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Prospect
School

Prospect School Risk Assessment – National Lockdown/Partial Closure January 2021

Completed by Mary Morris 8.1.21

Hazard	controls previously in place	changes for your skeleton school during national lockdown (listed here and included in previous column)	Person(s) responsible	when the controls need to be in place by	additional notes
<p>Contact with someone suffering from coronavirus</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be advised to do so for at least 10 days from the onset of symptoms, and to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Students will wait in C15 – see this guidance.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask 	<p>In-school testing: if consent is not given for a secondary-age student to participate in asymptomatic testing and the student is considered a 'close-contact' of a positive case, the student will need to self-isolate</p> <p>Dealing with a coronavirus outbreak:</p> <p>If students test positive with a Lateral Flow test, they will be given a PCR test and asked to self-isolate in accordance with national guidance. If two or more students in school test positive we will refer to PHE South East for further guidance. All students who have been in 'close contact'</p>	<p>MMY/MPR</p>	<p>7.1.20</p>	<p>Mass testing up and running and in place for all staff to be tested on a weekly basis/students as necessary/daily as necessary.</p>

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	<ul style="list-style-type: none"> If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or The driver and passenger will maintain a distance of 2 metres from each other; or 	will be tested daily for 7 days.			

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	<ul style="list-style-type: none"> The driver will use PPE (the same PPE as when supervising a symptomatic student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DfE's 'online attendance form daily return'). The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate for 10 days from the day they were last in</p>				

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	<p>close contact or to take a daily lateral flow coronavirus test each morning for 7 school days, if consent is provided. If consent is not given, the student will need to self-isolate. If the test is positive, we will follow the same steps (laid out above) as if that student/staff member were displaying symptoms, including asking them to take a standard coronavirus test at home. If the test is negative, we will ask them to continue taking daily lateral flow tests for the remainder of the 7 days. They can attend school as long as they continue to test negative.</p> <p>At the start of spring term 2021:</p> <p>We will ask all staff and students to take a lateral flow test. Staff will be tested once a week on an ongoing basis.</p> <p>If the test is positive, we will follow the same steps (laid out above) as if that student/staff member were displaying symptoms, including asking them to take a standard coronavirus test at home.</p> <p>If the test is negative, we will ask students to take another lateral flow test between 3 and 5 days later. If</p>				

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	<p>this second test is positive, we will ask them to do as above.</p> <p>To help with identifying staff's and students' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> • The students and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) ○ The above applies whether a face mask is worn or not 				

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	<ul style="list-style-type: none"> Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes in total throughout the day) with an infected person Travelling in a small car with an infected person 				
Contact with coronavirus when getting to and from school	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Staff will be encouraged to use their own car where possible, or walk or cycle.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>During national lockdown: Everyone will be asked to keep on or put on a face covering when arriving at school and moving to their classroom or office, unless they're exempt from wearing one. Everyone will also be asked to wear a face covering whenever they're moving around indoors in places where social distancing is difficult to maintain, such as in corridors.</p>	<ul style="list-style-type: none"> Dedicated school transport – these transport services will continue to be provided and operated at sufficient levels of capacity to allow for distancing for the fewer students attending school Face coverings – in secondary schools, the advice for tiers 2/3/4 remains in place for the national lockdown. Staff 	MPR/MMY	5.1.21	Plan for vulnerable and critical worker students in place. All families spoken to individually.

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	<p>Once they've arrived at their destination they can take their covering off.</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in. If they're using disposable face coverings, these will be put in a covered bin. They'll also be asked to wash their hands after removing the covering.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear.</p>	<p>and students will be expected to wear face masks when unable to socially distance (less than 2 metres)</p>			
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities will be provided, either soap and water in washrooms and hand sanitiser in all classrooms/offices in use.</p> <p>Everyone in school will:</p> <p>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines.</p>		<p>MPR/JAS</p>	<p>4.1.21</p>	<p>Students/staff given clear guidance about good hygiene practices when on the school site.</p>

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	<p>or use alcohol-based hand sanitiser to cover all parts of their hands</p> <p>Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</p> <p>Be encouraged not to touch their mouth, eyes and nose</p> <p>Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</p> <p>Students 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 students who have trouble cleaning their hands independently. Skin-friendly cleaning wipes can be used as an alternative..</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>				

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	Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.				
Spreading infection through contact with coronavirus on surfaces	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> Banisters Classroom desks and tables Bathroom facilities (including taps and flush buttons) Door and window handles Furniture Light switches Reception desks Teaching and learning aids Books and games and other classroom-based resources 		CBR/JAS	4.1.21	Regular cleaning protocols in place; cleaners have been given new guidance to follow to ensure that all cleaning practices are COVID Secure.

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	<p>Computer equipment (including keyboards and mouse)</p> <p>Sports equipment</p> <p>Hard toys</p> <p>Telephones</p> <p>Fingerprint scanners</p> <p>Outdoor play equipment</p> <p>Students 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 students will be cleaned thoroughly at the end of the day. Explain which areas these will be and establish with cleaning staff if this will be possible.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p>				

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	<p>Shared rooms, such as halls and dining areas, 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, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p>				
Spreading infection due to excessive contact and mixing between students and staff in lessons	<p>Where students are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this. Students will use the same computer every day.</p> <p>During national lockdown: If we don't have enough staff to implement the necessary protective measures</p>	<ul style="list-style-type: none"> • Student groups – for vulnerable and CW students we will keep small consistent groups and limiting interaction between those groups and individuals, as far as possible. 	MMY/MPR	6.1.21	<p>Staff have been advised to limit coming into school wherever possible; core team supporting vulnerable/CW.</p> <p>Reduced numbers on site.</p>

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	<p>around groups, we will speak to the local health protection team for advice. If we are told we need to temporarily stop on-site provision, we will inform our LA and discuss alternative arrangements for vulnerable children and children of critical workers.</p>	<ul style="list-style-type: none"> ○ Maximise the spacing between students and between staff and other people ○ Limit the sharing of rooms and shared spaces between groups 			
<p>Spreading infection due to excessive contact and mixing between students and</p>	<p>Staff will be advised to work from home wherever possible in order to minimise and reduce transmission of the virus.</p> <p>Students will be kept in the same groups at all times each day, and be kept separate from other groups. Note: this doesn't have to be an 'all-or-nothing' approach – it'll still bring benefits if you implement it</p>	<ul style="list-style-type: none"> • Free school meals (FSM)/collection of devices <ul style="list-style-type: none"> ○ Staggered pick-up times 	<p>MMY</p>	<p>5.1.21</p>	<p>Staff have been advised to limit coming into school wherever possible; core team supporting vulnerable/CW.</p>

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<p>staff around and outside of the school</p>	<p>partially (for example you might feel some mixing will be necessary, such as for specialist teaching).</p> <p>Everyone will be asked to wear face coverings when moving around the school, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For students who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these students safe.</p> <p>Students will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>During national lockdown: FSM packages and distribution of devices will take place from reception. The receptionist will remain behind the screened desk</p>	<ul style="list-style-type: none"> ○ Marking out spots to queue ○ Only allowing one parent/carer to attend <p>Educational visits – these should not take place</p>			<p>Reduced numbers on site.</p>

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	<p>whilst the parent/carer is in the reception area collecting food/devices</p> <p>During national lockdown: educational visits will not take place.</p>				
Spreading infection due to the school environment	<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long 	<p>Fire safety and drills – you'll need to check:</p> <ul style="list-style-type: none"> All fire doors are operational at all times Your fire alarm system and emergency lights have been tested and are fully operational 	MPR/JAS	5.1.21	Reduced numbers on site; all checks completed and in place.

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	<p>as they are within a single room and supplemented by an outdoor air supply</p> <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied 	<p>Carry out emergency drills as normal – make any necessary adjustments to your fire drill to allow for social distancing</p>			

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	<ul style="list-style-type: none"> Rearranging furniture where possible to avoid direct drafts <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>				
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing.</p>	All staff should work from wherever possible in order to minimise and reduce transmission in the wider community.	DJL	6.1.21	All staff have been advised to work from home wherever possible. Mass testing in place for those who are required in work.
Individuals vulnerable to serious infection	During national lockdown: Staff who have received a shielding letter or been advised to stay at home by	All staff should work from wherever possible in order to minimise and	MMY	6.1.21	All staff have been advised to work from home wherever possible. Mass

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coming into school	<p>their GP/clinician will not come into school, and instead will work from home if they can.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will:</p> <ul style="list-style-type: none"> ○ Where possible, maintain 2-metre distance from others ○ Avoid close face-to-face contact and minimise time spent within 1 metre of others <p>Staff that live with someone who's extremely clinically vulnerable or clinically vulnerable will come into school if they can't work from home and will follow good prevention practices.</p> <p>Staff who are pregnant will work from home where possible. If home working isn't possible, we will follow the guidance for pregnant staff in all tiers (below).</p>	<p>reduce transmission in the wider community.</p> <p>Clinically extremely vulnerable staff – staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school, and instead will work from home if they can (same as previous tier 4 guidance)</p> <p>Clinically vulnerable staff – can come into school, if they can't work from home. If in school, they should:</p> <ul style="list-style-type: none"> ○ Where possible, maintain 2-metre 			<p>testing in place for those who are required in work.</p> <p>Risk assessments updated where necessary for those staff in these categories who are in the work place.</p>

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		<ul style="list-style-type: none"> ○ distance from others ○ Avoid close face-to-face contact and minimise time spent within 1 metre of others <p>Staff that live with someone that's clinically extremely vulnerable or clinically vulnerable – can come into school if they can't work from home, but should ensure they maintain good prevention (e.g. hygiene) practice</p>			

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		<p>Pregnant staff – should work from home where possible. If home working is not possible, follow the guidance for pregnant staff that applies to all tiers</p> <p>Staff who may be otherwise at increased risk of coronavirus - can come into school, if they can't work from home. Consider putting specific protective measures in place. Staff that live with those at increased risk can also come into school if they can't work from home.</p>			