



# COVID-19: Lyndhurst School's Protective Measures Risk Assessment

**Last revised: November 21**

## **Statement**

This risk assessment must be read in conjunction with the school's outbreak management plan should there be an outbreak in the school or local area.

Lyndhurst School is already familiar with many aspects of the system of controls including thorough and regular handwashing and promoting good respiratory hygiene.

The main changes in this risk assessment relate to how contact between individuals is to be limited in the school. Contact is to be limited in two main ways:

1. By ensuring pupils remain in consistent groups ('bubbles') wherever possible, thereby minimizing the number of contacts between different people across the school
2. By maintaining distance between individuals wherever possible ('social distancing'). You can find more details on these measures below.

The school adheres to the DfE guidance "if schools follow the guidance set out here, they can be confident they are managing risk effectively."

## **Responsibility**

The Headteacher and Directors are responsible for making decisions associated with this risk assessment.

All staff have responsibility to ensure this Risk Assessment is followed and applied.

## **References**

[Education and Childcare guidance](#)

[Early years and primary settings](#)

[Contingency Framework: educational settings and childcare settings](#)

[Guidance for schools: coronavirus \(COVID-19\)](#) Updated 4<sup>th</sup> October 2021

[Managing coronavirus \(COVID-19\) in education and childcare settings](#)



**Hazards, Monitoring and Compliance**

<p><b>Hazard:</b>                  Contraction of                  Coronavirus                  COVID-19</p>	<ul style="list-style-type: none"> <li>• Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic. As of 12 May 2020, more than 4.17 million cases had been reported across 187 countries and territories, resulting in more than 286,000 deaths. More than 1.45 million people have recovered.</li> <li>• Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.</li> <li>• The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.</li> <li>• The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.</li> <li>• It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.</li> </ul>
<p>People at risk</p>	<p>36 Employees, 120 Children, Visitors (infrequent but daily variable), Contractors (3 daily and others variable); family members and associates of the above.</p>
<p>How might                  people be                  harmed</p>	<ul style="list-style-type: none"> <li>• Inhalation of coronavirus in small droplets expelled from the nose or mouth of person's coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth.</li> <li>• Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.</li> </ul>



Monitoring	<p>To ensure that the school maintains current in relation to the Government requirements the risk assessment will be monitored regularly. The following controls will be implemented:</p> <ul style="list-style-type: none"><li>• Headteacher receives Government /DfE news releases, Surrey updates and ISA updates. These will be shared with SLT members.</li><li>• Staff will be informed of any relevant new information as soon as possible.</li><li>• Children, parents, carers, etc. will be informed of any relevant new information as soon as possible.</li><li>• The risk assessment will be reviewed and updated on a half termly basis and the Governing Body informed of any changes.</li></ul>
Compliance	<p>All staff and parents will be expected to comply to these expected procedures</p> <ul style="list-style-type: none"><li>• Staff and children should report any suspected breaches of the required practices and procedures to a member of the senior leadership team.</li><li>• Appropriate disciplinary action will be taken against persons who do not follow the required practices and procedures.</li></ul>



	Mitigation and Protective Measures
<p>Inadequate or inappropriate awareness of and adherence to policies and procedures</p>	<ul style="list-style-type: none"> <li>• Health and Safety Policy has been updated</li> <li>• All staff, children and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:                         <ol style="list-style-type: none"> <li>1. <b>Health and Safety Policy</b></li> <li>2. <b>Infection Control Policy</b></li> <li>3. <b>First Aid Policy</b></li> </ol> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:                         <ol style="list-style-type: none"> <li>1. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>2. The Health Protection (Notification) Regulations 2010</li> <li>3. Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>4. DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ol> </li> <li>• All staff have received infection control training helps minimise the spread of infection.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following: DfE; NHS; Department of Health and Social Care; PHE</li> <li>• Staff and parents are made aware of the school's infection control procedures in relation to coronavirus.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media.</li> <li>• Children are made aware that they must inform a member of staff if they begin to feel unwell.</li> <li>• If wearing face coverings staff and other adults on the school premises are made aware of the process for removing face coverings.</li> <li>• The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and children with either confirmed or suspected cases of coronavirus.</li> </ul>



<p><b>Prevention</b> Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	<p><b>When an individual develops COVID-19 symptoms or has a positive test</b></p> <ul style="list-style-type: none"> <li>• If a child or staff member develops COVID-19 symptoms or has a positive test they will follow public health advice on <u>when to self-isolate and what to do</u>. They will not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</li> <li>• If anyone in the school develops <u>COVID-19 symptoms</u>, however mild, they will be sent home and they should follow public health advice.</li> <li>• For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</li> <li>• If a child is awaiting collection, will wait in the first aid room with the window open for fresh air ventilation and the adult with the child will wear the appropriate PPE. Further information on will be followed <u>use of PPE in education, childcare and children’s social care settings</u> guidance.</li> <li>• The family (including any siblings) will be requested follow the PHE <u>stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>.</li> <li>• The ‘Flowchart for school’s response to suspected or confirmed COVID-19 cases’ will be followed.</li> <li>• A child with symptoms will not attend school.</li> <li>• In an emergency, 999 will be called if someone is seriously ill or injured or their life is at risk.</li> <li>• Any members of staff who have helped someone with symptoms and any children who have been in close contact with them will not go home to self-isolate unless they develop symptoms themselves (in which case, they will be requested to arrange a test).</li> <li>• Everyone will wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who was unwell.</li> <li>• The areas the person with symptoms has been present will be cleaned with normal household disinfectant. The <u>COVID-19: cleaning of non-healthcare settings</u> guidance. will be followed.</li> <li>• Any medication given to ease the unwell individual’s symptoms, e.g., Calpol, will be administered in accordance with the Administering Medications Policy.</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, will be cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance.</li> </ul>
<p><b>Prevention</b> Where recommended, use of face covering</p>	<ul style="list-style-type: none"> <li>• Face coverings are no longer recommended for staff in classrooms or in communal areas.</li> <li>• <b>Visitors in school will be requested to wear face coverings</b></li> </ul> <p><b>Temporary additional measures in the event of an outbreak will be implemented</b></p> <ul style="list-style-type: none"> <li>• Face coverings will temporarily be re-introduced in communal areas and classrooms for all staff and visitors, unless exempt.</li> </ul>



	<ul style="list-style-type: none"> <li>• Face visors or shields can be worn by those exempt from wearing a face covering.</li> <li>• In the event of an outbreak, <a href="#">Contingency framework: education and childcare settings</a> will be referred to in reimplementing the use of face coverings.</li> </ul>
<p><b>Prevention</b> Clean hands thoroughly more often than usual</p>	<ul style="list-style-type: none"> <li>• Children will clean their hands regularly, including:             <ul style="list-style-type: none"> <li>▪ when they arrive at the school</li> <li>▪ when they return from breaks</li> <li>▪ when they change rooms</li> <li>▪ before and after eating</li> </ul> </li> <li>• Children and staff will wash their hands and incorporate time for this.</li> <li>• Children who struggle with 'catch it, bin it, kill it' will be provided additional opportunities to wash their hands.</li> <li>• The younger children particularly in Little Lyndhurst and Pre Prep will be given support with cleaning their hands properly.</li> <li>• If hand sanitiser is used, the children will be supervised closely to reduce any risks around.</li> </ul>
<p><b>Prevention</b> Good respiratory hygiene</p>	<ul style="list-style-type: none"> <li>• 'Catch it, bin it, kill it' approach will continue to be of high importance.</li> <li>• Younger children will be helped to follow this.</li> </ul>
<p><b>Prevention</b> Monitoring temperature of adults in the school</p>	<ul style="list-style-type: none"> <li>• Adults both staff and visitors are requested to monitor their temperature by taking their temperature on entering the premises.</li> <li>• The school will consider a high temperature to be 38°C or above.</li> <li>• The adult will be requested to not enter the setting unless they have a diared meeting.</li> </ul>
<p><b>Prevention</b> Cleaning and disinfection</p>	<ul style="list-style-type: none"> <li>• Surfaces touched by the children, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters will be cleaned regularly at least twice daily.</li> <li>• Toilets are cleaned regularly and the children are encouraged to clean their hands thoroughly after using the toilet.</li> <li>• The <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> are followed.</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, will be cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings</a> guidance</li> <li>• 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.</li> </ul>



<p><b>Prevention</b> Minimise contact</p>	<ul style="list-style-type: none"><li>• Bubbles will be implemented if advised by the local authority.</li></ul> <p><b>Educational visits</b></p> <ul style="list-style-type: none"><li>• International trips will not take place.</li><li>• The school will liaise with the local visit provider with regards to their COVID-19 protection measures</li><li>• The school will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements is adhered to. The school will refer to general advice from the Outdoor Education Advisory Panel (OEAP).</li></ul> <p><b>Wraparound Provision</b></p> <ul style="list-style-type: none"><li>• At present full wraparound provision is offered by the school.</li><li>• The school will continue to ensure that parents' and carers' most up-to-date contact details are held in case of an emergency.</li></ul> <p><b>Sports provision</b></p> <ul style="list-style-type: none"><li>• All sports provisions, including competition between settings will be in line with government guidance.</li><li>• The school will refer to:<ul style="list-style-type: none"><li>• <a href="#">guidance on grassroot sports for public and sport providers, safe provision and facilities</a>, and <a href="#">guidance from Sport England</a></li><li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li><li>• guidance from Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance documents and using changing rooms safely</a></li></ul></li><li>• Fixtures - parents to wear masks<ul style="list-style-type: none"><li>▪ keep a distance away from each other and the children whilst watching fixtures</li><li>▪ no match tea provided for parents</li></ul></li></ul> <p><b>Performances, Events and Music</b></p> <ul style="list-style-type: none"><li>• Audience to school performances will be requested to wear face mask and take a lateral flow test, the audience will be limited to 50% of the normal hall capacity.</li><li>• Audience will be seated socially distanced from each other. Singing, wind and brass instrument lessons will be undertaken, following guidance provided by the DCMS <a href="#">working safely during coronavirus (COVID-19): performing arts</a>.</li></ul>
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- When planning an indoor or outdoor face-to-face performance in front of a live audience, the school will also follow the latest advice in the [working safely during coronavirus \(COVID-19\): performing arts](#).
- When delivering an organised event, more information can be found in the COVID-19: [Organised events guidance for local authorities](#).
- Congregation at St. Michael's Church to wear masks even whilst singing
- When the school premises are hired by external childcare provider for holiday camp the school will check that the provider has:
  - considered the relevant government guidance for their sector
  - put in place protective measures.

#### Temporary additional measures in the event of an outbreak

- Reintroduction of 'bubbles' for a temporary period, to reduce mixing between groups.
- The number of contacts between children and staff will be reduced. This will be achieved through keeping groups separate (in 'Bubbles')
- The information regarding groups in COVID-19: [Guidance for full opening](#) will be adhered to.
- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.
- Peripatetic music teachers can move between schools.
- Large gatherings (mixing bubbles) such as assemblies will not take place in person.
- The timetable will be revised to implement:
  - minimum movement around the school site;
  - Maximise activities taking place outdoors;
  - Virtual assemblies;
  - Break times where bubbles will not mix;
  - One way circulation will be reinforced.
  - Only one bubble will use the toilets at any one time.
- Children will use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day, and they will be seated at the same desk.



	<ul style="list-style-type: none"> <li>The use of shared space such as halls will be limited and there is cleaning between use by different groups.</li> </ul>
<p><b>Prevention</b>                  Keep occupied spaces well ventilated</p>	<ul style="list-style-type: none"> <li>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. Windows will be opened to ensure that the rooms are well ventilated however this is balanced with ensuring the room is warm enough to be a comfortable teaching environment.</li> <li>Natural ventilation – opening windows will be expected. During the cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. Furniture will be rearranged to ensure that staff and children are not in direct draughts.</li> <li>Opening internal doors can also assist with creating a throughput of air as long as they are not fire doors and where safe to do so. The guidance in <a href="#">Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a> will be followed.</li> </ul>
<p><b>Prevention</b>  <b>For the FoL Christmas Fayre</b></p>	<ul style="list-style-type: none"> <li>Everyone will be requested to use hand sanitizer before interacting at a stall</li> <li>The adults at each stall will regularly wipe down the surfaces and key points of contact                         <ul style="list-style-type: none"> <li>At the refreshment staff the adults will use gloves</li> <li>In the smaller rooms there will be a limited number of people</li> <li>All rooms and spaces will be well ventilated with windows and doors open.</li> <li>All adults are requested to wear face coverings unless outside.</li> <li>Stalls will be spread out to ensure there is social distancing and there will be several stalls held outside.</li> <li>Entrance to the Christmas Fayre will be via the side gate.</li> </ul> </li> </ul>
<p><b>In specific circumstances</b>                  Where necessary, wear PPE</p>	<ul style="list-style-type: none"> <li>PPE will be worn for the following reason:                         <ul style="list-style-type: none"> <li>where an individual child becomes ill with coronavirus (COVID-19) symptoms while at school</li> <li>Performing <a href="#">aerosol generating procedures (AGPs)</a></li> </ul> </li> <li>The guidance in <a href="#">safe working in education, childcare and children’s social care</a> will be followed.</li> </ul>
<p><b>In specific circumstances</b>                  Promote and engage in asymptomatic testing, where available</p>	<ul style="list-style-type: none"> <li>The school recognises that testing remains important in reducing the risk of transmission of infection within the school community.</li> <li>Staff are requested to continue to undertake twice weekly home tests whenever they are on site.</li> </ul> <p><b>Confirmatory PCR tests</b></p>



	<ul style="list-style-type: none"> <li>• Staff and children with a positive LFD test result will be expected to self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also be requested to <a href="#">get a free PCR test to check if they have COVID-19</a>.</li> <li>• Whilst awaiting the PCR result, the individual will be requested to continue to self-isolate.</li> <li>• If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, the child or staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> <li>• The information on <a href="#">PCR test kits for schools and further education providers</a> will be followed.</li> <li>• <a href="#">Anyone with symptoms should get a PCR test regardless of when they last had a positive result: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></a>.</li> <li>•</li> </ul>
<p><b>Response to infection</b> Test and trace</p>	<ul style="list-style-type: none"> <li>• Close contacts of those who have tested positive will be identified via NHS Test and Trace.</li> <li>• It is expected that only a small number of individuals who will be most at risk of contracting COVID-19 due to the nature of the close contact will be expected to test.</li> <li>• The school is aware it may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> <li>• Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, <b>and</b> any of the following apply:             <ul style="list-style-type: none"> <li>▪ they are fully vaccinated</li> <li>▪ they are below the age of 18 years and 6 months</li> <li>▪ they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>▪ they are not able to get vaccinated for medical reasons</li> </ul> </li> <li>• Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to <a href="#">take a PCR test</a>.</li> <li>• The school will encourage all individuals to take a PCR test if advised to do so.</li> </ul>
<p><b>Response to infection</b> Test and trace</p>	<ul style="list-style-type: none"> <li>• Parents are requested that their child and any member of the family self isolates and gets a PCR test as soon as possible if they have any of the 3 symptoms of COVID-19 even if they are mild: a high temperature, a new, continuous cough, a loss or change to your sense of smell or taste</li> <li>• If someone the children live with has symptoms of COVID-19, or has tested positive for COVID-19 and the child does not have symptoms, they are requested to get a PCR test.</li> <li>• Parents are requested to notify the school immediately if their child tests positive</li> </ul>
<p><b>Response to infection</b> Managing confirmed COVID-19 cases</p>	<ul style="list-style-type: none"> <li>• Confirmed cases of COVID-19 will be managed by the school if a child or staff member develops COVID-19 symptoms or has a positive test;</li> <li>• In any of these cases, the school will refer to <a href="#">section 1 of this risk assessment</a>, specifically under the heading <b>“When an individual develops COVID-19 symptoms or has a positive test”</b>.</li> </ul>



<p><b>Response to infection</b>                  Contain any outbreaks</p>	<ul style="list-style-type: none"> <li>• <a href="#">The School will communicate with the affected class or group so they are aware there are cases.</a></li> <li>• The school will implement the recommended measures from the local authority, Surrey Heath Director of public health (DsPH) and PHE health protection teams (HPTs). The principles of the recommendations are outlined in the <a href="#">contingency framework</a>.</li> <li>• The school's Outbreak Management Plan describes what we will do if the children or staff test positive for COVID-19.</li> <li>• The school's Outbreak Management Plan describes how we will operate if we are advised to reintroduce any measures described in this document to help break chains of transmission.</li> <li>• The Outbreak Management Plan will be kept up-to-date, referencing the government's <a href="#">COVID-19 Contingency Framework</a> and the <a href="#">Surrey County Council local outbreak control plan</a>.</li> <li>• This risk assessment sets out the additional protective measures which will be followed in the case of and for the duration of an outbreak i.e. if a specific threshold is met, as set out in the government's <a href="#">COVID-19 Contingency Framework</a> and the school's Outbreak Management Plan.</li> <li>• The additional measures implemented are indicated in this risk assessment under separate headings "<b>Temporary additional measures in the event of an outbreak</b>".</li> </ul>
<p>Attendance</p>	<p><b>Clinically extremely vulnerable (CEV)</b></p> <ul style="list-style-type: none"> <li>• At present the school has no people in the school community identified to be CEV however if the situation arises the school will follow the guidance on <a href="#">supporting pupils at school with medical conditions</a> and guidance on <a href="#">protecting people who are clinically extremely vulnerable</a>.</li> <li>• If the situation arises the school will implement a risk assessment specific to the needs identified for the individual. The health risk of the individual will be assessed.</li> </ul>
<p><b>Workforce</b></p>	<p><b>Clinically extremely vulnerable (CEV)</b></p> <ul style="list-style-type: none"> <li>• At present the school no staff members have been identified to be CEV however if the situation arises the school will follow the guidance on information can be found in the <a href="#">19 July guidance on protecting people who are CEV from COVID-19</a> and the Health and Safety Executive's (HSE) <a href="#">guidance on protecting vulnerable workers</a>, including <a href="#">advice for employers and employees on how to talk about reducing risks in the workplace</a>. The health risk of the individual will be assessed.</li> </ul> <p><b>Pregnant women</b></p> <ul style="list-style-type: none"> <li>• Pregnant women are considered 'clinically vulnerable' to coronavirus (COVID-19) and the school will follow the <a href="#">guidance for pregnant employees</a>. The school will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). The risk assessment will reflect the specific needs of the individual.</li> <li>• As indicated in the Outbreak Management Plan the SLT will review the situation to ensure the teaching staff resource needed for expected pupil numbers is met to ensure that there is a suitable</li> </ul>



	<p>staff: child ratio, agreeing with the staff their workload. SLT in consultation with the Directors will close there if there are too few adults to run the site safely keeping in line with regulations set out by government or too many staff increasing potential transmission.</p>
<p>Emergencies</p>	<ul style="list-style-type: none"> <li>• All staff and children emergency contact details are up-to-date, including alternative emergency contact details.</li> <li>• Parents will be contacted as soon as practicable in the event of an emergency.</li> <li>• The children’s alternative contacts will be called where their primary emergency contact cannot be contacted.</li> <li>• The school has an up-to-date First Aid Policy which outlines the management of medical emergencies.</li> </ul>

How can you help?

Please can you ensure if your child and any member of the family self isolates and gets a PCR test as soon as possible if they have any of the 3 symptoms of COVID-19 even if they are mild:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

If someone your child lives with has symptoms of COVID-19, or has tested positive for COVID-19 and your child does not have symptoms, they should still get a PCR test.

Please notify us straight away by emailing [secretary@lyndhurstschool.co.uk](mailto:secretary@lyndhurstschool.co.uk) if your child tests positive as it is important for us to know and monitor the situation.

Removal of match teas and tea and coffee for spectating parents