

## Introduction

It is the Government's plan that all pupils, in all year groups, will return to school full-time from September 2021 with less Covid restrictions in place.

As part of planning for a full return in the autumn term, it is a legal requirement that schools and trusts should revisit and update their risk assessments, in line with DfE guidance, to consider additional risks and control measures to enable a return to full capacity. Anthem will ensure that appropriate measures are in place to reduce risks to the lowest reasonably practicable level.

This risk assessment template will set out guidance and measures to support schools in the following areas:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

**School life will resume as it did before the introduction of Covid-related safety measures, with the exception of the required mitigation set out in this document.**

## Declaration

Upon completion of this risk assessment, the Headteacher must sign and date it, confirming that all measures have been discussed and will be in place from the spring term, as per the content of this document.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:**

This document will be periodically reviewed and updated. The Anthem Property Manager (Corey Gilbert) will arrange an initial review shortly after the start of term; additional reviews may also be required as and when Government advice changes.

<b>Trust Level</b> (Clarifications, required mitigations and actions for schools)	<b>School Level</b> (Mitigation, responses and confirmation that actions have been completed)
<p><b>School life will resume as it did before the introduction of the Covid-related measures, with the exception of the following areas:</b></p>	
<p><b>Ensure good hygiene for everyone</b></p> <p><b>Hand hygiene</b> - frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p><b>Respiratory hygiene</b> – ‘the catch it, bin it, kill it’ approach continues to be very important and must continue to be promoted throughout the school premises.</p> <p>Posters and signage should continue to be used to promote both hand and respiratory hygiene.</p>	<p>Hand sanitisers are available in every classroom and office and pupils and staff are encouraged to use it. Tissues and pedal bins, as well as cleaning kits, are provided in every classroom to promote catch it, bin it, kill it.</p>
<p><b>Maintain appropriate cleaning regimes</b></p> <p>This remains an important part of managing the risks and you must ensure that a regular cleaning schedule is in place. At the very least, frequently used rooms and equipment should be cleaned twice a day (where possible) and if timetabling allows this, to also spot clean other areas as and when required.</p> <p>It is no longer required to quarantine or clean coursework, books and other teaching materials prior to being handled, although the use of hand sanitiser should be considered.</p>	<p>The contract cleaners have been asked to continue with the same level of enhanced cleaning received during 2020/21 in 2021/22</p>

## Keep occupied spaces well ventilated

It is essential to ensure that occupied space remains well ventilated throughout the school day. This can be achieved by the following measures.

**Windows:** where possible, windows should be opened to increase ventilation around all rooms used by staff and pupils.

**Doors:** bearing in mind fire safety and safeguarding requirements, consider propping doors open to aid with ventilation and to limit handle use.

**Air-conditioning:** the risk of air-conditioning spreading the virus is extremely low, therefore certain types of air-conditioning systems can be used, if required. If a system introduces fresh air into a room, then they can be used in all locations. An air-con system which only recirculates air within the same area (i.e. no fresh air is introduced), they can be used but only if they serve one room only; any air-con system of this type serving multiple rooms must not be used unless the recirculation mode can be deactivated.

**Ventilation systems:** where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal. Where possible, occupied room windows should be open. Ventilation to chemical stores should remain operational.

If you are unsure what type of systems are in use, please consider seeking guidance from a mechanical engineer.

- Windows will be opened wherever possible.
- Door closers have been fitted on all fire doors in order to prop them open to avoid over touching
- We have single unit air con systems in the IT suites. We will ensure we follow current guidance and switch off when necessary
- Ventilation systems in our science chemical store, teaching kitchen and DT rooms all remain operational

**Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19**

**When an individual develops Covid-19 symptoms:** pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive LFD or PCR test result or have been instructed to self-isolate.

If anyone in your school develops COVID-19 symptoms, however mild, you should send them home, request that a PCR test is taken and that they follow any public health advice provided.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. The following PPE should be provided, as and when required.

- a fluid-resistant surgical facemask
- a visor (to further protect from bodily fluids)
- disposable gloves
- disposable aprons

Staff, parents and pupils should be encouraged to arrange a PCR test if they believe they have been in close contact with a person who tested positive for Covid-19. Unless they develop symptoms or have received a positive LFD test, individuals do not need to isolate whilst waiting for their PCR test result.

**For suspected COVID cases**

Teacher to email ‘first aid’ and designated COVID responder will go to the class wearing appropriate PPE to collect the pupil.

Parents of pupils to be contacted for collection of their children and will be requested to arrange a PCR test.

First aider wearing appropriate PPE to stay with the pupil or staff member in the isolation room until they are collected. Isolation room to be deep cleaned/disinfected after. Any tissues or other waste to be double bagged for disposal.

Staff will take themselves home if well enough and arrange a test.

Any cases to be reported to the Trust and Central Beds PHE team as per the guidance

Unless advised to do so by PHE, your local health protection team or any other public health representative, you will **not** be required to send close contacts home (who are not symptomatic) or to undertake contact tracing.

**However, adults who are not fully vaccinated will still need to isolate if they are close contacts.**

**Asymptomatic testing:** as pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. Students must have had both tests before they enter the classroom. For any new staff member or students joining the school, consent must be obtained prior to the tests being taken. Staff or students who did not provide consent during the 2020/21 academic year should again be asked if consent can be granted.

Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.

Staff should be issued with testing kits and should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.

There is no need for primary age pupils (those in year 6 and below) to test over the summer period.

Year 6 pupils transitioning into Year 7 will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school.

Two test sites will be set up, one in East gym and one in West gym to carry out the testing. All pupils will have their first test before returning to the classroom for face-to-face lessons. Tests will commence on 2<sup>nd</sup> September

All staff have been told to test twice before their return in September. After which they will return to twice weekly testing

All students will be asked to test twice per week after their on-site tests have been completed. The recommendation is testing on Sunday and Wednesday.

<p>Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.</p> <p><b>Confirmatory PCR tests:</b> staff and pupils with a positive LFD test result should self-isolate in line with stay-at-home guidance. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p><b>Clinically extremely vulnerable children (CEV):</b> all CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p>	
<p><b>Visitors and contractors:</b> to help with managing the risks on-site, schools should consider retaining any virtual and pre-booking arrangements in place for visitors and contractors, and to also request that a LFD test is completed up-to 24hrs before their scheduled visit to the school.</p> <p>Visitors and contractors should be asked to wear a face covering when moving around the site (consider having a stock of face masks available at main reception).</p>	<p>All visitors to come to Central reception, hand sanitizer available at reception. The signing in system includes a COVID free declaration for visitors. Also, fields to complete their phone number and email for Track and Trace. All visitors to be asked to wear a face covering whilst inside and complete a LFD test no more than 24 hours before their visit</p>
<p><b>Lettings:</b> lettings can resume but should follow any national or local guidance in place. You should ensure that any area used is cleaned prior to being used by the school again.</p>	<p>Only 1 outside letting at the weekend which will continue.</p>
<p><b>If you have several confirmed cases within 14 days, you may have an outbreak. You should contact both your Education Director and Sheila McKenzie. You should also call the dedicated advice service who will</b></p>	

escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them 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.

If an outbreak is confirmed, please refer to your Outbreak Management Plan for information on next steps.