our School need parents of learners and staff to inform us immediately of the results of any test taken and follow the guidance:

* If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.
* If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.

**NHS Covid-19 App**

If an individual with the app tests positive for coronavirus (COVID-19), the app will ask them to allow those that they have been in contact with to be alerted. If so, the app will then alert relevant individuals if they have been in close contact with a positive case. ‘Close contact’ is based on an algorithm, but generally means you’ve been within 2 metres of someone for 15 minutes or more. Staff must inform a member of SLT if they receive a notification during the day that they had been in contact with a positive case.

1. **Manage confirmed cases of coronavirus (COVID-19) amongst the school community**

Our School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Any close contacts of the positive case will be sent home to isolate for 10 days from the day after contact with the individual who tested positive. Close contacts mean:

* Direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
* Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
* Travelling in a small vehicle, like a car, with an infected person

Our School will contact the dedicated advice service introduced by Public Health England (PHE) for advice. Our School will not share the names of people with Covid 19 unless it is essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the learner or staff member who is self-isolating subsequently develops symptoms. If someone in a class bubble that has been asked to self-isolate develops symptoms themselves within the 10-days from the day after contact with the individual tested positive should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:

* If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
* If the test result is positive, they should inform Wakefield Independent School immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection
1. **Contain any outbreak by following local health protection team advice**

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class/Year group, then the whole school if necessary, in line with routine public health outbreak control practice.

**Asymptomatic Testing**

From 1st March 2021:

**\*Spread/contraction of COVID-19 due to asymptomatic Staff/Pupils**

* Lateral Flow Tests have been made available to all secondary pupils (Yr 7 to Yr11).
* As a School, we are able to offer all secondary pupils (Yr 7 to Yr11) access to 2 rapid results tests every week. This will help identify staff/pupils who are carrying the virus without displaying symptoms, reducing the risk of transmission.
* Pupils should test on a Sunday evening and a Wednesday evening.
* **If your result is positive:**

**You must record your positive test results:** [**https://www.gov.uk/report-covid19-result**](https://www.gov.uk/report-covid19-result)

**You must immediately report your positive lateral test results by 9am to the School Office.**

**You must book a PCR test via:** [**https://www.gov.uk/get-coronavirus-test or by calling 119**](https://www.gov.uk/get-coronavirus-test%20or%20by%20calling%20119)**.**

The Government announced that secondary pupils would be given access to Lateral Flow Testing as part of an attempt to return all pupils to School by week beginning 8th March 2021. Asymptomatic Testing is not mandatory.

Wakefield Independent School tested pupils on Monday 1st March, Thursday 4th March and Monday 8th March, as the Government requested all secondary pupils have three tests before returning to School.

All Secondary pupils returned on Tuesday 9th March 2021. On Wednesday 10th March 2021, all pupils in Yr 7 to Yr 11 were given guidance on how to use test kits by the Head Teacher and Members of Staff. Kits were then issued and the first home tests were used in accordance with the planned Wednesday Evening / Sunday Evening test programme. Results were emailed to the School Office by the next morning.

**Travel restrictions**

* You should try not to share a car with those outside your household or support bubble. If you need to, try to:
* Share the car with the same people each time
* Keep to small groups of people at any one time
* Open windows for ventilation
* Travel side by side or behind other people, rather than facing them, where seating arrangements allow
* Consider seating arrangements to maximise distance between people in the vehicle
* Clean your car between journeys using standard cleaning products – make sure you clean door handles and other areas that people may touch
* Ask the driver and passengers to wear a face covering

**Health and Safety Risk Assessment – COVID-19 Risk Management**

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| --- | --- | --- | --- |
| **Area of concern/risk** | **Risk rating****before****measures** | **Implemented control measures and relevant guidance** | **Risk rating****after****measures** |
| **National/local restrictions****In place** | **Very High** | * In the event of a national lockdown in place, due to the rapidly rising numbers of cases across the country and intense pressure on the NHS. It is important to reduce social contacts wherever possible. Limiting attendance is about supporting the reduction of the overall number of social contacts in our communities.
* Community case data for the local area can be found here Coronavirus in the UK (data.gov.uk).
* The new variant of COVID-19 transmits more easily than other strains therefore it is vital everyone follows the guidance set out in this risk assessment.
* Staff have a responsibility as an employee to follow the guidance of this risk assessment.
* Wakefield Independent School will utilise the disciplinary procedure if staff are putting others at risk by not following this risk assessment.
 | **Low** |
| **Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic** |  | * Parents/carers and any visitors, such as suppliers, are informed via signage and office staff not to enter the school if they are displaying any symptoms of coronavirus.
* Staff and learners should not come into school if they are showing symptoms or waiting for test results.
* Staff and learners who have the following symptoms in school to be sent home to book a PCR test:
* 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 or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal
* All staff and learners have access to testing. Asymptomatic testing has been introduced by the Government twice per week from March 2021. This is not mandatory. If they display symptoms of coronavirus, they are encouraged to get tested in this scenario. Where the learner or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the learner tests positive, the rest of their class or group within their childcare or education setting are sent home and advised to self-isolate for 10 days from last contact.
* The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.
* Staff are briefed and consulted on school procedures and how to safely manage an individual displaying symptoms.
* There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively.
* Staff are briefed on school procedures for Health and Safety with regular reminders through email and any changes are communicated this way.
* School procedures have been communicated to parents – parents will need to be contactable at all times and available to collect learners if required. Parents are responsible for taking learner to be tested before a return to school
* Staff must ensure that they follow this risk assessment and remain in their bubbles where possible.
* Staff must try to ensure they only have close contact with people in their bubble particularly as the new variant of COVID-19 transmits more easily than other strains. They should avoid close contact with anyone in a different bubble. Close contact is defined as
* Direct contacts (without PPE) – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
* Close contacts (without PPE) – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual

**Symptoms*** Staff who display symptoms will leave the premises immediately to be tested.
* Learners who display symptoms of the virus during the school day will be isolated in the designated room until collected by parents
* Two Covid-19 isolation rooms are allocated to allow for sufficient cleaning between uses.
* Once the learner has left the premises thoroughly disinfect/clean all surfaces and contact points they came into contact with including the toilet (if used).
* Parents/carers advised at collection to get the learner tested and notify school of the results.
* Staff required to assist this learner will wear full PPE including, apron, gloves, mask and visor if a distance of 2 metres cannot be maintained. This should remain a consistent member of the class bubble. (Where possible)
 | **Low** |
| **Spread/contraction of COVID-19 due to asymptomatic staff/Secondary age pupils** | **medium** | * Lateral Flow Tests are available to school staff and Secondary School Age Pupils. This is not mandatory.
* Schools are able to offer their workforce (who are on-site) access to 2 rapid results tests every week. This will help identify staff who are carrying the virus without displaying symptoms, reducing the risk of transmission.
* Staff should test on a Sunday evening and a Wednesday evening.
* If your result is positive:

**You must record your positive test results:** <https://www.gov.uk/report-covid19-result> **You must immediately report your positive lateral test results by 9am to the School Office.****You must book a PCR test via:** <https://www.gov.uk/get-coronavirus-test> or by calling 119. | **Low** |
| **Spread/contraction of COVID-19 due to incorrect use of face coverings.** | **High** | * It is vital that face coverings are worn correctly particularly as the new variant of COVID-19 transmits more easily than other strains and information has been provided to staff.
* Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on
* Face coverings should be stored safely in individual, sealable plastic bags between uses.
* Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.
* Face coverings must be worn by adults in classrooms and when moving around the site, such as in corridors and communal areas where social distancing is difficult to maintain.
* Staff should remove themselves from others if they feel they are at risk, eg people are not following social distancing guidance or not wearing a face mask in classrooms or communal areas.
* Staff should bring their own face coverings for use. A contingency will be available in the event that staff forget masks, or they are damaged.
* Learners in Year 7 and above must wear face coverings in classrooms and corridors unless they are NHS exempt or have a learning disability and would cause distress.
 | **Medium****Low** **Not mandatory**  |
| **Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:*** **Drop off and collection of learners**
* **Entry and exit to and from school**
 | **High** | **Drop off and to entry the school (morning):*** Staff to use entrance or front or back door entrance when leaving or returning to building without learners. (see allocation)
* Staff must wear face coverings in classrooms (unless NHS exempt), in the corridors and when collecting and dropping learners to the buses including in the car park area when going to and from the buses and cars
* Learners and staff to wash hands when they get to the classroom.

**Student Collection and drop-off arrangements**To ensure safe social distancing the following measures are in place:* Any learner dropped off by parents will be managed by reception staff to ensure social distancing can be maintained.
* Across the School, staggered times for year groups in operation, from Nursery to Year 11.
* Only 1 set of parents are allowed in reception.
* All staff/Secondary age pupils who cannot maintain safe social distancing will wear masks during collection and drop-off.
* Parents to wear a face mask when entering the school.

**Leaving the school (afternoon):*** Staggered approach for different groups to get to buses and cars a different time to reduce overcrowding in corridors.
* Learners are reminded and supported to wash hands before they leave the classroom.
* Staff to use front or back door entrance when leaving or returning to building without learners.
* Transition to buses – exit from the school is staggered to allow social distancing.
* Staff to wear face coverings in the corridors and when going to the bus or cars in the car park.
 | **Low** |
| **Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:*** **Classroom use/activities.**
 | **High** | * Learners are taught in class groups with minimised interaction with other class groups. Classroom sizes are reduced based on specific needs of the class.
* Learners are kept in small groups as they are not able to socially distance at all times.
* Staff to ensure they remain in their class bubbles and minimise contact with staff in other bubbles particularly as the new variant of COVID-19 transmits more easily than other strains.
* The same staff will be allocated for a period of two weeks where possible.
* Outdoor play equipment will be used in rotation.
* Learners are class based during the national lockdown periods to reduce movement around school and reduce use of shared spaces.
* Equipment is cleaned at regular intervals throughout the day.
* Classrooms with direct access to outdoor areas to ensure that they are not using the space at the same time as other classes. (where possible).
* Resources are not shared (where possible) and are cleaned at the end of the day.
* Where possible, all spaces will be well ventilated using natural ventilation (opening windows).
* Temperature checks to be completed for any learner who is suspected of being unwell or showing symptoms. Procedure above to be followed if someone does have symptoms.
* Signage to be displayed within each classroom (handwashing, respiratory hygiene)

**Ventilation*** It is important to ensure classes are well ventilated particularly as the new variant of COVID-19 transmits more easily than other strains.
* Where possible open windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).
 | **Medium** |
| **Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:*** **Dining;**
* **Moving around the school;**
* **Break time/playgrounds.**
 | **High** | **Dining (both sites)*** Learners all eat lunch in their classrooms with a return to the Dining Rooms for most year groups.
* Tables are wiped clean with appropriate disinfectant before and after lunch
* Learners to wash hands before and after eating lunch in the classroom.
* Learners (where appropriate) will prepare for lunch and clean after lunch as part of daily routines.
* For learners that require feeding staff should wear face coverings.
* 2m distance for the lunch queue
* Staff to collect lunch for learners, where appropriate or delivered by Catering Team and Mark.
* Lunch collection times are staggered to reduce the need for queues.
* Staff allocated areas for lunch breaks.
* Signage in corridors and staff lunch areas reminding of social distancing.
* Pupils will be kept in class bubbles. Some Year Groups will eat their lunch in the classroom.

**Moving around the school*** Corridors to be kept as clear as possible to enable safe movement around school enabling social distancing (where possible)
* Signage in corridors reminding of social distancing.
* Moving around the school staff to adhere to social distancing where possible and wear face masks particularly as the new variant of COVID-19 transmits more easily than other strains.
* Staff wear face coverings in corridors and when social distancing is not possible.
* Spreadsheet/rota used for tracing contacts into classes.

**Break time/playground*** Enhanced cleaning schedule in place for external areas and equipment
* Change of timetable to allow class groups to use the playground at different times (where possible)
* Outside of the school building staff to observe social distancing where possible (break/lunchtimes)
* Breaks will be staggered throughout the day for learners and staff with consistent groups to be out at the same time.
* Wet breaks will need to be taken in the classroom.

**Teacher PPA/office space/break times*** Office spaces have been reviewed to ensure social distancing with a limit on the number of people who can use each space. An additional Staff Room has been created in the Nostell Centre. Teachers are encouraged to use own laptops rather than share computers where possible. Staff should not share areas where social distancing is not possible as there are alternative spaces available to work.
* Staff will have allocated break areas with social distancing in place particularly as the new variant of COVID-19 transmits more easily than other strains.
* Additional staff bubbles have been created to ensure that the provision remains fully operational even if some staff have to self-isolate (DSL’s have been split so that they are not all sharing the same space)
* Staff to ensure they are not mixing with staff from different bubbles where possible and during break times they should ensure they are not in close contact with others and follow social distancing guidelines.
* Any meetings that take place should ensure that there is appropriate social distancing avoiding close contacts.
 | **Medium** |
| **Spread/contraction of COVID-19 due to lack of following hygiene requirements.** | **Very High** | * All those entering the school are required to wash/sanitise their hands on arrival to the site.
* Requests made to parents for learners to wear clean clothes daily.
* Hand washing stations are in place in specific areas around the school and in toilets. These will be restocked frequently throughout each week or when required.
* Signage is located near to each wash station or sink reminding people to wash their hands and how to do this effectively.
* Learners and staff to be encouraged to wash hands frequently particularly as the new variant of COVID-19 transmits more easily than other strains. Covid 19 is an easy virus to remove when it is on the skin this remains true for the new variant.
* Learners are shown and supported how to wash hands properly, for 20 seconds and regularly completed throughout the day following advice described in annex 1. Visuals in classroom to support learners.
* Help is available for learners who have trouble cleaning their hands independently.
* Staff will remind learners to use tissues and bin them once used. If tissues are not readily available exactly when needed learners are reminded to cough or sneeze into their arm where possible. (Catch it, Bin it, Kill it)
* Bins with lids provided.
* Toilets and wash stations have single use paper towel for drying hands.
* Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, certain medical procedures and in the event that someone becomes symptomatic on site.
* Frequently touched surfaces and touch points are cleaned using sanitizing chemicals. These include desks, chairs, door handles and push plates, sinks, toilets, light switches and bannisters.
* Activities are avoided which involve passing items around a class.
* Learners are regularly reminded not to touch their or other learner’s faces.
 | **Medium** |
| **Spread/contraction of COVID-19 due to lack of adequate cleaning measures.** | **Very High** | * The school has implemented additional cleaning regimes. This includes the following:
* Frequent additional cleaning of classrooms, toilets, common areas and dining halls;
* Frequent cleaning of highly/recurrently touched surfaces, such as door handles, handrails, table tops, play equipment and toys.
* Toilets will be cleaned in the morning, after lunch and at the end of the day
* When completing intimate care routines, the changing area will be cleaned after each use by staff.
* Classrooms used will be cleaned after school each day.
* Equipment used by the learners and staff will suitably be cleaned at the end of each day.
* If there has been a positive case detected the room will be deep cleaned.
* Staff will be provided with and wear PPE when required in accordance with the school’s guidance.
* Staff will clean all classroom equipment with sanitizing chemicals at the end of each day. (see cleaning checklist)
* Additional staff have been recruited to complete additional cleaning.
* Signage to be displayed in corridors and common areas (handwashing, respiratory hygiene, social distancing)
 | **Medium** |
| **Spread/contraction of COVID-19 due to lack of social distancing measures by number of people on site, including:*** **Maintenance contractors;**
* **Delivery personnel**
* **School employees**
* **Parents**
* **Specialists – external OT, SaLT, orthotics etc.**
 | **High** | * Visitors will only be permitted into the school if they have an appointment.
* Visitors will only be permitted at their designated time. There should be no more than 2 people in reception at any one time throughout the day.
* Meetings with visitors will be via video conference or phone where possible
* Delivered items will be left outside of the school building for staff to collect
* School offices have desks positioned in order to provide adequate separation to reduce contact;
* Staff allocated break spaces to be used by no more than the allocated number of staff at one time (reduced number of staff currently on site) all distanced 2m apart.
* Staff required to practice social distancing when outside of the school building.
* Learners where possible to practise social distancing from staff (appropriate to their understanding).
* Staff will be provided with and wear PPE when required in accordance with government guidance.
* If parents need to drop off items for their child, they should be left at the school main reception for staff to collect.
* Any NHS clinics to be held in the Pavilion room and to be booked by appointment.
* Specialists are able to come in for appointments with individual learners but should not mix with the rest of the class and staff will facilitate this.
 | **Low** |
| **Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:*** **Dealing with general First aid;**
* **Lack of trained first aiders;**
* **Dealing with a suspected case of Covid-19;**
* **Inappropriate handling/removal of clinical waste**
* **Intimate care procedures.**
 | **Very High** | * Qualified First Aiders are in place across the school and paediatric first aiders for Early Years provision, First aiders to wear PPE when seeing learners.

**Guidance for first aiders*** Where possible, use:
* A fluid-repellent surgical mask
* Disposable gloves
* Eye protection
* Apron or other suitable covering
* Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.
* If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern.

**After delivering any first aid*** Ensure you safely discard disposable items and clean reusable ones thoroughly
* Wash your hands thoroughly with soap and water or an alcohol-based hand sanitizer as soon as possible

**Suspected case of COVID 19*** Learners who display symptoms of the virus during the school day will be isolated in the designated room until collected by parents
* Staff who display symptoms of the virus during the school day will be sent home immediately to get tested and must remain at home until they get results.
* Two Covid-19 isolation rooms are allocated to allow for sufficient cleaning between uses.
* Staff required to assist this learner will wear full PPE including, apron, gloves, mask and visor. This should remain a consistent member of the class group. (Where possible).
* Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitizer after any contact with someone who is unwell.
* The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.

**Waste disposal measures*** When anyone is displaying symptoms of the virus it is important that staff continue to follow catch it, bin it, kill it.
* Sanitary Waste will be disposed as usual into a yellow sanitary waste bin.

**Intimate care procedures*** All staff to wear PPE when completing intimate care procedures.
* Staff to ensure that PPE is disposed of in a yellow sanitary waste bin.
* Staff must continue to follow the intimate care policy.
* PPE used for intimate care to be disposed of in yellow sanitary waste.
* Classes have been allocated specific toilets to use.
 | **Low** |
| **Role medical team on site.** |  | * Staff to not access any rooms used by the Medical team unless requested by the Medical team.
* If a learner needs a temperature check this will be completed by Medical team.
* Staff not to contact medical team for any routine medical support (bumps, sickness etc) – this will be completed by first aider where appropriate.
* A First Aider will be on site to administer daily medication this will be done within the class base.
* A First Aider will administer emergency medications e.g. Bucolam when required on individual care plans.
* Staff will follow individual care plans for medical conditions eg. Epilepsy, asthma.
* On site Medical team must be called
* In an emergency
* If a learner is having a seizure and requires emergency medication
* **Preserve life: CPR**
* Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
* Ask for help. If a portable defibrillator is available, ask for it
* Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation
* Only deliver CPR by chest compressions and use a defibrillator (if available) – **don’t** do rescue breaths (for CPR in paediatric settings
* **Prevent worsening, promote recovery: all other injuries or illnesses**
* If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms.
 |  |
| * **Dealing with a confirmed case of Covid-19;**

**Dealing with an increase in suspected cases of Covid-19;** | **Very High** | **Learners*** In the event of a confirmed positive case of Covid 19 for a learner, that learner will be required to stay at home for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of smell/taste. The 10 day period starts from the day when they first became ill.
* Staff and learners within that class group (bubble) will be sent home to isolate for 10 days from the day after contact with the positive case.
* The learner who tested positive will need to return to school in line with their class bubble (once recovered following the 10 isolation).
* Learners in that transport bubble will be told to isolate for 10 days from the day after contact with the positive case.
* Pastoral team and Class teacher/SMT to contact parents to reassure and support during periods of isolation.
* Classroom will be locked and deep cleaning will take place.
* School will inform transport that there has been a confirmed case of a learner and give details and parents of those children in the transport bubble will be contacted to advise to isolate for 10 days from the day after contact with the positive case.
* Social workers (where allocated) will be informed that the learner is isolating by pastoral team.

**Staff*** In the event of a confirmed positive case of Covid 19 for a staff member they will be required to stay at home for 10 days and provide details to track and trace if contacted.
* Staff and learners within that class group (bubble) will be sent home to isolate for 10 days.
* SMT to contact staff member to offer support and advice.

**Management of a confirmed case*** If someone tests positive, then close contacts of the case during 2 days previous to them becoming ill will be identified. This is likely to be the class bubble as social distancing measures and PPE should reduce the number of direct/close contact.
* Direct contact without PPE:
* Being coughed on
* Having face to face contact within 1 metre
* Having unprotected skin to skin physical contact
* Travel in a small vehicle with the case
* Any contact within 1 metre or 1 minute or longer without face to face contact
* Close contact without PPE:
* Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case.
* A person who has travelled in a small vehicle with someone who has tested positive
* Contacts will be asked to isolate for 10 days from last contact with positive case.
* Contacts will not need to be tested unless they develop symptoms.
* A person who wore appropriate PPE or maintained appropriate social distancing (over 2 metres) would not be classed as a contact.
* Other household members of that contact do not need to isolate and siblings are able to still attend school unless the contact subsequently develops symptoms.
* If a contact of a positive case tests negative they must still stay off school for the 10 day isolation period as they can develop the infection at any point up to day 10 (incubation period for COVID 19).
* SMT complete government checklists and report any positive cases in line with guidance.

**Staff and learners returning from abroad*** Staff and learners must self isolate if required to do so having recently travelled from certain other countries.
* Check guidance as needed Coronavirus (COVID-19): travel corridors – GOV.UK ([www.gov.uk](http://www.gov.uk))

**Covid 19 outbreak*** Coronavirus (COVID-19) outbreaks and infections are rare according to a study by Public Health England (PHE) [www.gov.uk/government/news/study-finds-very-low-numbers-of-covid-19-outbreaks-in-schools](http://www.gov.uk/government/news/study-finds-very-low-numbers-of-covid-19-outbreaks-in-schools)
* In consultation with Directors, Public Health England and Local Authority SLT will make the decision to close the school if we reach a certain threshold.
 | **Low** |
| **Lack of suitable premises management** | **High** | * the school adheres to the government guidance on managing buildings.
* Premises staff levels are maintained and suitable for the use of the building.
* The staff receive regular Health and Safety training including Covid specific measures.
* All staff are informed via email when there are any update to this risk assessment.
* Health and Safety reminders with specific Covid-19 information are sent to staff via email.
* Email reminders will be sent as and when required.
* All staff are aware of the process of reporting any health and safety concerns via the schools existing system.

In an emergency:* Notify SMT responsible for Health & Safety.
* Appropriate cleaning and premises staffing levels are in place
* Waste removal and enhanced cleaning programmes are in place particularly as the new variant of COVID-19 transmits more easily than other strains.
* Contingency in place for sudden staff absence.
 | **Low** |
| **Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.** | **Very High** | * Suitable storage and management of large containers of flammable hand sanitiser is in place
* Hand sanitisers in classrooms to be kept in a locked cupboard.
* All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately.
* Material safety data sheets are held for all chemicals and readily available to all staff.
* All cleaning chemicals are stored safely and securely in accordance with requirements
* COSHH safety training/briefing has been completed by all those managing chemicals for cleaning.
* Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.
 | **Low** |
| **Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.** | **Very High** | * Evacuation plans including the following have been reviewed and revised due to the national lockdown:
* Safe assembly of all following social distancing requirements
* Assembly points to be spaced appropriately to allow for social distancing
* Safe exit via the nearest fire exit
* Training staff of any changes to evacuation
* There will always be enough trained fire wardens on site with the ability to sweep all used areas of the school – Reserve fire wardens informed by office if needed to perform fire marshal duties

 Fire system testing and maintenance to continue as normal | **Low** |
| **School workforce – Staffing and availability** | **Very High** | **Staff who have been identified as Clinically extremely vulnerable (CEV)*** If there is a reintroduction of shielding, CEV staff are advised that they should not attend the workplace.
* Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list).
* Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible.
* New research commissioned by the Chief Medical Officer has recently enabled them to identify people who may be at increased risk of becoming seriously unwell from coronavirus. This is because of a combination of their individual characteristics and their underlying health conditions.
* People in this group will be contacted by the NHS to offer advise but people may feel that at this stage of the pandemic, when rates of infection overall are declining, the advice is not relevant to them and they can make an informed choice about whether they want to shield.
* This is advice and not the law, so people can choose what action to take whilst continuing to follow all the basic rules that we all need to observe through the pandemic.

**Staff who are clinically vulnerable*** Clinically vulnerable staff can continue to attend school.
* It is strongly recommended that clinically vulnerable staff have a risk assessment.
* While in school they should follow the school risk assessment to minimise the risks of transmission.
* If you are clinically vulnerable, you could be at higher risk of severe illness from coronavirus. You:
* Should ideally maintain 2 metre distance from adults, and where this is not possible avoid close face to face contact and **minimise** time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.
* Should be especially careful to follow the rules and minimise your contacts with others. Ensure you are careful about remaining in your class bubble and reduce contacts with people outside your bubble.
* Should continue to wash your hands carefully and more frequently than usual and maintain through cleaning of frequently touched areas in your classroom.
* Will be expected to stay in your class bubble.

**Staff who are pregnant*** Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the above advice, which applies to all staff in schools.
* All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their workspace, and follow the measures set out in the risk assessment to minimise the risks of transmission.
* Government guidance states that pregnant women from **28 weeks’** gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19).
* This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19).
* On this basis, pregnant women with underlying health conditions will be asked to work from home; this is also the case for pregnant women who are 28 weeks pregnant.

All staff* Staff must follow the absence procedure if they are not able to come to work.
* Staff must inform the office if they are unwell, if they test positive, or need to isolate when they are not on the rota for face to face work.
* To ensure safe operative practices during the time the school is open, staffing may be asked to operate on a rota system, during lockdown. Any staff can be called in at any time under contractual hours as needed.
* Lunch time supervisors will be on a rota.
* DSL is always available during school hours. Staff have been provided with contact details to make a CASS referral outside of school hours if needed.
* Our school population at all levels has members of BAME and our main risk assessment has been designed with this in mind.
* Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly.
 | **Medium** |
| **Clinically extremely vulnerable children****Please see vulnerable children and key worker children attachment** | **Very High** | * If there is a reintroduction of shielding, some learners that are clinically extremely vulnerable have been advised not to attend school.
* Some learners may not be able to attend because:
* they are self-isolating or because they are a close contact of someone who has coronavirus (COVID-19)
* some learners may generally remain under the care of a specialist health professional may need to discuss their care with their health professional at their next planned clinical appointment – more advice is available from the Royal College of Paediatrics and Child Health
* Learners who are not able to attend because they are complying with clinical or public health advice will access home learning.
 |  |
| **Staff and learner welfare, including parents** | **Very High** | **Staff*** Wellbeing support for all staff is in place and information i.e. counselling services and educational psychologist and mental health support from SAS.
* Staff are up to date on other related guidance and support in relation to learners such as stress and wellbeing including:
* https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental -health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak
* Risk assessment is shared with all staff so they are aware of procedures and risk management.

**Learners and parents*** As part of the overall communication strategy parents are kept up to date with information, guidance and the school’s expectations using a range of communication tools.
* Risk assessment is shared with parents so they are aware of procedures and risk management via the website.
* Advice is made available to parents on arrangements for testing for COVID-19 in line with the latest guidance.
* Key messages in line with government guidance are reinforced to ensure parents understand their responsibilities should their child show symptoms.

**Welfare checks*** Phone call support if needed for parents who may be worried about learners.
* Welfare phone calls will take place for all learners not accessing face to face provision by the pastoral and SMT team.
* Safe and well check phone calls daily for those who do not attend and were expected.
* Wellbeing support for those learners that require additional support is provided by the pastoral team.
* Key information for parents on our website around safeguarding, health and safety, multi-agency support etc.
* There is a link on the School website for support available from external agencies within the community for families to access.
 | **Medium** |
| **Curriculum – remote learning** | **High** | * Wakefield Independent School has created an annex which is part of the existing safeguarding policy called remote learning and safeguarding.
* During Autumn term gaps in learning were identified with a focus on re-establishing routines and structures, maintenance of skill and teaching new skills.
* There will be no offsite visits during Spring term due to the national lockdown.
* There will be no mixing of class bubbles.
* Resources will not be shared between classrooms.
* Swimming is currently not available and this will be reviewed after the national restrictions have ended.
* Creative Arts (Music) will be taught in the classroom with their class bubble and instruments will not be shared. Any background or accompanying music to levels which do not encourage staff or learners to raise their voices unduly.
* Remote learning was in place for the Spring Term for those learners not attending face to face school provision. It will be again, should the need arise.
* Live lessons will be taught to some classes as appropriate.
* All tasks set will link to the taught curriculum at Wakefield Independent School, with additional tasks set to promote learners physical health and wellbeing.
* Class teachers will make contact with families to explain the tasks set and to ascertain feedback after completion of these tasks in order to inform next steps for learners.
* Methods of contact will either be made over a telephone call or Zoom/Seesaw.
* Statutory key stage 1 and key stage 2 tests and teacher assessments for eligible primary learners are cancelled in line with current government guidance.
* In the event that face to face training is needed for small groups social distancing will be adhered to (2m apart) and face masks will need to be worn.
 | **Medium** |
| **School closure due to COVID 19** |  | COVID cases* Schools must use the Public Health checklist. Advice will be provided to schools about managing the case(s) and isolating pupils.
* Where Public Health have advised full school closure due to infection risk, the schools will notify Wakefield Education Authority confirming that the closure is on Public Health advice.
* Any school closure would be the decision of the Governors following external advice and guidance.
* Outbreak – school could be closed due to an outbreak following PHE guidance. LA and parents would be informed.
* Staffing – school could be closed if there are not enough staff to enable the provision to run safely. LA and parents would be informed.
 |  |

Appendix 1

Wakefield Independent School follows all Government Guidelines relating to Education and Covid 19 including:

1. Gov. UK: ‘What parents and carers need to know about early years providers, schools and colleges during Covid-19.’

(Updated 12th May 2021)

1. DfE: ‘Schools coronavirus (COVID-19) operational guidance.

(May 2021)

1. DfE: ‘Evidence Summary: COVID-19 – children, young people and education settings.’

(22nd February 2021)

Updated: Friday 5th March 2021

Appendix 2 March 8th 2021

Staying Safe in School (following Government Guidelines)

Secondary pupils should wear a face covering in school where social distancing cannot be maintained, including in classrooms from March 8th. Young people with a medical exemption are excluded from this requirement.

Rapid asymptomatic testing is provided for all pupils attending secondary school from the week of 8th March 2021. This will help to prevent the spread of the virus by helping to quickly identify cases of coronavirus in pupils or staff not showing any symptoms.

Rapid asymptomatic testing is not a replacement for infection prevention and measures schools, pupils and their households must continue to follow.

Remember: Hands – Face – Space.

It is not mandatory.

Updated: Thursday 13th May 2021

Appendix 3

Update: as from Monday 17th May 2021.

Gavin Williamson:

‘Pupils will no longer be advised to wear face coverings in schools and colleges from 17th May 2021, as infection rates decrease and the vaccination roll-out covers most adults.

All other protective measures such as ‘bubbles,’ extra hygiene and social distancing will remain in place.’

As from Monday 17th May 2021, the wearing of face coverings for pupils of Secondary School age will not be mandatory at Wakefield Independent School.

Rapid asymptomatic testing will remain in place for all Secondary School age pupils and Staff, twice weekly.

Again, this is not mandatory.