

## The Spring Partnership Trust

### Risk assessment for opening of Spring Partnership Trust schools in September 2021 – COVID-19 V5

Completed by	Rachel Haig and Niv Vitarana	Date	September 2021
Reviewed by	CFO, COO and Head Teachers	Date	
Approved by	TSPT Trust Board	Date	
Consultation	Staff and staff union organisations	Date	
Monitoring by	Central TSPT team and Head Teachers/Heads of School	Date	
Further update		Date	

Schools are expected to achieve the following controls as defined by the Department of Education in order to operate safely. The risk assessment has been written by The Spring Partnership Trust for Castlecombe, Dorset Road, Hayes, Leesons, Midfield and St Mary Cray primary schools. There is a separate risk register for the TSPT central office. Each site has an appendix at the end of the generic Trust risk assessment, including site or provision-specific risks and their treatments.

This risk assessment has been reviewed in the light of the most recent guidance from the DfE which was updated on 27<sup>th</sup> August 2021 and can be found at

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

#### Control Measures

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

The risk assessment will be kept under constant review to incorporate any further information and ideas from staff members will help school leaders to adjust and improve the measures in place to reduce transmission of COVID-19 within the schools and their communities.

This risk assessment should be read in conjunction with the school's COVID-19: outbreak management plan.

**Part A - How the school buildings will be kept safe**

<b>Hazard 1</b> Infection with Covid-19 due to close contact in classrooms	<b>Risk rating:</b> <b>MEDIUM</b>
<b>Who &amp; how might someone be harmed</b> Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others	
<b>Measures in place to control risks</b> 1. If adults have to work with small groups or different classes, ensure good ventilation and regular hand-washing	

<b>Hazard 2</b> COVID-19 infection passed to others in corridors or stairs	<b>Risk rating:</b> <b>MEDIUM</b>
<b>Who &amp; how might someone be harmed</b> Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others	
<ol style="list-style-type: none"> <li>1. At Midfield, Castlecombe and Leasons use of stairs by pupils promoted in a controlled manner. There are no pupil stairs at Hayes or St Mary Cray.</li> <li>2. Corridor floor markings down the middle to keep pupils on the left hand side of the corridor, in schools where they are particularly narrow.</li> <li>3. All surfaces that people may come in contact with i.e. buttons, doors, hand rails cleaned regularly</li> <li>4. Hand sanitiser units installed within and around schools at critical points</li> <li>5. Internal doors remain open where possible</li> </ol>	

<b>Hazard 3</b> COVID-19 infection passed between people at the counter in the school's reception area	<b>Risk rating:</b> <b>LOW</b>
<b>Who &amp; how might someone be harmed</b> Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others	
<b>Measures in place to control risks</b> <ol style="list-style-type: none"> <li>1. School offices should remain closed to the public/visitors where possible</li> <li>2. Parents reminded about office closure and use remote contact/payment wherever necessary</li> <li>3. Hand sanitiser available at entrance/reception areas</li> <li>4. Staff and visitor signing in screens at Midfield, Leasons and Hayes to be cleaned regularly with anti-bacterial wipes</li> </ol>	

<b>Hazard 4</b> Fear and concerns relating to COVID-19 infection as a result of poor air circulation inside the buildings	<b>Risk rating:</b> <b>MEDIUM</b>
<b>Who &amp; how might someone be harmed</b> Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others	
<b>Measures in place to control risks</b> <ol style="list-style-type: none"> <li>1. Windows and doors are opened before the arrival of staff each day and left open where possible to encourage ventilation</li> <li>2. Pupils encouraged to wear body warmers over school uniforms where necessary while classroom windows are open</li> </ol>	

<b>Hazard 5</b> COVID-19 infection passed between people as a result of a contaminated workplace	<b>Risk rating:</b> <b>LOW</b>
<b>Who &amp; how might someone be harmed</b> Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others	
<b>Measures in place to control risks</b> <ol style="list-style-type: none"> <li>1. Increased formal cleaning regime including contracted cleaners, premises team and staff members on site</li> <li>2. Key areas and touch points identified and part of cleaning schedule (keyboards, work surfaces, door handles, doors, entrance areas, toilets, taps etc.)</li> <li>3. Hand sanitisers placed throughout the workplace</li> <li>4. Hand wash available at all times in all toilets</li> <li>5. Each classroom is well supplied with soap and tissue</li> <li>6. The 'System of controls' including extra personal hygiene management (handwashing etc.) is non-negotiable</li> <li>7. Single-use handtowels or hand dryers only are used to dry hands</li> <li>8. Correct cleaning products in use for infection control Covid-19</li> </ol>	

<b>Hazard 6</b> COVID-19 infection passed between people as a result of interaction in shared kitchen and other staff areas	<b>Risk rating:</b> <b>MEDIUM</b>
<b>Who &amp; how might someone be harmed</b> Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others	
<b>Measures in place to control risks</b> <ol style="list-style-type: none"> <li>1. Taps and kettles to be cleaned before and after use with appropriate cleaning material/wipes</li> <li>2. Staff to wash their hands before and after eating for at least 20 seconds</li> <li>3. Staff to dispose of their food waste into the bins provided, clean cutlery and crockery and kitchen areas</li> <li>4. Increased cleaning regime in place for shared staff kitchen and staff room</li> </ol>	

<b>Hazard 7</b> COVID-19 infection passed between people as a result of using water fountains	<b>Risk rating:</b> <b>LOW</b>
<b>Who &amp; how might someone be harmed</b> Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others	
<b>Measures in place to control risks</b> <ol style="list-style-type: none"> <li>1. Water fountains have been switched off</li> <li>2. Pupils have their own water bottles to use in the classroom</li> <li>3. Disposable cups made available for pupils without water bottles</li> </ol>	

**Part B - How we will continue to control the infection**

<b>Hazard awareness</b> People can catch the virus from others who are infected in the following ways: <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc.</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>
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<b>Hazard 8</b> COVID-19 infection passed between people as a result of poor infection control	<b>Risk rating:</b> <b>LOW</b>
<b>Who &amp; how might someone be harmed</b> Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others	
<b>Measures in place to control risks</b> <ol style="list-style-type: none"> <li>1. Use direct access to rooms from outside where possible</li> <li>2. Pupils and staff to wash their hands before eating</li> <li>3. Tables to be cleaned in between different groups eating their lunch</li> <li>4. Promote hand cleaning breaks</li> <li>5. Rooms all contain a supply of soap and running water</li> <li>6. Assessing specific individual support needed for pupils to follow these measures, for example, 1-1 support to guide, routes round school marked in braille or other meaningful symbols for Tree House pupils at Midfield, social stories to support pupils to understand why and how to follow rule</li> </ol>	

<b>Hazard 9</b> COVID-19 infection passed between people as a result of poor hygiene	<b>Risk rating:</b> <b>LOW</b>
<b>Who &amp; how might someone be harmed</b> Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others	
<b>Measures in place to control risks</b> <ol style="list-style-type: none"> <li>1. Hygiene control non-negotiable, e.g. hand washing and cleaning</li> <li>2. Handwashing facilities are available in every classroom and in outdoor handwashing stations in all schools. Hand sanitiser is provided in rooms with no sinks</li> <li>3. Additional cleaning of surfaces that children touch more regularly.</li> <li>4. Normal detergents will remove traces of the Covid-19 virus.</li> <li>5. All adults and children must:           <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly</li> <li>• Clean their hands upon arrival at the school, before and after eating, and after sneezing or coughing</li> <li>• Are encouraged not to touch their mouth, eyes, and nose</li> <li>• Use a tissue or elbow to cough or sneeze and use bins with lids for tissue waste</li> </ul> </li> <li>6. Promoting the 'catch it, bin it, kill it' control in group discussion, internet videos, posters</li> <li>7. Ensure that help is available for children who have trouble cleaning their hands independently</li> <li>8. Encourage young children to practise these habits through games, songs, and repetition</li> <li>9. Bins for tissues are emptied throughout the day</li> <li>10. All spaces should remain ventilated using natural ventilation (opening windows)</li> <li>11. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>12. Store cleaning products away from pupils</li> <li>13. PPE will be available for use by staff if required</li> <li>14. Soap and hand towels are regularly topped up at all washing stations</li> <li>15. Rubbish bins for hand towels are regularly emptied</li> <li>16. Caretakers to regularly clean the hand washing facilities</li> <li>17. Hand sanitiser is located at the school entrance and should be used by everyone when entering and leaving</li> <li>18. Tissues are provided for classrooms and are topped up daily</li> <li>19. Toilet facilities include antibacterial hand wash</li> <li>20. Stock levels for hand soaps, hand sanitisers, tissues and other cleaning products are checked regularly by caretakers</li> </ol>	

<b>Hazard 10</b> COVID-19 infection passed between people as a result of inadequate cleaning	<b>Risk rating:</b> <b>LOW</b>
<b>Who &amp; how might someone be harmed</b> Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others	
<b>Measures in place to control risks</b> See also risk assessment from contract cleaning staff for assurance on social distancing and methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc. <ol style="list-style-type: none"> <li>1. Cleaning schedule for school buildings covering frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. and ensuring these are thoroughly cleaned and disinfected regularly</li> <li>2. Thorough cleaning of rooms at the end of the day</li> <li>3. Hard surfaces to be cleaned using standard cleaning products and disposable cloths/paper towels throughout day (this can be completed by school staff, including non-cleaning staff – check allergy to cleaning products first)</li> <li>4. Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants</li> <li>5. Hand towels and hand wash are checked and replaced as needed by premises or cleaning staff</li> <li>6. Enhanced cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush</li> <li>7. Only use cleaning products supplied by the school/contract cleaners</li> </ol> <b>When cleaning a contaminated area</b> Cleaning staff (trained cleaning staff) to: <ul style="list-style-type: none"> <li>• Dispose of cloths and mop heads used</li> <li>• Wash hands with soap and water for 20 seconds and dry thoroughly after all PPE has been removed</li> </ul> NB: For a deep clean/disinfection (e.g. following a suspected/confirmed case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). PHE advice the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>	

**Part C – How we will continue to manage the risk to individuals**

<b>Hazard 11</b> COVID-19 infection passed between people and infecting people with underlying medical conditions	<b>Risk rating:</b> <b>LOW</b>
<b>Who &amp; how might someone be harmed</b> Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others who become severely ill	
<b>Measures in place to control risks</b> <ol style="list-style-type: none"> <li>1. Meet with staff who are pregnant and complete a risk assessment.</li> <li>2. Heads to work with wellbeing teams to put in place measures to encourage good mental health in the workplace such as regular staff catch ups or staff meetings</li> <li>3. Ensure that parents and carers understand that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test</li> <li>4. Identify pupils under the care of a specialist health professional and work with parents/carers to complete a risk assessment</li> <li>5. Provide regular contact and home learning for pupils not able to attend school due to advice from specialist health professional</li> </ol>	

<b>Hazard 12</b> A member of staff or a pupil becomes ill with Covid-19 symptoms whilst on site at school	<b>Risk rating:</b> <b>MEDIUM</b>
<b>Who &amp; how might someone be harmed</b> Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others	
<b>Measures in place to control risks</b> <ol style="list-style-type: none"> <li>1. If a child or staff member develops symptoms compatible with Covid-19, they should be sent home and advised to self-isolate for 10 days. Their fellow household members who are over the age of 18 years and 6 months and who have not been double vaccinated must also self-isolate for 10 days.</li> <li>2. Whilst the pupil is waiting to be collected by a parent or carer, they should be supervised from outside a well-ventilated room by one of the adults from their group. This adult will need to wear a disposable mask and gloves</li> <li>3. Any symptomatic child or staff member will be asked to get a PCR test and remain at home until a negative test result is seen (schools cannot insist on seeing a negative test result)</li> <li>4. Following the incident, schools must then follow the COVID-19 cleaning of non-healthcare settings guidance</li> <li>5. If the pupil or staff member tests negative, they can return to the school and the fellow household members can end their self-isolation.</li> <li>6. Where the pupil or staff member tests positive, Test and Trace will inform close contacts if they should need to self-isolate.</li> <li>7. Schools should record positive cases amongst staff and pupils, and take additional action when the first of these thresholds are met: There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period</li> <li>8. When thresholds are met: <ul style="list-style-type: none"> <li>• review and reinforce the testing, hygiene, and ventilation measures already in place</li> </ul> </li> </ol>	

- seek additional public health advice if concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.
- Please refer to the COVID-19: outbreak management plan for further information

<b>Hazard 13</b> Parents are unwilling to engage in testing process	<b>Risk rating:</b> <b>LOW</b>
<b>Who &amp; how might someone be harmed</b> Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others who become severely ill	
<b>Measures in place to control risks</b> <ol style="list-style-type: none"> <li>1. If a parent refused to have their symptomatic child tested, schools have a right to refuse to allow the child to attend</li> <li>2. Anyone with symptoms who is not tested cannot return to school until they have completed the 10 days self-isolation period</li> <li>3. School are to be provided with a small number of home testing kits. Consideration to be given to giving these to families who might not otherwise engage in testing</li> </ol>	

<b>Hazard 14</b> Staff or child tests positive for COVID-19	<b>Risk rating:</b> <b>MEDUIM</b>
<b>Who &amp; how might someone be harmed</b> Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others who become severely ill	
<b>Measures in place to control risks</b> <ol style="list-style-type: none"> <li>1. Child or staff member to self-isolate for 10 full days from the day after the onset of symptoms (or the day of test if asymptomatic), and return only if they have no symptoms other than a cough or loss of sense of taste or smell.</li> <li>2. If positive test is LFD, a negative PCR test TAKEN WITHIN 48 HOURS, will override positive result. If the PCR is taken outside 48 hours – LFD result will stand.</li> <li>3. Schools should seek public health advice if a child or staff member is admitted to hospital with COVID-19. DfE helpline (0800 046 8687, option 1)</li> <li>4. Anyone who has received two vaccinations, and children under the age of 18 years and 6 months no longer have to self-isolate in the event of close contact with a confirmed case, including in their household, but it is recommended that they: <ul style="list-style-type: none"> <li>• take a PCR test,</li> <li>• wear face coverings in enclosed spaces where social distancing cannot be maintained</li> <li>• Limit contact with anyone who is CEV</li> <li>• Continue to take part in twice weekly lateral flow testing</li> </ul> </li> <li>5. Where a child has tested positive, but is well enough to work from home, high quality remote learning must be made available to them</li> </ol>	



**Part D – How we will manage the long term risk of the lock down on pupil’s wellbeing and academic attainment**

<p><b>Hazard 15</b> Pupil’s gaps in knowledge in core subjects inhibit new learning and cause anxiety</p>	<p><b>Risk rating:</b> <b>HIGH</b></p>
<p><b>Who &amp; how might someone be harmed</b> Pre-statutory school aged and statutory school aged pupils</p>	
<p><b>Measures in place to control risks</b></p> <ol style="list-style-type: none"> <li>1. All staff to use positive language when talking about the curriculum so children’s learning is not described as being in deficit by using phrases such as ‘catch up’, ‘learning gaps’ or ‘fallen behind’ – the term ‘Build Up and Bounce Back’ to be used</li> <li>2. Regular diagnostic assessment for reading, mathematics, spelling and grammar. Outcomes used to plan tutor groups and track catch-up progress</li> <li>3. Nursery and Reception curriculum adapted to focus on speech and language</li> <li>4. White Rose and PiXL resources used in Mathematics, spelling and grammar lessons to revisit key elements of the curriculum</li> <li>5. Diagnostic assessment used to form the curriculum for intervention groups</li> <li>6. Staff to consider running ½ hr intervention groups 2Xtimes per week for pupils most in need of catch up/FSM pupils</li> </ol>	

<p><b>Hazard 16</b> Optional LFD testing for staff is not managed effectively</p>	<p><b>Risk rating:</b> <b>MEDIUM</b></p>
<p><b>Who &amp; how might someone be harmed</b> Staff who are non-symptomatic carriers of COVID-19 could infect others who live with them or other adults or children in school</p>	
<p><b>Measures in place to control risks</b></p> <ol style="list-style-type: none"> <li>1. The rationale for LFD self-testing for staff is explained clearly by senior leaders in schools.</li> <li>2. Instructions for the tests are communicated and followed accurately so results of testing are as reliable as possible</li> <li>3. Staff training on testing is undertaken</li> </ol>	

## Key

Level of risk	Suggested action
LOW	Control measures are adequate but continue to monitor and review to ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period. Continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended

If you have health and safety questions or concerns contact the lead Health & Safety practitioner in the Trust who is Verity Bolton [vbolton@springpartnership.co.uk](mailto:vbolton@springpartnership.co.uk)

### Annex A – Specific risks identified at Castlecombe Primary School Nursery

<b>Hazard 17</b> Nappy changing and intimate care	<b>Risk rating:</b> <b>HIGH</b>
<b>Who &amp; how might someone be harmed</b> Nursery team members working within the setting, could contract the virus when changing nappies	
<b>Measures in place to control risks</b> <ol style="list-style-type: none"><li>1. Nursery Team wear PPE (gloves, face shields, face masks and apron) when carrying out personal care routines</li><li>2. Staff follow the nappy and intimate care procedures</li><li>3. Ensure that PPE (aprons and gloves) are disposed of safely in accordance after changing</li><li>4. Staff must wash their hands up to their forearms using the hand washing procedures</li><li>5. The Nursery changing table, sink &amp; other surfaces that are touched need to be cleaned between each child being changed. Cleaning is in accordance with Trust guidelines laid out within this risk assessment</li></ol>	