

ASM 2020 COVID Risk Assessment: updated 5/1/21

This risk assessment takes into account the recent government/ SAGE documents:

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

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892043/S0484_Transmission_of_SARS-CoV-2_and_Mitigating_Measures.pdf

The Government has introduced a new, stronger and more sustainable tiers framework from 2 December. The following table summarises the restrictions that will apply in each tier. Kent is in Tier 5 as from 5/01/2021

“Following advice from the Joint Biosecurity Centre and in the light of the most recent data, the 4 UK Chief Medical Officers and NHS England Medical Director recommend that the UK alert level should move from level 4 to level 5.

Many parts of the health systems in the 4 nations are already under immense pressure. There are currently very high rates of community transmission, with substantial numbers of COVID patients in hospitals and in intensive care.

Cases are rising almost everywhere, in much of the country driven by the new more transmissible variant. We are not confident that the NHS can handle a further sustained rise in cases and without further action there is a material risk of the NHS in several areas being overwhelmed over the next 21 days.”

Going to school, college and university

Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term.

In the circumstances, we do not think it is possible for all exams in the summer to go ahead as planned. We will accordingly be working with Ofqual to consult rapidly to put in place alternative arrangements that will allow students to progress fairly.

Public exams and vocational assessments scheduled to take place in January will go ahead as planned.

The latest guidance from the government in relation to Tier 5 England National Lockdown: <https://www.gov.uk/guidance/national-lockdown-stay-at-home?priority-taxonomy=774cee22-d896-44c1-a611-e3109ccea8eae#summary-what-you-can-and-cannot-do-during-the-national-lockdown>

What is the hazard L/M/H	Who might be affected/ how?	How will this be managed?	Mitigated	Who will do this?	When will it be done?	Date completed	Signed
Pupil to pupil contact pupils transmitting COVID 19	Pupils	<p>There will be reduced pupil numbers due to only vulnerable/ key worker children being in school.</p> <p>In classrooms children should remain 2m apart from other pupils and adults where possible. Pupils are not to mix bubbles and follow a hierarchy of controls to prevent risk of transmission.</p> <ul style="list-style-type: none"> - Hand hygiene- regular washing of hands before and after tasks/ entry into classrooms etc. - Catch it, bin it kill it - - pupils should face forward, towards the teacher, and not face to face with each other. 	<p>Bubble risk</p> <p>Wider school community</p>	All pupils and staff have ownership over following hygiene protocols.	Jan 2021	Government review Feb 2021	
Staff to staff contact	Teaching staff	<p>Staff will remain in their bubbles/ team maintaining 2m distance where possible. If closer than 2m suitable mitigations of face covering/ visor should be worn.</p> <p>Staff are not to visit other classrooms/ areas unless it is to carry out their job i.e SLT.</p> <p>Meetings and communications must make the most of e-communication systems such as email and Google meet where possible. In extenuating circumstances i.e. child protection meetings, must be carried out in the large hall and surfaces disinfected after use, doors/ windows open for ventilation.</p>	Teaching Staff contact	All staff	Jan 2021	Government review Feb 2021	

	All staff	<p>PPA/ management time may be carried out off site to minimise contact between staff. Break and lunchtimes will be staggered and help in three locations to enable social distancing between adults.</p> <p>Adults must wear face coverings when moving through the school and when in shared areas such as lunch halls. These can be removed when eating but must go back on afterwards</p> <p>Those staff who can use the staff room outside of peak times: SLT/ SENCO/ site staff/ Office staff/ middays must do so. Staff to follow one way system around the school to minimise transitory contact.</p>	All staff				
Staff / pupil contact	Pupils and staff	<p>2m distancing between pupils and staff where possible, if this is not possible then mitigation measures must be in place perspex/ visor and mask. This must be for brief transitory times.</p> <p>Teachers remain at the front of the class and only short time transitory interactions with pupils to allow guidance during lessons. Small group work to be carried out by an adult within the class bubble and in the shared area ensuring 2m distance can be easily maintained using the classroom model of pupil seating.</p> <p>Teachers/ teaching assistants will not be working with small groups during lessons although pupils will receive support via verbal guidance and clear adaptations to tasks. Interaction with pupils and adults will remain of a limited time period and where</p>	Staff/ pupil risk	SLT to oversee CT/ TA/ support staff	Jan 21	Government review Feb 2021	

		<p>social distancing remains the preferred option; where it can not be maintained mitigations must be in place.</p> <p>Perspex screens installed in classrooms to mitigate teachers working face to face with 30 pupils, and length of time working face to face with pupils in an enclosed space with limited ventilation.</p> <p>Further mitigations, it is advised visors/face coverings worn by adults to reduce effects of distances <2m; close proximity to pupils and prolonged periods of time with pupils.</p> <p>Non class based staff are not to enter classrooms, observations are to be carried out virtually and through a review of progression documents to identify learning gaps and online resources.</p>					
Medically vulnerable pupils	Individual pupils	<p>Those pupils who are seen/ have previously been clinically/ extremely vulnerable will continue to have underlying health conditions that may need addressing in the school setting.</p> <p>School will work closely with parents/ medical professionals to provide the correct adaptations to mitigate the pupils' risk to COVID 19 in the school setting.</p> <ul style="list-style-type: none"> - Health care plan to be established identifying risk and suitable adaptations. - Parents may, if appropriate, allow their child to wear face covering/ visor if this is deemed to be a significant mitigation in the reduction of social distancing rules. 	Individual pupil	Flo/ SENCO/ SLT		Government review Feb 2021	
Medically vulnerable staff	Individual staff	<p>Staff members who are seen/ have previously been clinically/ extremely</p>	staff	SLT	Jan 2021	Government review Feb	

		<p>vulnerable will continue to have underlying health conditions that may need addressing in the school setting. This includes pregnant women especially past 28 weeks of gestation.</p> <p>School will work closely with staff and related medical professionals/ occupational health to provide the correct adaptations to mitigate the persons' risk to COVID 19 in the school setting.</p> <ul style="list-style-type: none"> - Risk assessment to be established identifying specific risks and suitable adaptations. - Staff may choose to wear face visors/ face coverings to help mitigate the risk of working in enclosed spaces, larger numbers of children and the relaxation for pupils in social distancing. <p>If the staff member is so significantly vulnerable that being in school poses a risk to life then further consultations about carrying out their role in isolation at school or at home will be had with the head teacher.</p>				2021	
Suspected case of Covid 19	Pupils and staff	<p>Both pupils and staff will be sent home if they develop a high fever, new consistent cough or anosmia</p> <p>An individual with suspected Covid must be moved to an isolated room, open a window and once they have left the premises the area must have a "deep" clean. Siblings to be sent home too.</p> <p>Member of staff to have appropriate PPE to accompany the child. DFE have sent PPE kits to school this can be found in the allocated area (disabled toilet).</p> <p>Where appropriate home testing kit to be given to pupil/ staff members.</p>	Pupils and staff	SLT to oversee CT/ TA/ support staff	Jan 2021	Government review Feb 2021	

		<p>Headteacher to organise testing for staff members if home testing kit is not available - local test centre in Ashford.</p> <p>If a member of a 'bubble' has a confirmed test. All in the class 'bubble' must isolate for 10 days. Follow NHS guidelines on self isolation. HT to phone DFE COVID helpline who will liaise with PHE protection team for complex cases and updated guidance.</p> <p>If a positive case is confirmed over the weekend parents to email: covid@st-mary's-ashford.kent.sch.uk</p>					
Contaminated surfaces	Pupils and staff	<p>All areas that are in regular contact with pupils and staff will be disinfected after the final touch - Chrome books/ Laptops/ equipment.</p> <p>All members of the school community will carry out regular hand washing before and after eating/ being in a room/ toileting and where realistically possible touching any surfaces.</p> <p>Cleaners and site staff will clean all communal surfaces i.e. door handles, telephones, keyboards etc at the end of the school day. They will wear gloves, aprons (disposable) and face coverings.</p> <p>Where possible pupils/ adults will have personalised stationery/ resources that only they will use.</p> <p>Where resources such as teaching manipulatives/ PE equipment these should be disinfected before another 'bubble' uses them</p> <p>Staff will take responsibility for wiping down their own table and chairs in the staff room.</p>	surfaces	<p>pupils</p> <p>teaching/ support staff</p> <p>Cleaners</p> <p>Site manager/ caretaker</p>	Jan 2021	Government review Feb 2021	

What is the hazard	Who might be affected/ how?	How will this be managed?		Who will do this?	When will it be done?	Date completed	Signed																																
Pinch points of larger numbers during drop off and pick up times.	parents/ pupils	<p>Staggered starting/ finishing times enabled by a review of lunchtime sessions.</p> <table border="1"> <thead> <tr> <th></th> <th>Drop off</th> <th>Gate</th> <th>Pick up class door</th> </tr> </thead> <tbody> <tr> <td>Year 6</td> <td>8:45 - 8:55</td> <td>Back car park</td> <td>3:20</td> </tr> <tr> <td>Year 5</td> <td>8:55 - 9:05</td> <td>Top car park</td> <td>3:20</td> </tr> <tr> <td>Year 4</td> <td>8:45 - 8:55</td> <td>Main alleyway gate</td> <td>3:20</td> </tr> <tr> <td>Year 3</td> <td>8:55 - 9:05</td> <td>Main alleyway gate</td> <td>3:15</td> </tr> <tr> <td>Year 2</td> <td>8:45 - 8:55</td> <td>Small alleyway gate</td> <td>3:10</td> </tr> <tr> <td>Year 1</td> <td>8:55 - 9:05</td> <td>Small alleyway gate</td> <td>3:10</td> </tr> <tr> <td>EYFS</td> <td>9:05 - 9:15</td> <td>Small alleyway gate</td> <td>3:05</td> </tr> </tbody> </table> <p>Parents are encouraged to maintain social distance at pick up time, face coverings should be worn by all adults on the playground at pick up time unless medically exempt.</p>		Drop off	Gate	Pick up class door	Year 6	8:45 - 8:55	Back car park	3:20	Year 5	8:55 - 9:05	Top car park	3:20	Year 4	8:45 - 8:55	Main alleyway gate	3:20	Year 3	8:55 - 9:05	Main alleyway gate	3:15	Year 2	8:45 - 8:55	Small alleyway gate	3:10	Year 1	8:55 - 9:05	Small alleyway gate	3:10	EYFS	9:05 - 9:15	Small alleyway gate	3:05	Drop off/ pick ups	<p>Structure of day created by SLT.</p> <p>Teachers to enable swift departures.</p> <p>Parents abide by timings.</p>	Jan 2021	Government review Feb 2021	
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Play times/ lunch	pupils / staff	<p>Playgrounds to be zoned for use by single class bubbles only. Packed lunch to be eaten in classrooms.</p> <p>Playground equipment can be used, however children need to wash their hands before and after use.</p> <p>EY and KS1 zoned play areas 12:15 -12:45</p> <p>Y3 and 4 zoned play areas 12:50 - 13:10</p> <p>Y5 and 6 zoned play areas 13:15 - 13:35</p>		SLT/ staff/ midday supervisors	Jan 2021	Government review Feb 2021																																	
What is the hazard	Who might be affected/ how?	How will this be managed?		Who will do this?	When will it be done?	Date completed	Signed																																
Fire drill -	pupils/ staff	Follow normal procedures. Teachers remain	pupils/ staff	SLT/ staff	Jan 2021	Government																																	

evacuation		2m apart from pupils and other staff where possible. Both staff and pupils sanitise hands before returning into the building.	Fire drill			review Feb 2021	
What is the hazard	Who might be affected/ how?	How will this be managed?		Who will do this?	When will it be done?	Date completed	Signed
Outside visitors to school	Pupils/staff	Visitors will only be allowed into school under exceptional circumstances i.e. child protection/ safeguarding All visitors briefed before entering school. They cannot enter if showing symptoms of Covid – 19 and must wear a face covering at all times. In addition to this they must be 2m away from pupils and adults. If working with a pupil the visitor must sanitize before and after and wear face covering.	Pupils staff	SLT/Staff	Jan 2021	Government review Feb 2021	
What is the hazard	Who might be affected/ how?	How will this be managed?		Who will do this?	When will it be done?	Date completed	Signed
Breakfast Club	Pupils/ Staff	Children will sit at “bubble” tables and served by adults who will wear visors/ face masks/ gloves to ensure risks are mitigated and cross bubble contamination risks are reduced. After School club is not being run from Jan 2021 until further notice	pupils/ staff	Val day overseeing breakfast club staff Kent Play Clubs	Jan 2021	Government review Feb 2021	

SAGE Dec 23rd 2020

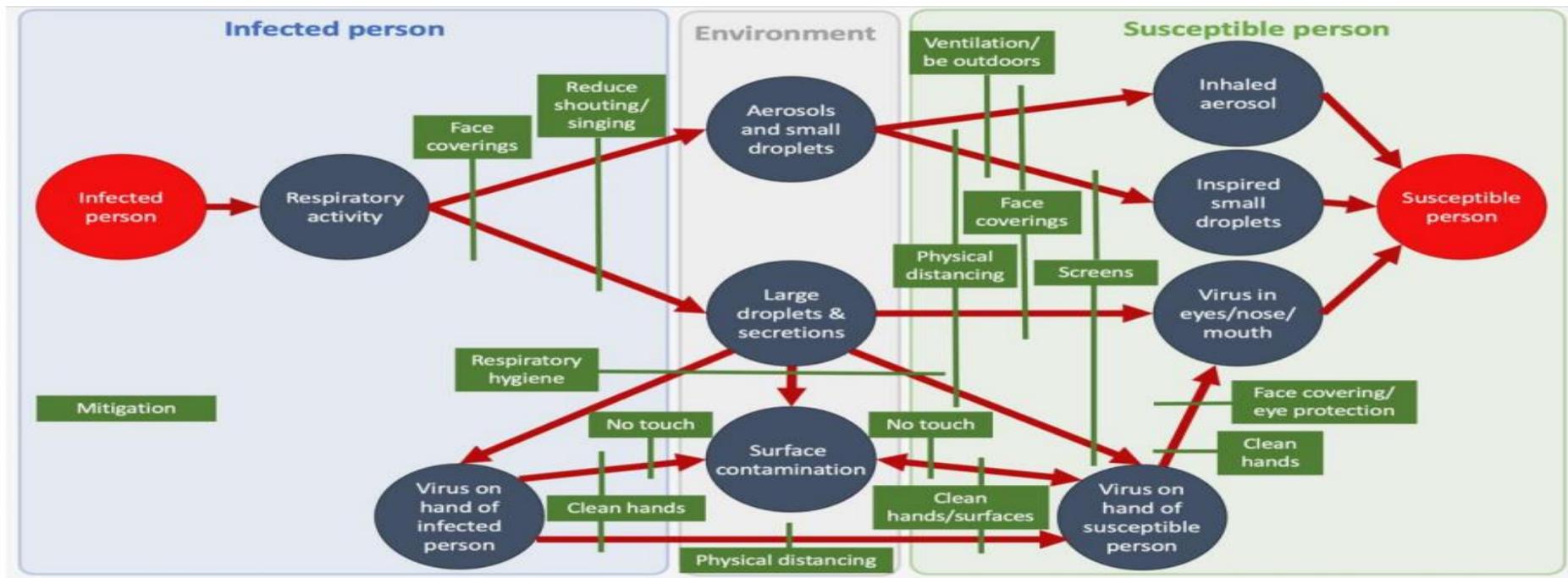


Figure 1: Schematic showing potential routes of transmission for all SARS-CoV-2 variants, together with where personal, procedural and engineering mitigation measures can disrupt the transmission pathway.