



Introduction

Whilst complying COVID-19 Protective Measures Risk Assessment risks have been identified and ways to control the risks have been put in place. This document is only as good as for the minute it is published. It must be dynamic and updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed. Alongside this COVID-19 Protective Measures Risk Assessment all other Risk Assessments in the school are still applicable such as classroom risk assessment, climbing frame, playground etc
This risk assessment applies to Early Years as well as Year One to Year Six.

A review to this document will be completed by SLT following any updates from the government.

Rationale

Lyndhurst School has an ongoing 'duty of care' for its whole community: governors, staff, parents and children.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and child relationship", and "the employer and employee relationship". With COVID-19 Lyndhurst School must make difficult and timely decisions in order to fulfil its duty to the children, parents and staff.

When completing the risk assessment SLT have considered its duty has been properly discharged in line with the caveat "what would the reasonable person have done, or not done, in the circumstances of this particular incident?".

For COVID-19 three important factors have been considered:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. *seriousness of likely injury* – this will be assessed on a case by case basis. For example, if is a confirmed case in the school community. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for children and staff that may be more vulnerable to COVID-19 than others.
- c. cost and difficulty of taking precautionary measures – ensuring the provision of learning continues remotely.



The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for schools have been considered:

1. Fully Open Business as usual: no travel or trip restrictions.
2. Open Business as usual: with caveats – restricted access for visitors.
3. Open T In transition: some teaching in school and some remotely.
4. Open K Key staff and vulnerable children in school. All other teaching is remote.
6. Open R Teaching is all achieved remotely.
7. Fully Closed No one on site except residents, security, and maintenance staff.

Running the School - Assessing the Risk

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within the school will have an impact on another: teaching staff, support staff and contractors and children of varying age groups and class size.

The overall assessment of risk will require daily revision addressing the following questions:

1. Has the government advice been accessed, assessed, recorded, and applied?
2. Have changes been communicated to staff, children, parents, and governors?
3. Have the changes been reviewed by H&S Governor?
4. Is access to school controlled effectively?
5. Are Social Distancing (SD) and other hygiene rules communicated, understood, and applied?
6. Are staff and children being reminded and checked to ensure they are complying with hygiene and SD rules?
7. Are there sufficient supplies of hygiene materials and readily accessible?
8. What is the standard of the cleaning regime, does it need to be re-assessed and, if necessary, revised to high-risk areas such as toilets, door handles, switches, bannisters and regularly used hard surfaces?
9. What precautions are being used to keep shared resources hygienic?
10. Are high risk areas being regularly monitored for hygiene?
11. Are contingency plans in place for the transition to re-closing including rapidly sharing decisions?
12. Are all the risks identified and re-assessed properly mitigated?



The following are considered for children, parents and staff:

1. Are the Social Distancing rules effective and manageable? Have all adhered to these SD rules?
2. PPE is available for the First Aid Room
3. Hygiene resources e.g., tissues, gloves for food hygiene, sprays, wipes are available in all classrooms (out of reach of the children)
4. Medical. Who has:
 - a. Pre-existing medical conditions and are they fully declared
 - b. All vulnerable children, parents and staff been identified and recorded
 - c. Tested positive for COVID-19 is recorded (for elimination purposes) on the MIS, HUB & create a spreadsheet, saved in Medical
 - d. Record of person who has encountered anyone tested positive to COVID-19, MIS, HUB & create a spreadsheet, saved in Medical Folder
 - e. Record of staff or child who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath) MIS, HUB & create a spreadsheet, saved in Medical Folder
5. If the school is aware of staff or parents who have not adhered to the external socialising rules set by the government, the following actions will be undertaken:
 - a. Headmaster will talk to them, for staff member it will be informal disciplinary
 - b. If it continues, we will have to ask parents to not come into school, for staff continue to use the disciplinary procedure

Responsibilities

SLT and Governors

The SLT and Governors will maintain and update all information relating to the development of the epidemic and the current advice from the Government, Local Authority and NHS.

School Staff will:

1. follow government guidance on self-isolation
2. report any H&S concerns immediately to SLT
3. To follow all guidance and apply the risk assessments with diligence
4. report symptoms immediately to the Headmaster and leave work to go home and to self-isolate
5. report any concerns regarding a child displaying relevant symptoms

Hygiene Precautions

Children and staff will be required to follow the government advice on regular hand washing as being the best method of avoiding transmission of the virus. Hand sanitiser and tissues are available in school. Signs and posters are used to remind staff and children of the above. Face masks will be worn by adults as indicated in the system of controls.

Conclusion

The phrase "a lot of moving parts" has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. So many different stakeholders of varying ages and health will bring multiple shifting risks which must be considered on a daily basis for the safety of children, staff and parents.

The leadership team will analyse and co-ordinate the way ahead.



Guidance and Documentation

This 'protective measures' risk assessment is for Lyndhurst School being open to all children following the January 2021 National Lockdown. It has been based on the current Government Guidance and documents which are constantly updated and are currently:

[Schools coronavirus \(COVID-19\) operational guidance](#) Updated 10th May 2021

[Guidance for schools: coronavirus \(COVID-19\)](#) Updated 5 March 2021

[Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus \(COVID-19\) outbreak](#) Updated 10th May 2021

[COVID-19: guidance for households with possible coronavirus infection](#) Updated 30th April 2021

[Actions for Early years and Childcare Providers during the Coronavirus \(COVID-19\) Outbreak](#) Updated 10th May 2021

[Making a childcare bubble with another household](#) Updated 17th May 2021

[\(COVID-19\) Coronavirus restrictions: what you can and cannot do](#) Updated 17th May 2021

[Rapid Asymptomatic Coronavirus Testing for staff in primary schools, school-based nurseries and maintained nursery schools](#) Updated 24th March 2021

It should be noted from this guidance that:

- Testing is NOT mandatory for staff but it is strongly encouraged
- Staff do NOT have to provide proof of a negative test
- The system of controls must continue to be rigorously applied to enable the safest possible environment
- The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.

[Working safely during coronavirus \(COVID-19\) Performing Arts](#) 16th May 2021

[Music Education Hubs](#)

[COVID-19: suggested principles of safer singing](#)

[Contingency framework: education and childcare setting](#) Updated 13th May 2021

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) Updated 1st March 2021

This includes:

- advice on the [use and disposal of face coverings in education and childcare settings](#)
- advice on the [areas in which cleaning should be enhanced](#)
- advice on how to consider [minimising contact and maintaining social distancing wherever possible](#)
- guidance on [ventilation](#)
- guidance on [asymptomatic testing](#)
- advice on [organising transport for children](#)

It is noted that everyone has a responsibility to Health & Safety at Lyndhurst School

- Lyndhurst School Ltd has a responsibility towards the staff and children.
- The staff have responsibilities towards the school, children, and colleagues.
- Lyndhurst School Ltd is responsible for making sure that the school is safe, and that individuals health and safety are not put at risk.



- You are responsible for looking after your own health and safety. You must also take care not to put other people at risk.

You could put other people at risk by:

- acting in an unsafe manner.
- not following agreed safe work practices.
- not acting to report a situation which could result in someone getting hurt.

To ensure the safety of yourself and others, make sure you are aware of the correct safety procedures at your place of work. This means:

- listening very carefully to safety information provided by your employer.
- asking for clarification, help or instructions if you're not sure about how to perform any task safely.

Updated 17th May 2021

By A Rudkin, Headmaster, G Thomson, Deputy Head, V. Tutcher, Head of Early Years & M. Balazsova, Bursar



	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	By whom?	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	H	<ul style="list-style-type: none"> • Health and Safety Policy has been updated in light of the COVID-19 advice • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ▪ Health and Safety Policy ▪ Infection Control Policy ▪ First Aid Policy ▪ Lateral Flow Risk Assessment and Privacy Policy Notice • All staff have access to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ▪ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ▪ The Health Protection (Notification) Regulations 2010 ▪ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ▪ There are several links indicated on the previous page for all to refer to. • Staff are regularly updated with the 'system of controls' applied in the school – these are shared in weekly briefings and in the minutes. • The school keeps up to date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ▪ DfE; NHS; Department of Health and Social Care; PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus via email, which includes information on safe evacuation of the school and if necessary amended Fire Procedure. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter using ParentMail, emails and social media – they are informed that they must not send their child to school if the child develops <u>coronavirus symptoms</u>, NHS Test and Trace: how it works, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance, updated 30th April 2021. • Children made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are always followed – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. • The Education Action cards for Primary schools and Early Years settings are displayed in the main school Reception area and the Little Lyndhurst office 	SLT (AR, VT, GT & MB)	M



		<ul style="list-style-type: none"> • Staff are aware of the school's commitment to Lateral Flow testing and are strongly encouraged to participate, they are aware of the risk assessment and privacy policy notice that accompanies this 		
<p>1. Prevention</p> <p>Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	<p>H</p>	<ul style="list-style-type: none"> ▪ Staff, children and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home. ▪ If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 full days from when the symptomatic person first had symptoms. ▪ If a child is awaiting collection, they are moved to the First Aid Room where they can be isolated behind a closed door, with an adult. The window and door into the peri room will be opened for ventilation. ▪ If they need to go to the bathroom while waiting to be collected, they will use the toilet in this room. The First Aid room and toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else. ▪ Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. ▪ PPE provided by the school including a disposable mask and apron will be worn by staff caring for the child while they await collection as a distance of 2 metres cannot be maintained with younger children. More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. The removal and disposal of PPE will be followed meticulously. ▪ In an emergency, 999 will be called if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms are requested not to visit the GP, pharmacy, urgent care centre or a hospital. ▪ Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. ▪ The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area. ▪ Any medication given to ease the unwell individual's symptoms, e.g., paracetamol, is administered in accordance with the Administering Medications Policy ▪ Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance ▪ Lateral flow devices (LFD) are available for all staff to use twice a week at home. The test will give a result in around 30 minutes. 		<p>H</p>



		<ul style="list-style-type: none"> ▪ Staff must report their result to NHS Test and Trace as soon as the test is completed, either online or by telephone as per the instructions in the home test kit. Staff should report results to the school ▪ Staff with a positive LFD test will need to self-isolate in line with the stay-at-home guidance and will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative test can continue to attend school and use protective measures ▪ The asymptomatic testing system does not replace current testing policy for those with symptoms. ▪ Anyone with symptoms must still self-isolate immediately even after a recent negative LFD test result ▪ Those with symptoms will still have to book a PCR test to check for COVID-19 		
<p>revention</p> <p>Good hand hygiene practice Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.</p>	H	<ul style="list-style-type: none"> ▪ The School will ensure that children and adults clean their hands regularly and thoroughly for 20 seconds with soap and running water, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. ▪ Supervision of hand sanitiser use will take place due to risk around ingestion. Younger children will be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative if parents wish to provide them. The hand sanitizer alcohol content is 73%, above the recommended 70%. ▪ The school have built hand washing routines into the school culture, supported by behaviour expectations set out in the school Behaviour Policy. ▪ Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas) in line with updated guidance to Face Coverings in Education May 2021. ▪ Safe removal of face coverings – will be communicated to staff and visitors – all staff have been shared a video on how to wear a face mask & a poster is present. ▪ The Guidance on Face coverings: when to wear one, exemptions, and how to make your own will be adhered to. ▪ Adults are reminded to wash their hands prior to and post removing their face covering. They are reminded to change their face covering if it becomes damp. ▪ Sufficient handwashing facilities are available – only Y2 & Y6 classrooms do not have handwashing facilities directly in their classroom. Staff are asked to use squirty bottles with soap to avoid cross bubbles mixing in the toilets and to use the sinks in their classrooms. Where a sink is not nearby such as in the Music Room, hand sanitiser is used. 	<p>Liquid soap constantly being refilled</p> <p>Hand driers have been replaced with paper towels.</p> <p>Staff have been updated with new procedure</p>	M
<p>revention</p> <p>Good respiratory hygiene</p>	H	<ul style="list-style-type: none"> • ‘Catch it, bin it, kill it’ approach is very important, in every room there are suitable tissues and bins to support children and staff to follow this routine, with clear labels on them. • Younger children are helped to follow this. • Risk assessments will be written if there is a child who struggles to maintain good respiratory hygiene, for example those who use saliva as a sensory stimulant. 		M
<p>revention</p> <p>Enhanced cleaning Lack of adequate cleaning regime for general areas</p>	H	<ul style="list-style-type: none"> • Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal. • Children and staff will have to play their part and wipe down workspaces, desks and chairs before and after lessons when they enter and leave a room. • There is more frequent cleaning of rooms and shared areas that are used by different year groups are wiped down prior to the next year group entering the room. 	<p>Steve Day completes an additional clean of bannisters, door handles and light</p>	M



<p>leading to indirect transmission of the virus through contact with contaminated surfaces</p>		<ul style="list-style-type: none"> • Handwashing facilities in the staffroom should be used before and after using printers and shared technology • Staff will need to ensure that any shared equipment such as kettles, remote controls, fridge doors etc is wiped down with a disinfectant cloth/wipe after each use. • Clutter and any difficult to clean items will be removed from the school. • Toilets are cleaned twice a day – lunch time and the end of the day. Children are encouraged to clean their hands thoroughly after using the toilet. Pre-Reception, Reception & Year One use separate toilets to the rest of the school. • The Handwashing facilities will be cleaned post arrival into school every morning. • The COVID-19: cleaning of non-healthcare settings guidance is followed. • Outdoor playground equipment should be cleaned more frequently – this does not take place • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • Enhanced cleaning will be arranged when required – advice about enhanced cleaning protocols will be sought from the Surrey Heath local health team. • The cleaning standards of school are closely monitored, and the cleaning contractors are contacted to implement any additional measures required with regards to managing the spread of coronavirus. • COSHH assessments for new cleaning substances where required will be completed. • Malleable materials should be used only by the children in that bubble and should be changed in accordance with the manufacturer’s guidance. • Hands should be thoroughly washed before and after ‘messy play’ along with any resources used during the play • If there was a confirmed case of Covid-19, malleable materials should be disposed of immediately. This refers to sand, play dough and bubble foam which is used in the Early Years. Water is disposed of immediately after use. 	<p>switches each morning.</p> <p>Class teachers clean down surfaces touched by the children within their classrooms</p> <p>MB & KP constantly monitoring the cleaning across the school</p> <p>VT, AD, JMo monitor malleable materials in EY</p>	
<p>5. Poor ventilation</p>	<p>H</p>	<ul style="list-style-type: none"> • Wherever possible windows and doors will be kept open to enhance ventilation however fire safety needs to be maintained. • Windows cannot be opened wider than the existing restrictors allow. • In the colder weather the classroom ventilation management process Ventilation of teaching spaces: but it’s cold outside! will be applied as ventilation is just one of the control measures • Also the information in A room, a bar and a classroom: how the coronavirus is spread through the air will be referred to. • During times when rooms are unoccupied, air should be ‘purged’ by opening windows and doors more fully 		<p>M</p>



<p>6. Prevention</p> <p>Minimise contact Failure to implement suitable social distancing – general, classrooms and other teaching spaces, arrival and departure of staff and pupils, common areas such as access paths, corridors, playgrounds, toilets etc, lunchtimes, large gatherings such as assemblies</p>	<ul style="list-style-type: none"> • The number of contacts between children and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on: <ul style="list-style-type: none"> ▪ Children's ability to distance ▪ The layout of the school site ▪ The feasibility of keeping distinct groups separate while offering a broad curriculum <p>Class sizes – maximum 20 children in a class, Cross year group bubbles are:</p> <ul style="list-style-type: none"> ▪ Pre-Reception & Reception ▪ Year One & Year Two ▪ Year Three & Year Four ▪ Year Five & Year Six <ul style="list-style-type: none"> • All staff will be in their cross year group bubble at all times except when teaching certain specialist subjects & they will only cross over to one other bubble • If teachers are crossing bubbles they must ensure minimal contact and maintain as much distance as possible from other staff and children adhering to the 2-metre distance rule as much as possible and wear a face mask. • All adults should only have direct contact with a staff member from another bubble if it is regarded to be essential. • Adults must maintain 1 metre from the children where possible at all times. • 1:1 lessons for Peripatetic Music and Learning Support will take place in person - the staff members taking these sessions must wear a face mask in the presence of the children, use the screens provided and clean down all surfaces touched by the children between each lesson • Drama, Music curriculum and French & Spanish will be taught across bubbles - the teachers must be extra vigilant with regards to hand and room hygiene. • Large gatherings such as whole school assemblies will not take place in the hall, and bubbles will be kept apart. • Break times (including lunch) are staggered so that all children are not moving around the school at the same time. • Drop-off and collection are naturally staggered due to the wrap around care provision. • Parents' drop-off and pick-up will enable minimise adult to adult contact and to take place outside. • Children will mainly use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk. • A one-way circulation in the main building is established to keep groups apart as they move through the building. • Lunch breaks are staggered into 3 sittings and children will clean their hands beforehand. • The number of children using the washroom at any one time is limited to one per sink and the children are in the same bubble • The staff will aid handwashing with premixed soap and water sprays • The use of shared space such as halls is limited and there is cleaning between use by different groups 		
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		<ul style="list-style-type: none"> • The use of staff rooms and offices is limited to occupancy by specific bubbles only, each bubble has been allocated a space for breaks and lunches. • Visitors to the site, such as contractors are fully briefed on the school's arrangements, they are requested to wear a mask and follow the school's guidance on physical distancing and hygiene on arrival. Where visits can happen outside of school hours, they are arranged. A record will be kept of all visitors. • Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 72 hours between use by different bubbles • Staff and children have their own individual and very frequently used equipment, such as pencils and pens, these are not shared • Physical Education classes are kept in consistent year groups or bubbles and sports equipment is thoroughly cleaned between use by different groups. Contact sport will be avoided. Outdoor sports is prioritised and the hall will be used ensuring maximising distance between children and high levels of cleaning and hygiene. • Where there is singing, chanting, playing wind or brass instruments or shouting a mobile screen is used by the adult and the children must be positioned apart and all facing in the same direction. Currently, there is no upper school choir. When playing instruments or singing in year groups such as in music lessons physical distancing and playing outside wherever possible will take place, The children will be positioned back-to-back, no instruments will be shared, and windows and doors will be opened to ensure good ventilation. Singing, wind and brass playing will not take place in larger groups, currently there is no orchestra. • In Pre-Reception the children do not attend other settings so there is no mixing of settings. Parents are reminded that their child must not attend other settings, if they do the school will work together with parents to address any risks identified 		
<p>7. Prevention Where necessary, wear PPE Provision of first aid/ medical treatment to symptomatic individuals/confirmed cases.</p>	H	<ul style="list-style-type: none"> • PPE will be worn in the following cases: <ul style="list-style-type: none"> ○ where an individual child becomes ill with coronavirus (COVID-19) symptoms while at schools as the distance of 2 metres cannot be maintained ○ where a child requires intimate care particularly in Pre-Reception • The school take advice from the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection and follow SCC PPE guidance. • Adults will wear face coverings in communal areas such as corridors and the reception area. • The school has a supply of PPE in the form of gloves, masks and visors which will be regularly replenished 		M
<p>8. Response to infection Test and trace</p>	H	<ul style="list-style-type: none"> • The school will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). 	The school has the NHS QR code which is linked to the	M



<p>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</p> <p>Failure to develop a contingency plan for outbreaks.</p> <p>Failure to implement and adhere to the latest government advice/guidance</p>		<ul style="list-style-type: none"> • The school will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. • The school will discuss with a team of advisers the situation and will respond to the recommended action required based on the latest public health advice. <ul style="list-style-type: none"> • Based on their advice, the school will send home those people who have been in close contact with the person who has tested positive, all these people will be requested to self-isolate for a full 10 days since they were last in close contact with that person when they were infectious. • Close contact means: <ul style="list-style-type: none"> • 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 • NHS Test and Trace process will be followed, and the school will contact the local <u>Public Health England health protection team</u>. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ <u>book a test</u> if they are displaying symptoms. Staff and children 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, including children under 5. ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • The government has provided access to all households to LDR • The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> ▪ If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. ▪ If someone tests positive the school will ensure they follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' from the school point of view. They 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. Other members of their household should continue self-isolating for the full 10 days 	<p>Test & Trace App</p>	
<p>9. Response to infection</p> <p>Managing confirmed COVID-19 cases</p>	<p>H</p>	<ul style="list-style-type: none"> • The school will use the <u>online portal</u> to order additional coronavirus test kits if required. These kits will be used for those who develop one of the symptoms of coronavirus and face significant barriers to accessing a test, particularly to aid symptomatic staff who test negative to return to work as soon as they feel well enough, to ensure the continuity of education for the children. 		<p>M</p>



		<ul style="list-style-type: none"> The school keeps a record of pupils and staff in each bubble, and any close contact that takes places between children and staff in different bubbles The school has created a QR code which is displayed on the front door and all visitors are reminded to scan the QR code when they arrive, using the NHS COVID-19 app. This is to help trace and stop the spread of coronavirus (COVID-19). If visitors do not have the NHS COVID-19 app their names and date are recorded in our Track & Trace record. 		
<p>10. Response to infection</p> <p>Managing confirmed COVID-19 cases</p>	H	<ul style="list-style-type: none"> Flowchart school response to suspected or confirmed COVID-19 cases will be followed for suspected or confirmed cases, as well as DfE Guidance Symptomatic children action list EARLY YEARS. If someone has attended the site tests positive for COVID-19, the school will contact the DfE Helpline 0800 046 8687 and the local health protection team will be contacted by the school. The School will follow the health protection team, who will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. Based on the advice from the health protection team, the school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> 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 Records of children and staff in each bubble will be kept however this may not include every interaction a member of staff or child has. Distant Learning has been implemented to support children who are self-isolating. The school will share Stay at home and self isolate with staff and parents 		M
<p>11. Response to infection</p> <p>Contain any outbreaks</p>	H	<ul style="list-style-type: none"> If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection/ Department for Education will advise the school on any additional action required. The school follow local health protection advice, this may include a larger number of other children will have to self-isolate at home as a precaution. In consultations with the local Director of Public Health, where an outbreak in the school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. Distant Learning will be implemented to support children who are self-isolating 		M
<p>Wraparound provision</p>	H	<ul style="list-style-type: none"> The school will continue to offer morning care and after school care as afterschool (facilitated) activities will take place to enable childcare are allowed. 	Teatime register is very important	M



<p>Hazards associated with extra-curricular provision (e.g. breakfast, afterschool provision and holiday clubs etc.</p>		<ul style="list-style-type: none"> For morning care the children will play in zones according to their bubbles. To manage the cross use of the sheds for coats, bags etc the older children will empty their bags and store their possessions in a box prior to playing in the morning care session. The activities provided in after school care have been amended to keep the school bubbles up to teatime. During teatime, the children are allocated bubble areas – Griffin, separate parts of the Sugden Room and the Art room. The school will keep a record of children who attend tea each day to ensure that track and trace is possible. The children will remain in these bubbles until they are picked up. 	<p>Register of children who stay together in the nest</p>	
<p>Managing School Transport Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means or on school contracted transport.</p>		<ul style="list-style-type: none"> Parents and children are encouraged to walk or cycle to school where possible. Parents and children are discouraged from using public transport, where possible particularly during peak times For more information on home to school transport, please refer to Surrey County Council – Home to School Transport Currently the school is not using a transport provider for any forms of education. If the children attend a trip they will walk to the venue. 	<p>Communication from AR</p>	
<p>Safeguarding Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of COVID-19</p>	<p>M</p>	<ul style="list-style-type: none"> All safeguarding policies and procedures have been reviewed in response to the changes All staff have been shared the updates and completed training The children in Computing & IT lessons are being shared the Acceptable Use Agreement and signing this. For Pre-Reception to Year Two, parents are also asked to counter sign it. For Early Years further details have been shared with staff from Safeguarding children and protecting professionals in early years settings: online safety guidance for practitioners. Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff. There is 1 DSL & 2 deputy DSLs, in addition there is a Safeguarding Governor 		<p>L</p>
<p>Visitors & Contractors Failure to implement suitable social distancing</p>	<p>H</p>	<ul style="list-style-type: none"> Parent visits are restricted for new admissions only – parents are invited into Headmaster’s study and will tour the school externally. Parents accompanying very young children for a short “settling in session” will be asked to follow the school’s System of Controls. A Prospective Visits Risk Assessment has been drawn up for these circumstances 		<p>M</p>



<p>measures – contractors and visitors</p>		<ul style="list-style-type: none"> • Children attending a trial day will follow the school's System of Controls and will fall under the Prospective Visits Risk Assessment • No new volunteers will be allowed. • External professionals will be kept to a minimal and only if absolutely necessary. • Meetings will be carried out remotely wherever possible or outside, both adults will be required to wear a facemask. • Visitors should not attend site without a prior appointment. If visitors are on site, they must be asked to carry out the same hand hygiene arrangements as staff and pupils. In addition, visitors will have their temperature taken upon arrival Areas occupied by contractors/visitors will be cleaned following their departure. • Governors will not visit the school. • Current parents are not allowed in the school unless there is a specific need which cannot be managed outside the school building, this will apply particularly for children with SEND requirements (child with EHCP). • Prior to a visit, the school will ensure that adults are aware of the school's system of controls. • Contractors are rarely on site apart only for essential maintenance or repairs during term time. We will obtain copies of contractors' COVID-19 risk assessments prior to them attending the site to ensure that they comply with specified control measures. • The catering and cleaning company are contractors, but their specific RAs and arrangements are dealt with in the relevant areas of this document. • Interaction between contractors/visitors and staff and pupils will be minimised where possible and staff will maintain social distancing at all times when escorting contractors/visitors. • A record of all contractors/visitors attending the site is kept. • All contractors/visitors will be asked to confirm before attending the site that they and all members of their household do not have symptoms of COVID-19 and that they have not been asked to self-isolate by NHS Test and Trace, nor have they returned from a country requiring self-isolation upon return to the UK within the last full 10 days. 		
<p>Hazards associated with the catering provision</p>	<p>H</p>	<ul style="list-style-type: none"> • The catering contractors have procedures in place to ensure the appropriate distancing of their staff within their own team as well as with the pupils and staff they are providing the catering for. • The procedures cover appropriate distancing measures in the food preparation and serving areas. • There will be no self-service element and lunch will be served to avoid the shared use of serving equipment. • Tea will be served using gloves • Any Early Years staff helping the children with snacks and their lunches will wear gloves 		<p>M</p>



		<ul style="list-style-type: none"> No snacks will be provided pupils will bring any other snacks for themselves and close supervision of the snacks will take place. This is to avoid the risk of mixing outside year group bubbles. Pupils and staff will be reminded to wash their hands thoroughly before and after meals 		
Daily Attendance Returns to DfE	M	<p>Daily report to the DfE the school will record the additional following info.:</p> <ul style="list-style-type: none"> a suspected case of coronavirus (COVID-19) a confirmed case of coronavirus (COVID-19) potential contact with a case of coronavirus (COVID-19) inside the setting potential contact with a case of coronavirus (COVID-19) outside the setting 		L
Hazards associated with music activities	H	<ul style="list-style-type: none"> The details of the music activities are set out in the Music & Peri Music Lessons Risk Assessment this includes specific details of the procedures for music lessons and individual instrumental lessons and include procedures for pupils, teachers and cleaning and hygiene regimes There will be no cross – bubble music lessons, although these will take place in the same room - so there will be a heightened awareness to hand and surfaces hygiene 		M
Hazards associated with physical activities	H	<ul style="list-style-type: none"> The DfE guidelines for school sports will be followed even though there may be conflicting arrangements from the various governing sports' bodies. At this stage there is no contact sport. Procedures: - the children will be kept in consistent groups and in year group bubbles Sports Equipment will be thoroughly cleaned between each use between individual groups Outdoor sports will be prioritised where possible. Children will wash hands before and after each session. Year 3 – Year 6 will change in their bubbles Head of Sports will be teaching in outside locations only, if sport/PE is moved indoors socially distancing will be adhered to and a screen will be used or masks will be worn by adults Specific risk assessments will be provided for P.E and Games and Swimming and kept under regular review. The DfE guidance has varied in some cases to the individual sport's governing bodies and in the case of any doubt the DfE guidelines will be followed by the school. As changes continue to be made the RAs will be reviewed and updated. Spectators will not be permitted at sports training or fixtures in line with the policy of no visitors in school. <p>The School will adhere to <u>Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers</u> (Last updated 16th May 2021)</p>		M
Poor staff wellbeing	H	<ul style="list-style-type: none"> Throughout the pandemic staff wellbeing has been a constant consideration. It has been recognised that there have been many changes to how we work and sometimes changes made with very little notice. 		M



		<ul style="list-style-type: none"> It is anticipated that there will be concerns by some staff with the ongoing Pandemic – staff are encouraged to share their concerns. Alternative social events for staff are currently suspended until further guidance has been released. MindEd have also developed a coronavirus (COVID-19) staff resilience hub with advice and tips for frontline staff. Staff have undertaken Handsam e-training on Managing Stress and there is a helpline from the school's Insurance provider 		
Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	M	<ul style="list-style-type: none"> It is likely that pupils may need to access school remotely for periods of time if they are required to isolate through ill health or proximity to someone who has tested positive for Covid 19. All pupils/parents have the information regarding setting up an appropriate and safe work environment and will be reminded again of these details. This is included in the Distant Learning policy. If pupils are working remotely, they will still have interactive teaching and be involved with the lessons 		M
Pupils with SEND	H	<ul style="list-style-type: none"> Head of Learning Support continues to support children in school via remote meetings and with the team speak with pupils and parents to indicate if pupils have additional needs after lockdown period. The Head of Learning Support will continue to liaise closely with teaching staff, parents and pupils, especially where pupil progress and/or wellbeing has suffered as a result of being away from school The Head of Learning Support is conscious of those children who are likely to struggle (more than most) with the transition back into school and with closing the gap. They will communicate particular concerns to the relevant teachers. The school is constantly monitoring children with additional or worsened social, emotional and mental health needs as a result of coronavirus (COVID-19) and those who have fallen further behind their peers as a result of time out of school. 		M
Children's Mental Health & wellbeing	H	<ul style="list-style-type: none"> The school is continually aware of the effect remote learning and the lockdown may have had on the children's mental health and have a greater focus on mental health, pastoral or wider wellbeing support. To support the children resources are accessed including: MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement. 		M
Emergencies	L	<ul style="list-style-type: none"> All children emergency contact details are up to date, including alternative emergency contact details, where required. 		L



		<ul style="list-style-type: none"> • Parents are contacted as soon as practicable in the event of an emergency. • The child's alternative contacts are called where their primary emergency contact cannot be contacted. <ul style="list-style-type: none"> • The school has an up to date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 		
<p>First Aid & Emergency first aid</p> <p>Lack of adequately trained first aid/medical/administration of medication personnel.</p>	L	<ul style="list-style-type: none"> • There are currently 27 trained first aiders at Lyndhurst School who are capable of providing first aid 13 of these are Paediatric First Aid trained. Certain medication can be administered by first aiders following the strict guidance in the administration of medicines policy. • In the unlikely event there was no first aider on site call 999 or take a pupil to A&E in a major incident • At least one person who has a current PFA certificate will be in Little Lyndhurst and available at all times when children are present and will accompany the Little Lyndhurst children on outings. • Treating any casualty properly will be the staff members first concern. Where it is necessary for first aid provision to be administered in proximity, those administering it should pay particular attention to sanitation measures immediately afterwards, including washing hands. See information above • For children if cardiopulmonary resuscitation (CPR) is required, a dynamic risk assessment will be completed, and a face shield will be used as the appropriate precaution for infection control. –face shields are provided in all school first aid kits • For adults first aiders will not perform mouth-to-mouth ventilation & only perform chest compressions • The people who have performed mouth-to-mouth ventilation, need to take no additional actions apart from monitoring for symptoms of possible COVID-19 over the following 14 days <p>See COVID-19: guidance for first responders</p>		L
Local Outbreaks	H	<ul style="list-style-type: none"> • The school has a distance learning policy which will be followed in case of local lockdowns 		L

In addition to this risk assessment there are subject specific risk assessments for the following:

1. Swimming – following the [Returning to the Pool Guidance for School Swimming & Using Changing Rooms Safely](#)
2. Drama Performance including LAMDA lessons
3. Music Lessons & Peri Music Lessons
4. PE and Games
5. Judo Risk Assessment
6. Connect Catering have their own risk assessment
7. PCS Group Property Solutions – cleaning company have Covid 19 – Operations and Cleaning staff Risk Assessment