

The De Montfort School COVID-19 Risk Assessment

Location / Site	Insert location and site where activity taking place
The De Montfort School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Reopening September 2021	
Assessment date	Insert date when assessment is being carried out
<p>13/07/2020 – to be updated regularly until re-opening</p> <p>06/01/2021 – Updated due to reopening of school and the increased risk of the new strain of COVID-19 with greater transmission potential</p> <p>25/02/2021 – Updated due to full reopening of the school from 08/02/2021</p> <p>17/05/2021 – Updated due to students no longer required to wear facemasks in classrooms or communal areas</p> <p>07/06/2021 – General updates due to changes after the Year 11 and 13 students are no longer in school</p> <p>05/08/2021 – Updated due to changes in guidance on 19/07/2021 for school reopening in September 2021</p> <p>11/09/2021 – Updated due to changes in new guidance regarding outbreak classification</p> <p>26/09/2021 – Updated due to guidance from the LORT about classroom ventilation</p> <p>12/10/2021 – Updated in line with guidance issues on 11/10/21</p>	
Assessment serial number	Insert local serial/identification number for future reference
Version 9	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Background

This document has been developed for education settings in Worcestershire and has drawn upon a range of examples from other local areas in the West Midlands and further afield along with including Worcestershire context and design. This document takes into account relevant advice taken from Liberata, ASCL, Worcestershire Children Services, Public Health England, NEU and the Department for Education.

Principles

The Worcestershire Education Incident Planning Group for COVID-19 have agreed a set of basic principles some of which have been in place throughout this COVID response period and some relate to the basis of working towards recovery.

- The highest priority and consideration is the safety and wellbeing of Worcestershire children, young people, families and staff

- Reducing the risk of infection and following PHE/DFE guidance is key to any risk assessment and related actions
- We want to support a sustainable and progressive approach to reopening
- Increasing the attendance for vulnerable children along with children of critical workers will continue to be a priority
- An inclusive and therapeutic approach to reintegration will be taken, and particularly for those children and young people who may find a return to school or setting challenging
- Schools and settings will work with partners to support children and their families, for example health services, Here2Help and social care
- We will continue to reflect, assess, learn and share with our schools, settings and from other examples

School opening framework

Rationale:

As the country moves to Step 4 of the roadmap, the government continues to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Following the changes to the government response to the COVID-19 pandemic the priority is for schools to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

Contingency planning

The DFE contingency planning document was updated on the 25/6/21. The full document can be found [here](#)

General guidance links are below:

Public health England

<https://www.gov.uk/government/organisations/public-health-england>

NHS:

<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms>

Government advice:

<https://www.gov.uk/coronavirus>

DfE Guidance

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

COVID management plan

Rationale:

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

The guidance from the DfE is for all students in all year groups to return to school on 3rd September.

Management guidance

As per the Government guidance, Covid restrictions in education settings will end from 19th July 2021. This means for all students under 18, social distancing will no longer be necessary, school start and finish times will not need to be staggered, face coverings will not be necessary, and students will not need to be in "bubble" groups. Students will also no longer need to self-isolate for contacts of a positive case. Students will only need to self-isolate if they test positive. NHS test and trace will carry out all contact tracing. The lifting of Covid restrictions in schools is in line with the general removal of restrictions for England, outlined in 'Step 4' of the government's roadmap out of lockdown.

- We will continue to ensure good hygiene for everyone by:
 - Continuing to ensure that pupils clean their hands regularly
 - Promoting 'catch it, bin it, kill it'
- Maintain appropriate cleaning regimes by:
 - Continuing the daily 'touch point' cleaning rota
 - Continuing to use the correct cleaning equipment and products outlined in the PHE guidance.
- Keep occupied spaces well ventilated by:
 - Ensuring all windows and doors are left open (continuing to allow students to wear outdoor clothes inside during colder months)
 - Avoiding large group gatherings for long periods of time (over 20mins), in rooms where ventilation is restricted
- Follow public health advice on testing, self-isolating and managing confirmed cases.
- In September, all students and members of staff will be tested twice, in school, using LFD tests. One test will be conducted prior to the students' return to school, the other during their first week back at school
- Staff and students with a positive LFD test will self-isolate and take a PCR test. If the PCR test is positive the student will self-isolate as per the NHS guidance. If the PCR test is negative and the test has been taken within 2 days of the positive LFD, the student can return to school as long as they are fit to do so.
- All students and staff will take twice weekly LFD tests. Staff and students with a positive LFD test will self-isolate and take a PCR test.
- Students who are identified as a close contact by NHS Test and Trace will take a PCR test and continue to go to school while they wait for their result.
- In response to potential outbreaks, following guidance from the LORT additional testing may be advised. Students identified as a close contact, may be asked to take daily LFDs, while they wait for their PCR result. In this scenario, they should continue to attend school as long as their LFD results remain negative.
- Continue to centrally store seating plans to potentially assist with the NHS contact tracing.

Outbreak management (contingency) plan school arrangements:

The local death and infection rates may rise leading to the school implementing further restrictions. The DfE have stated that the contingency framework outlined in a given area will be made by ministers within the Department for Education (DfE). The DfE will work with other government departments, the Chief Medical Officer, the Joint Biosecurity Centre (JBC), Public Health England (PHE) and relevant local authorities to ensure the decision is informed by the available evidence, via the existing mechanisms for decision-making about local restrictions (with which local authorities and directors of public health already engage).

Depending on the scientific and public health advice, DfE may call for a tightening or easing of restrictions to education and childcare locally or regionally. The guiding principle for decision making should be that any

restrictions to attendance are kept to a minimum. The maximum possible number of children and young people should be allowed to attend education and childcare settings, in line with public health advice at the time. In all circumstances, priority will continue to be given to vulnerable children and young people and children of critical workers to attend full time. Further guidance can be found [here](#). The school will seek advice from Worcestershire Local Outbreak Response Team and public health given the following thresholds:

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

The plans for 'stepping up' restrictions are outlined as follows:

Step 1 (School open as normal)

- All students and member of staff expected to attend school.
- Ensure good hygiene for everyone
- Maintaining cleaning regimes
- Ventilated spaces
- Twice weekly Lateral Flow testing for students and staff

Step 2 (school cohorts)

- All students and member of staff expected to attend school.
- Clinically extremely vulnerable staff and students should follow national guidance regarding formal shielding measures in place at the time.
- Staff expected to attend school unless directed otherwise
- Students directed back into school cohort groups
 - Year 6: Humanities ground floor
 - Year 7: Languages ground floor
 - Year 8: Humanities first floor
 - Year 9: Science block
 - Year 10: Languages first floor
 - Year 11: Maths and Performing Arts area
 - Year 12/13: Sixth form block
- Face coverings advised in public areas and/or classrooms in line with government guidance
- Restrictions on educational visits and extra-curricular opportunities.
- Restrictions on visitors to school.
- Increased frequency of testing, if recommended.

Step 3 (Partial school closures)

- Clinically extremely vulnerable staff and students should follow national guidance regarding formal shielding measures in place at the time.
- Staff expected to attend school unless directed otherwise
- Students in Years 10, 11, 12 and 13 to attend school but are restricted to the bubble group and teaching zone.
- Students in Years 7 to 9 will stay at home accessing work virtually. Virtual learning will be a blend of asynchronous learning (narrated PowerPoints) and live lessons via Google Classroom.
- Vulnerable students and children of critical workers (VCW) will be permitted to attend and be in the following rooms:
 - Year 6: HG6
 - Year 7: LG1
 - Year 8: HU6
 - Year 9: SG2
- Review of safeguarding protocols and reinstatement of regular phone calls home to check welfare and curriculum access for those accessing remote learning
- SEN students accessing remote learning to receive 1:1 or small group virtual AA support in line with SEN allocation
- Virtual tutor sessions via Google Meet to provide daily face-to-face communication and an opportunity for feedback for those accessing remote learning

Step 4 (School closure)

- Clinically extremely vulnerable staff and students should follow national guidance regarding formal shielding measures in place at the time.
- Staff expected to work at home, unless directed otherwise (for example to support the VCW groups)

- All students will stay at home accessing work virtually. Virtual learning will be a blend of asynchronous learning (narrated powerpoints) and live lessons via Google Classroom.
- Vulnerable students and children of critical workers (VCW) will be permitted to attend and be in the following rooms:
 - Year 6 VCW: HG6
 - Year 7 VCW: LG1
 - Year 8 VCW: DU1
 - Year 9 VCW: SG2
 - Year 10 VCW: LU8
 - Year 11 VCW: DU3
 - Year 12/13 VCW: PS4
- Reinstate the regular phone calls home to check welfare and curriculum access for those accessing remote learning
- SEN students accessing remote learning to receive 1:1 or small group virtual AA support in line with SEN allocation
- Virtual tutor sessions via Google Meet to provide daily face-to-face communication and an opportunity for students to feedback for those accessing remote learning

Risk Assessment

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact with someone suffering from COVID-19			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Visitors will be encouraged to use virtual meetings whenever possible. If this is not possible, visitors should report to reception, entering from the main entrance, wear a face mask at all times whilst on the school site, sanitise on arrival/exit and meet, wherever possible, in the main building reducing the need to travel across the school site. Risk assessments, where they have one, should be provided in advance of their visit. 2. If contractors need to visit the school, this will be encouraged when there are no students on site. If this is not possible visitors/contractors will be encouraged to maintain social distance from staff and students at the school. 3. Staff, students and visitors will be asked not come into school if they or anyone that they are living with are experiencing symptoms for COVID-19 and to follow the national self-isolation or testing guidelines. Following a positive LFT result, staff and students should take a confirmatory PCR test within two days. Whilst they await the PCR test results, they should continue to self-isolate. If the PCR test is negative this will override the LFT and they can return to school as long as they are showing no symptoms of COVID-19. 4. If a symptomatic person comes into school they will be sent home immediately and asked to follow national guidance for self-isolating. If they cannot leave the school site immediately they will be isolated from other members of the school community until they can be collected. 5. If a symptomatic person requires first aid: <ol style="list-style-type: none"> a. As much as possible a 2M distance will be maintained b. The member of staff supporting will wear appropriate PPE, including face mask, gloves, apron and eye protection c. Supporting members of staff will wash their hand for at least 20 seconds immediately after providing first aid 6. NHS test and trace will identify close contacts when a case is confirmed. Students under the age of 18 will not be required to self-isolate if they are identified as a close contact. Instead NHS test and trace will advise them to take a PCR test. They should self-isolate whilst they await the results, if the student is negative they can return to school. 7. Students over the age of 18 years and 4 months and staff will not need to isolate if they are identified as a close contact and have been fully vaccinated with two doses. If students over the age of 18 years and 4 months or staff have not been fully vaccinated they will need to follow the self-isolation guidance. 			

8. Initial testing of students in Years 7 and above attending the school setting will be introduced following all government guidance.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Spreading infection due to contact and mixing between students and staff in classrooms			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Following government advise students will not be placed in year group bubbles. If instructed it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups as detailed in the COVID management plan. Staff, students and visitors are not required to wear a face covering in classrooms or communal areas. They can choose to wear a face covering if they choose to do so. It may be necessary, following advice to temporarily introduce face coverings in classrooms and communal areas for staff, students and visitors. Classrooms will be well ventilated, with all doors propped open and windows open, providing the greatest opportunity for constant renewal of the air. A full audit of classrooms has been conducted. Staff and students will be reminded about the importance of ventilation on a regular basis. The use of ventilation will be balanced to maintain a comfortable temperature. All seating will be facing forward to reduce transmission. Students are asked to bring their own hand sanitiser and sanitiser is available outside all teaching rooms. Students are reminded to use the sanitiser on entrance and exit of the teaching rooms. Students will be encouraged to sanitise their hands at the start and end of each lesson. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Spreading infection due to touch, and poor hygiene control			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Toilets are cleaned on an enhanced basis. Toilet entrance doors where possible will be propped open to prevent the necessity to touch the door. Enhanced cleaning is in place to cover touch points across the school. 			

<ol style="list-style-type: none"> 3. Staff to remind the children that they will need to wash their hands, students will sanitize their hands on their return to the classroom 4. Extra signs will be placed in toilet areas, regarding the washing of hands 5. Supplies of soap and sanitizer are checked to ensure that it is available at all times in the toilet areas 6. Hand sanitiser will be available in all classrooms and Hand sanitising will be an integral part of the routine into and out of classrooms 7. All toilet facilities have hand driers and these are checked on a regular basis 8. All students, staff and visitors will be encouraged and reminded to: <ol style="list-style-type: none"> a. not to touch their mouth, eyes and nose b. use a tissue or elbow to cough or sneeze, and use bins for tissue waste 9. Teaching areas have an enhanced cleaning schedule during the day with particular focus on touch points 10. Doors will be open to avoid students and members of staff touching door handles. 11. Members of staff have access to a keyboard cover for their own personal use in school. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Spreading infection due to transport to and from school			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Where possible, everyone will be encouraged to walk, cycle or use private transport and not use public transport. 2. If public transport is used, students will be encouraged to wear a face-covering and hand sanitise on entrance and exit of the transport. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Spreading infection due to contact and mixing between students and staff whilst moving around the school site			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students will continue to enter the school through a dedicated entrance to support the controlled entrance of the students at the start of the day. Once they have entered the school, students will wait in a single year group area. 			

<ol style="list-style-type: none"> Parents will be asked not to drop/collect unless absolutely necessary to avoid congestion at the school gates. SLT and senior middle leaders will be on duty to supervise entry and exit each day. Staff collect children from zones in Years 6 to 9 to take to lessons to reduce congestion at any time. Students line up against their class codes to keep classes apart as far as possible even within year groupings Windows and doors will be open as much as possible to ensure that rooms and communal areas continue to be well ventilated. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Spreading infection due to contact and mixing between students and staff during social times and lunch			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> There is an allocated break/lunch area/zone for each year group and a split lunch is in operation. There will be limited mixing of year groups during break and lunch. The children are encouraged to go outdoors where possible. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Spreading infection due to the school environment			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Checks to the premises will be done to make sure the school is following all health and safety advice on a regular basis. Fire evacuation procedures have been modified to take account of the current arrangements in school A dedicated first aid area has been arranged that allows to separation of students who have suspected symptoms of COVID-19 allowing them to be isolated from others. Students will be monitored when they are in the isolation area. Areas of the school are well ventilated. Enhanced cleaning processes are in place across the school. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Student welfare issues			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Regular contact and support will be provided for students previously identified as CEV and their families. 2. Student mental health and welfare is a high consideration. Students will have access to their Tutor, Head of Learning, and SIT on a daily basis. 3. Students also have access to support from the school counsellor or a member of the Safeguarding Team for further support. 4. A support network and resources will be used when required. 5. Close contact with parents will continue as required. 6. Well-being and activities to alleviate anxiety, will continue to be delivered to support well-being. 7. The level of need will be reviewed daily in the first week and then regularly after that point. 8. If a student is required to self-isolate, the school will provide remote learning via Google Classroom to enable continuation of learning. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Staff welfare issues			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. There will be regular communication during the planning phase to ensure all staff feel that protective measures are in place. 2. Risk assessment will be shared with staff to enable input into hazard identification and control measures. 3. Staff will be reminded about the EAP. 4. Staff will be supported by SLT and provided with support from outside agencies if required 5. Staff will be clear that they have the right at any time to speak to the Head/member of SLT to highlight any concerns that they have. 6. Members of staff have access to a keyboard cover as they may be moving around the school site. 7. Staff can wear face coverings in busy areas should they want to. 8. Absence for vaccinations to be continued to be authorised. 9. Risk assessment will be reviewed on a regular basis. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Individuals vulnerable to serious infection			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> Clinically extremely vulnerable, clinically vulnerable and BAME individuals will follow the guidance for all members of staff as a minimum. These members of staff will also be encouraged to think carefully about the additional precautions they can continue to take. More information can be found here. Pregnant members of staff over 28 weeks cannot work on site and will need to work from home 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE