

Ratified 14.05.20  
Updated: 08.06.20  
Updated: 29.06.20  
Updated: 24.07.20  
Updated: 20.08.20  
Updated 07.09.20  
Updated 21.09.20  
Updated 02.01.21  
Updated 07.01.21  
Updated 14.01.21  
Updated 05.03.21  
Updated 21.04.21

Weston Point College COVID-19 Secure Risk Assessment. Written in consultation with staff, Directors and derived from Government guidance and updates.

The HSE and Ofsted have both reviewed current arrangements.

#### What is COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus. ‘CO’ stands for corona, ‘VI’ for virus, and ‘D’ for disease. Formerly, this disease was referred to as ‘2019 novel coronavirus’ or ‘2019-nCoV.’ The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold. There are several newly identified strains of COVID 19.

#### What are the symptoms of COVID-19?

Symptoms can include high temp, new continuous cough (this means coughing a lot, for more than an hour. Or three or more coughing episodes in 24 hours) loss of taste and/or smell. Most people with COVID have one or more symptoms. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19. A number of people can have COVID-19 and be asymptomatic.

#### How does COVID-19 spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it. The wearing of face coverings is known to prevent transmission.

#### How can the spread of COVID-19 be slowed down or prevented?

As with other respiratory infections like the flu or the common cold, school health measures are critical to slow the spread of illnesses. This coronavirus is a novel agent whereby there is

no immunity in the world's population to the infection. The two main methods of preventing the spread of infection are hygiene measures and social distancing.

School measures which will become our everyday preventive actions will include:

- ❖ Staying home when sick;
- ❖ Covering mouth and nose with flexed elbow or tissue when coughing or sneezing.
- ❖ Dispose of used tissue immediately;
- ❖ Washing hands often with soap and water; and
- ❖ Cleaning frequently touched surfaces and objects.
- ❖ Shielding vulnerable groups
- ❖ Promoting social distancing (a term applied to certain actions that are taken to slow down the spread of a highly contagious disease, including limiting large groups of people coming together).
- ❖ Wearing face coverings.
- ❖ Operating correct ventilation.

The protection of Young People and staff in our school is of paramount importance. Precautions are necessary to prevent the potential spread of COVID-19 in school; however, care must also be taken to avoid stigmatising students and staff who may have been exposed to the virus. It is important to remember that COVID-19 does not differentiate between borders, ethnicities, disability status, age or gender.

The risk of contracting COVID-19 can never be removed. Each Young Person has their own personal Risk Assessment based on their circumstances.

As a school we can put in place Administrative Controls to mitigate the hazard of COVID-19.



1.0 Our school will learn the latest facts understand information about coronavirus disease (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission. School will stay informed about COVID-19 through reputable sources such as UNICEF, WHO the Government/DfE, PHE & LA. School will be aware of fake information/myths that may circulate by word-of-mouth or online. School and will communicate with parents about our COVID Risk Assessment and any information affecting how the school is operating.

2.0 Our school will reinforce frequent handwashing and sanitation and procure needed supplies. Prepare and maintain handwashing stations with soap and water, and if possible, place hand sanitizers in each classroom, at entrances and exits, and near lunchrooms and

toilets. Staff will carry with them at all times on their person hand sanitiser and or wipes. These are to be used by staff and Young People in lesson, on activity or during transition. Signage will be displayed requesting frequent hand cleaning. Staff will begin and end each lesson with hand sanitising.

**3.0 Our school will clean and disinfect school buildings**, classrooms and especially water and sanitation facilities at least twice a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, teaching and learning aids etc.) An additional 2 hours per day cleaning will take place with cleaners at each school site.

**4.0 Our school will implement social distancing and COVID secure hygiene practices that may include:**

- All staff will wear masks during the school day
- All students will be encouraged to wear masks during the school day
- Managing numbers on site by creating bespoke timetabling arrangements
- Monitoring numbers of Young People engaging in enrichment, sports games and other events that create crowded conditions
- When possible, create space for children's desks to be at least one metre apart
- Teach and model creating space and avoiding unnecessary touching
- Display signage encouraging social distancing
- Staff will not share transport to and from school as this is proven to increase risk of transmission
- Separate Risk Assessment for transporting Young People during the school day

**5.0 Our school will: Establish procedures if students or staff become unwell:** Plan ahead with local health authorities, school health staff and update emergency contact lists. The procedure for separating sick students and staff from those who are well without creating stigma: Staff who are showing onset of new symptoms of COVID 19 or positive lateral flow test will be asked to go home at the earliest possible time.

Young People who are showing onset of new symptoms of COVID 19 or positive lateral flow test will be asked to wait in the designated COVID testing space until they are collected to go home, the door will remain open and a senior member of staff (wearing appropriate PPE) will supervise the Young Person allowing space (minimum 2 metres). The Young Person's parent/caregiver will be informed at the earliest opportunity to arrange safe and speedy collection from school. The health care providers/health authorities will be informed wherever possible.

Any member of staff or Young Person who is sent home or refused admission due to displaying one or more COVID symptoms will not be permitted to return until they have a negative result from NHS Track and Trace.

Any member of staff or Young Person who is sent home or refused admission due to positive lateral flow test result will not be permitted to return until they have self isolated for 10 days from the onset of symptoms or positive test result.

Staff will be paid if they need to isolate or they are awaiting test results.

Staff and Young People will have temperatures taken on arrival in school each day. Any temperature above 38.5 will be considered to be a possible symptom of COVID-19 and the member of staff or Young Person will be sent home and asked to take a PCR test through the NHS.

**6.0 Our school will: Promote information sharing:** Share known information with staff, parents, caregivers and Young People, providing updated information on the disease situation, including prevention and control efforts at school. Reinforce that parents/caregivers should alert the school and health care authorities if someone in their home has been diagnosed with COVID-19 and keep their child at home (see 5.0).

**7.0 Our school will: Adapt school policies where appropriate** Develop flexible attendance and sick leave policies that encourage students and staff to stay home when sick or when caring for sick family members. Discourage the use of perfect attendance awards and incentives. Identify critical job functions and positions, and plan for alternative coverage by crosstraining staff. Plan for possible academic calendar changes. Senior Leaders will work with staff to develop an ongoing plan to ensure that those Young People who would have been taking Public Examinations are still able to achieve success.

**8.0 Our school will: Monitor school attendance** rigorously implement school absenteeism monitoring systems to track student and staff absence and compare against usual absenteeism patterns at the school. Alert local health authorities about large increases in student absenteeism or non-engagement.

**9.0 Plan for continuity of learning. In the case of absenteeism/sick leave or temporary school closures, support continued access to quality education. This is added to the access plans for the Young People and can include:**

For further information please see our Remote Learning Policy and COVID Catch Up Policy.

**10.0 Address Mental Health/Psychosocial support needs. Encourage children to discuss their questions and concerns.** Explain it is normal that they may experience different reactions and encourage them to talk to teachers if they have any questions or concerns. Provide information in an honest, age-appropriate manner. Guide students on how to support their peers and prevent exclusion and bullying. Staff are aware of local resources for their own well-being. Staff have access to a Well Being support package through Health Assured. Follow school safeguarding policy to identify and support students and staff who exhibit signs of distress.

Regular well-being surveys and data gathered to inform access planning.

**11.0 Support vulnerable populations** Work with social service systems to ensure continuity of critical services that may take place in schools such as health screenings, feeding programs or therapies for children with special needs. Consider the specific needs of children with disabilities, and how marginalised populations may be more acutely impacted by the illness or its secondary effects. Examine any specific implications for Young People that may increase their risk, such as responsibility for taking care of the sick at home, or exploitation when out of school. Exceptions to our policy can be made in line with individual Young People's risk assessment in line with their personal circumstances.

**12.0 Our school should continue to be welcoming, respectful,** inclusive, and supportive environment to all. Measures taken by our school can prevent the entry and spread of COVID-19 by students and staff who may have been exposed to the virus, while minimizing disruption and protecting students and staff from discrimination. Where visitors are permitted see 13.0

### **13.0 External visits:**

While the current guidelines are in place, all non-essential visits from all external agencies, including parents must take place after 3.00pm once all Young People have left the school site.

All visitors will be required to complete a COVID questionnaire and hand washing procedures. If the visit is “essential” then masks must be worn by all adult parties, unless exempt.

From time to time other professionals such as SALT or YOT may need to attend, these visitors will complete COVID-19 questionnaire and lateral flow, test if appropriate and wear PPE.

### **14.0 School Kitchen:**

Full visor and plastic PPE will be worn by both kitchen staff. No entry to kitchen at all other than the two kitchen staff during food preparation hours. Kitchen cleaned thoroughly at the beginning and end of each day.

### **15.0 Asymptomatic Testing staff (LFT):**

While the current government guidelines on asymptomatic testing in schools are in place, all staff will be twice per week on Monday and Friday. Staff will be provided with clear training on how to test themselves. Staff will conduct the testing at home and bring in the QR code sheet with the result if negative. Should a staff member receive a positive test result then they will be asked to phone NHS Track and Trace, provide the QR code from the positive test and the NHS Track and Trace may arrange a further test, staff are required to self isolate for 10 days from the positive test result before returning to school.

### **16.0 Asymptomatic Testing Young People (LFT):**

While the current government guidelines on asymptomatic testing in schools are in place, all Young People are to complete LFT tests at home three times per week: Monday, Wednesday and Friday.

The Young Person is to bring in the test in the COVID secure plastic bags supplied so that the test results can be logged.

Any Young Person who has consented to testing and who forgets to bring the results of their test into school on the day required will have to complete a test at school before entering the building. The test will be conducted in the COVID testing area by trained staff.

Should a Young Person receive a positive test result then their parent/caregiver will be asked to phone NHS Track and Trace, provide the QR code from the positive test and the NHS Track and Trace may arrange a further test. Young People are required to self isolate for 10 days from the positive test result before returning to school.

All test data will be subject to our GDPR policy which is available via our school website.

**17.0 Staff disciplinary.** Given the serious nature of the COVID 19 Pandemic staff will be subject to disciplinary procedures if they fail to observe or adhere to any measures and conditions outlined in this policy.

Staff should see the School Staff Disciplinary Policy for more guidance on this.

Daily On site checklist for SLT:

1. SLT to wear masks at all times and to check that all staff are wearing masks on site

2. Promote and demonstrate regular hand washing and positive hygiene behaviours and monitor their uptake.
3. Ensure adequate and clean toilets for girls and boys
4. Ensure soap and safe water is available at age-appropriate hand washing stations
5. Encourage frequent and thorough washing (at least 20 seconds)
6. Place hand sanitizers in toilets, classrooms, halls, and near exits where possible
7. Clean and disinfect school buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, teaching and learning aids etc.)
8. Use sodium hypochlorite at 0.5% (equivalent 5000ppm) for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning staff
9. Increase air flow and ventilation where climate allows (open windows, use air conditioning where available, etc.)
10. Post signs encouraging social distancing, good hand and respiratory hygiene practices
11. Ensure trash is removed daily and disposed of safely
12. Complete correct handover to care givers at the beginning and end of the day to ensure full communication of any health issues
13. Ensure temperature checks are logged on YP file securely.
14. Visitors not encouraged during school hours. Where visits take place ensure all checks made and visitors stay in new secure visit space.
15. Meetings to follow social distancing rules and be virtual were possible.
16. Make sure COVID safe questionnaire completed by all visitors and only supervised by SLT
17. Monitor wearing of PPE and staff in kitchen
18. Ensure PPE for kitchen staff is freely available



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