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**Red Balloon Norwich COVID RISK Assessment September 2021- 2022**

Risk: Covid 19      Carried out by: Heather Ndaji      Version number: 16      Date: 30/08/2021      Review date: Upon new government guidance.

Please note: “The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September. Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.” <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<b>Risk identified:</b>	<b>Who is at risk:</b>	<b>Risk rating</b>	<b>Control measures to remove and reduce risk to people</b>	<b>Review:</b>
Risk of catching Covid 19 for students	Students	Low	School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.	

			<p>All clinically extremely vulnerable (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 clinician or other specialist not to attend.</p> <p>It is no longer recommended that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used. As well as enabling flexibility in curriculum delivery, this means that we no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>We will make sure our outbreak management plan covers the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>We will support eligible students to take vaccinations.</p>	
Risk of catching Covid 19 for staff	<u>Staff</u>	Low	All staff have been given the opportunity to have COVID-19 vaccinations. We will continue to support staff members in the vaccination process and will give staff time off to attend vaccination appointments.	

			<p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a>.</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.</p> <p>We will explain the measures we have in place to keep CEV staff safe at work.</p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p>	
Sickness/illness & Isolation periods	Everyone	Low	<p>Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>. They should 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).</p> <p>Self-isolate straight away and get a <a href="#">PCR test (a test that is sent to the lab) on GOV.UK</a> as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> </ul>	

			<ul style="list-style-type: none"> <li>• a new, continuous cough</li> <li>• a loss or change to your sense of smell or taste</li> </ul> <p>If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days.</p>	
<b>Developing Coronavirus symptoms in centre</b>	Everyone	Med	<p>If anyone in the centre develops <a href="#">COVID-19 symptoms</a>, however mild, we will send them home and they should follow public health advice.</p> <p>For anyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>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. Further information on this can be found in the <a href="#">use of PPE in education, childcare and children's social care settings</a> guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p>	
Management of confirmed cases of COVID-19 amongst the school community	Everyone	Low	<p>We will have an outbreak management plan outlining what we would do if pupils, students or staff test positive for COVID-19, or how we will operate if we were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in</p>	

			<p>schools should only ever be considered as a last resort, kept to the minimum number of groups possible, and for the shortest amount of time possible.</p> <p>If we have a substantial increase in the number of positive cases in our school a director of public health might advise us that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt).</p> <p>Exemptions Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>• cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties</li> <li>• speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate.</li> </ul> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.</p>	
Living with someone with Covid 19/ close contact of Covid 19	Everyone	Med	Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a	

			<p>close contact of someone with COVID-19, and any of the following apply:</p> <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> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a>. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p>	
Set up of classrooms	Everyone	Low	<p>The classrooms are no longer needed to be set up to enforce social distancing and these measures can now be relaxed in the classroom set up.</p> <p>However, our rooms should not exceed a sensible</p>	

			<p>maximum room capacity.</p> <p>Classrooms should be kept well ventilated.</p> <p>Classrooms with limited ventilation will still have a strict set maximum room capacity:  Kitchen- 2 adults  Library- 4 students and one adult  Science- 3 students and one adult  Mentoring room- 4 students and one adult</p>	
Break times and lunch times	Everyone	Low	<p>All staff will return to being on duty at break times and lunch times.</p> <p>We no longer recommend that it is necessary to keep children in consistent groups ('bubbles').</p> <p>We no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>Will will make sure our outbreak management plan covers the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups at lunch time.</p>	
Asymptomatic cases/ testing	Everyone	Med	<p>An asymptomatic testing site will be set up in the Music room with a desk outside the room for the computer.</p> <p>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.</p> <p>Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.</p>	

			<p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>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.</p> <p>Staff and pupils with a positive LFD test result should 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 need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</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>	
Personal hygiene	Everyone	Low	<p>Hand hygiene</p> <p>Frequent and thorough hand cleaning should now be regular practice. We will continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Hand sanitizer will be available in every room.</p>	



			<p>Respiratory hygiene</p> <p>The 'catch it, bin it, kill it' approach continues to be very important.</p> <p>Poster will remain up in the centre about personal hygiene and the catch it kill it approach.</p> <p>Use of personal protective equipment (PPE)</p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work.</p>	
Ventilation	Everyone	Med	<p>When the centre is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>We will identify any poorly ventilated spaces as part of this risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</p> <p>Rooms with less ventilation are: the Library, mentoring room, Science room and Kitchen.</p> <p>Classrooms with limited ventilation will still have a strict set maximum room capacity:  Kitchen- 2 adults  Library- 4 students and one adult  Science- 3 students and one adult  Mentoring room- 4 students and one adult</p>	

			<p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>We will balance the need for increased ventilation while maintaining a comfortable temperature.</p>	
Cleaning	Everyone	Low	<p>We have put in place and maintain an appropriate cleaning schedule. This includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>Staff will each be provided with cleaning wipes and gloves. They will be responsible for cleaning their room after every lesson. This should be cleaning the door handles, desks, chairs and stationery. The cleaning of rooms before each lesson is a wipe over with cleaning wipes and should not take too long. Any cleaning of equipment should happen as and when it is used in lessons.</p> <p>When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.</p>	
Ingesting hand sanitiser	Students	Low	<p>Supervision of hand sanitiser use by staff is needed given the risks around ingestion.</p> <p>Each student to have an individual risk assessment and this risk to be assessed within that.</p>	

			All staff members to be aware of any students we feel may be at higher risk of ingestion of hand sanitiser.	
School trips	Everyone	Med	<p>We 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 included as part of that risk assessment.</p> <p>Face coverings should be worn on school trips that involve busy public spaces such as shops.</p>	
Transport	Students and some staff	Med	<p>Face coverings should be worn on public transport to and from the centre.</p> <p>Face coverings should be worn during TITAN lessons that involve public transport.</p>	
Visitors	Everyone	Med	<p>Visitors must complete a Covid-19 questionnaire prior to entering the school.</p> <p>They must also thoroughly wash or sanitise their hands on arrival and maintain social distancing regulations throughout their time at school.</p> <p>Advice posters for visitors to be put up on the front door and to be shown and discussed with visitors on their arrival.</p> <p>Posters to include the following:</p> <ul style="list-style-type: none"> <li>● <b>DO NOT</b> come into the centre without an appointment.</li> <li>● <b>DO NOT</b> come into the centre if you are displaying symptoms of Covid-19: <ul style="list-style-type: none"> <li>- A high temperature,</li> <li>- or a new continuous cough,</li> </ul> </li> </ul>	

			<ul style="list-style-type: none"><li>- or a loss or change to your sense of smell or taste.</li><li>● <b>DO NOT</b> come into the centre if you or any of your household are self isolating.</li><li>● <b>DO NOT</b> enter if you have visited a country in the last 14 days which is on the government isolation list.</li><li>● On entry to the centre use the hand gel provided.</li><li>● Report to the office and then fill in a COVID-19 questionnaire.</li><li>● Please keep two metres distance at all times from both staff and students.</li><li>● Sanitise your hands regularly and on entry to every room.</li><li>● Use catch it, kill it, bin it approach if you sneeze or cough in the centre.</li></ul> <p>Visitors who sign in either use their own pen or are provided with a pen that they take with them.</p> <p><b>Parents and other visitors are advised that they should not come onto the site without an appointment.</b></p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p>	
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			If we have a substantial increase in the number of positive cases in our school a director of public health might advise us that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt).	
Work placements	Everyone	Med	Work placements will be continued online.  Where appropriate face to face work placements will be risk assessed to determine the risk of the work placement before a decision about the placement is made.	
Home visits for mentoring	Everyone	Med	Please see separate mentoring home visits risk assessment.	

Government Guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>