

<b>Risk</b>		<b>Covid 19.</b> Manor Junior School is following the guidance and information provided by Public Health England and the DfE. This assessment cites specific arrangements.				
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What have you already set up or arranged? (Existing Control Measures)?</b>	<b>Do you need to do anything else to manage this risk (Additional Control Measures)?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
1) Poor hygiene leading to disease transmission.	Anyone	Handwashing to be <b>taught, revised</b> and practised at regular (timetabled) points throughout the day. Plenty of hand wash and paper towels are available. Tissues are widely available – children will be taught to catch it, bin it, kill it. Elbow coughing will be taught and encouraged. Children will be given squirt of hand gel on exit from toilet/ return to classroom. They must only use the toilets in the block designated to their class.	Alternative arrangements may be needed if one set of toilets becomes out of use. MS  Retrain children upon their return after any lockdown, school holidays and periods of absence	All staff  Office staff/ DC to check and maintain supplies. MS to arrange specific toilet cleaning rota for during the school day (toilets, basins, doors)	Now on	
2) Staffing levels for first aid	Risk of inadequate or inappropriate first aid being given.	Numerous first aiders for pupils are available in school. Teachers can do basic first aid as a “reasonably prudent parent” would under “in loco parentis” rules. Unless it is unavoidable ie an emergency, staff should don gloves before commencing treatment. Senior first aiders (FAAW qualified) are available in school. Each class will have gloves (latex free) and basic first aid supplies and tissues.  At break times, year group staff will cover own first aid. At lunchtime HT will provide first aid in annexe.	All staff to top up supplies when they see they are getting low. Inform office staff if stock low.	All staff  Office staff (supplies)  Lunchtime staff Class staff Office staff	Now on	
3) Child becoming unwell or coming to school with Covid-like symptoms.	Everyone	<b>IN SCHOOL</b> Parents will be informed of protocol below and <b>reminded not to send them in with any respiratory symptoms</b> , even if mild. This includes sore throat, coughing, sneezing, vomiting, nausea, diarrhoea, loss of taste/ smell, severe fatigue, temperature over 37.8. If there is a question mark over the cause of symptoms (eg made up, child is coughing but known asthmatic, child has known		CFi  Class staff Office staff	When necessary	

		<p>bowel condition etc),class teacher to make decision in conjunction with SLT, using common sense.</p> <p>An adult will contact the office by phone or send another member of staff (if available). A member of office staff will come to check their temperature with a thermometer and discuss with teacher. If it is deemed necessary for the child to be sent home, the child will be moved to the designated isolation room (in the Carroll room) with door closed and windows open – if anyone is using it they will have to vacate - and wait with staff in PPE for the parent to arrive to collect them. If possible, the member of staff will try to keep 2m distance from the child. A sign will be placed on the door to prevent accidental entry by other staff. The parent will collect the child from the office.</p> <p><b>TESTING AND FOLLOW-UP</b></p> <p>The child will then need to be PCR tested. The school will not need evidence of this.</p> <p>If a child has a positive result and the parent deems them well enough to work from home, then the school will provide a full timetable of work so that they don't fall behind. This is a legal requirement.</p> <p><b>Pupils who are close contacts (in the same class) will be sent a standard letter using DfE template, telling them to take LFD tests daily for 7 days. They do not need to isolate unless:</b></p> <ol style="list-style-type: none"> <li>1. they get a positive result OR</li> <li>2. they have symptoms (see list of symptoms above) in which case a PCR test should be taken.</li> </ol> <p>In the event of a positive test, the child will need to self-isolate for 10 days. The pupil with the positive test must stay home for 10 days from the day on which they developed symptoms. However, if they are tested whilst asymptomatic, but get a positive test, the 10 days restarts if they later develop symptoms (ie regardless of when the test taken, it is 10 days from when symptoms start). <b>The 10 days may be reduced to 5 IF:</b></p> <ul style="list-style-type: none"> <li>• They take LFD tests on days 5 and 6 (at least 24 hours apart) and both are negative AND they do not have a high temperature. Then they may return on day 6 (or days 7-9 once LFD is negative on two successive days)</li> </ul> <p>The school has the right to refuse entry to pupils who have symptoms, or need to isolate after a positive test, or whose parents refuse to get them tested when they have symptoms. <b>If they cannot</b></p>		<p>SLT</p> <p>Office staff CFi</p> <p>Parents</p> <p>CFi will organise</p> <p>Staff in close contact</p> <p>Office staff to monitor LHo liaise CFi if nec</p>		
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		<p>get hold of/ cannot take LFD tests then the full 10 days must be complied with.</p> <p>The school will need to inform staff and parents of any positive cases by saying that there is a case in year _____.</p> <p>If a close contact group (eg a class) have more than 10% off with symptoms OR 5 people (whichever is reached first) this is deemed an outbreak and the Head and SLT will consider switching to all or part of the contingency plan for outbreaks. SLT will decide if and when to contact UKHSA/ LA assistance. School will only be partially or totally closed as a last resort.</p> <p>A template letter has been provided to schools, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19).</p> <p>In the event of an outbreak, staff who answer the phone to the media should take details of the request and contact information. They should not put the call through to SLT. They will pass the information to SLT who will contact LA comms officer.</p>		<p>CFi Office staff</p> <p>CFi SLT</p> <p>Office staff/ Cfi</p> <p>Office staff</p>		
4) Staff becoming unwell with Covid-like symptoms	Everyone, particularly other staff and the children in their classes	<p>Staff will not come to school if they feel unwell with Covid symptoms including temperature, cough, runny nose/sneezing abdominal symptoms, extreme fatigue, or loss of taste/ smell UNLESS they are CERTAIN that there is a non-Covid cause. If they have symptoms, then they should seek a PCR test and self-isolate until results are received.</p> <p>If they become unwell during the day, they will phone or contact the office in the first instance and must go straight home, without visiting any other part of the school.</p> <p>They should seek PCR testing and remain home until the result is known. In the event of a positive test, they will need to self-isolate for 10 days, from the day on which they developed symptoms. <b>The 10 days may be reduced to 5 IF:</b></p> <ul style="list-style-type: none"> <li>• They take LFD tests on days 5 and 6 (at least 24 hours apart) and both are negative AND they do not have a high temperature. Then they may return on day 6 (or days 7-9 once LFD is negative on two successive days)</li> </ul>		All staff	When necessary	

		<p>Adults in close contact (ie working in same classroom as identified case for any length of time – see below) and who <b>are fully vaccinated</b>, should take an LFD test every day for 7 days from known contact but do not isolate unless test is positive or they develop symptoms. If they develop symptoms a PCR test should also be obtained. Adults in close contact who are <b>not fully vaccinated</b> should isolate until they get negative PCR results. Close contact means in same class or have had prolonged or physical contact 1:1 eg first aid, SEN programme, restraint, club, BASC etc.</p> <p>If they get a positive LFD test result from twice weekly or close contact testing, you do not need a PCR unless you develop symptoms.</p> <p>If staff are using the NHS app, they should switch off the tracker if it is not on their person ie if they are leaving it in their handbag in the Staff cloakroom.</p>				
5) Group transmission through direct or close contact or indirect contact via contaminated surfaces.	All staff, pupils and visitors.	<p><b>SOCIAL DISTANCING AND HYGIENE</b></p> <p>Posters are displayed throughout school showing/ encouraging hygiene measures.</p> <p>Children returning to school will have a (reminder) lesson on personal and respiratory hygiene, and on the need for not touching each other, <b>on the day of return</b> and will have gentle, regular reminders. Children will be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for some children with complex needs. There will be regular opportunities for handwashing with soap and use of hand-gel (provided by school).</p> <p>Children will be permitted to wear masks at CFis discretion, where their mental or physical health indicates this might help. They must be trained by the parents how to put them on and take them off using the strings and will be expected to keep them on except when going outside or eating. Pupils must be instructed not to touch the front of their face covering during use or when removing them and must place reusable face coverings in a sealable plastic bag and then wash their hands. Children who mess around with their mask, constantly take it on and off etc will no longer be permitted to wear one and parents will be informed.</p> <p>Staff will not touch pupils unless this is unavoidable (eg to protect them from harm).</p>		Class teachers		
				All staff		
				CFi Class teacher		
				All staff		

		<p><b>START AND END OF DAY</b> Parents will be asked to leave and collect children at a sole, supervised entry point from the road to the main playground and to contact school by phone and email only.</p> <p><b>BREAK AND LUNCH</b> There will be staggered break times and lunch times. All lunches will be eaten in the classroom. School dinners will be delivered to the classroom by staff. Year 6 pupils will collect and return trays and rubbish.</p> <p><b>INDOORS</b> <b>CORRIDORS</b> When timetabling, groups should be kept apart and movement around the school site kept to a minimum. We should avoid creating busy corridors, entrances and exits. Ventilation is key so corridor and external doors should be kept open as much as possible.</p> <p><b>WITHIN THE CLASS</b> VENTILATION is the single most effective measure to reduce transmission. Therefore windows and doors should be kept open as much as possible. <b>The school has CO2 monitors and all staff should keep an eye on levels where they are working as high CO2 levels are indicative of inadequate ventilation. In the event of levels being high, ensure the door and windows both sides or top and bottom are open. If the levels do not drop (ideal is below 1000) then the room should be evacuated and thoroughly vented until levels drop. Where possible, windows and or doors on both sides of the room should be open, or if not possible, then windows at different heights opened.</b> Floor and ceiling fans and external feed air conditioning may be used. All rooms should be ventilated as much as possible when not occupied. Should monitoring over time show high risk activities or areas then other measures will be considered for those activities or places.</p> <p><b>HALL</b> The hall will be used for limited assemblies and for PE. In assemblies, classes should be spaced out. No singing or shouting out will take place in whole school assemblies in the hall, as the risks are too great. Doors and/or as many windows as possible should be open, relative to the amount of people in the room and all doors and windows left open when you leave.</p>	<p>If CO2 levels high</p> <ul style="list-style-type: none"> <li>• Ensure available ventilation is being fully used (ALL doors and windows open)</li> </ul> <p>Then consider:</p> <ul style="list-style-type: none"> <li>• Making area out of use</li> <li>• Prohibiting certain activities in that area</li> <li>• Close area off altogether.</li> </ul>	<p>All staff</p> <p>Class staff Lunchtime staff</p> <p>Everyone</p> <p>All staff</p> <p>CFi LN</p> <p>Teachers and TAs</p>		
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		<p><b>MUSIC</b></p> <p><b>SINGING</b>                  Children may sing in their own classrooms during lessons, during virtual assemblies and during singing assemblies (upper or lower school). Classes should be spaced out to maintain a gap between classes. As many windows as possible should be open as this is still a high-risk activity. Loud singing should be very limited. Shouting is discouraged. No singing with groups larger than half the school in the hall and a single class in a classroom.</p> <p><b>PLAYING INSTRUMENTS</b>                  Peripatetic lessons may take place in the music room or ICT room with the external door or windows open. Pupils should be well-spaced.</p> <p>Children playing woodwind should be far apart from each other. They must only play their own designated instrument.</p> <p>Percussion, keyboards and strings can be played freely but in class lessons children should hand sanitize before and after the lesson.</p> <p><b>PE AND SPORT</b></p> <p>For indoor lessons ensure sufficient ventilation and spacing of pupils.</p> <p>In all lessons, avoid physical contact as much as possible.</p> <p><b>EQUIPMENT WITHIN CLASS</b>                  As fomite (surface) transmission of Covid is very low, regular hand sanitising is all that is required.</p> <p><b>OUTDOORS</b>                  At playtimes and lunchtimes they will have designated outdoor areas for each year group and their own play equipment.</p>		<p>Teachers</p> <p>Peripatetic teachers (informed by ST)</p> <p>Teachers</p> <p>Teachers Premier Sport (AG to inform)</p> <p>Class staff</p> <p>Class staff</p> <p>All staff</p>		
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		<p><b>STAFF</b> Meetings will take place either remotely or in a suitable sized room for the size of group. Masks may be worn to meetings but this is individual staff choice.</p>				
6) Transmission to and from visitors to school	Staff, pupils, visitors, parents	<p>Contact via phone and email will continue to be encouraged, but in certain circumstances parents may now come into school. This should be in small groups and wearing masks in most cases.</p> <p>Visitors (including parents) will not be permitted to use staff toilets. In emergency situations (where a visitor HAS to use the toilet urgently), the annexe toilets or disabled toilet will have to be used to avoid cross-contamination with staff and pupils.</p>		All staff Parents  Office staff		
7) Risks of transmission from visits off the school site.	Staff, pupils, the public.	<p>Educational visits may now resume. They MUST be logged in advance on EVOLVE to allow County to provide specific guidance if necessary. Masks will be worn if required on coaches. Any such events will be planned in line with the restrictions and guidance in place at the time of the event. Planned visits may be cancelled or postponed if restrictions are suddenly introduced at or near the time of the event and so Covid cancellation insurance should be checked for.</p> <p>Any visits will have an additional Covid-19 section on the risk assessment which will consider, for example:</p> <ul style="list-style-type: none"> <li>• The venue the children are going to</li> <li>• Any specific risks (e.g. how well ventilated it is, how crowded it is, etc.)</li> <li>• Access to toilets in emergency (handwashing AND hand-gel on exit to be used)</li> </ul>		EVCs: LN CFo HF Teachers CFi Office staff  Teachers checked by EVC		
8) Risks of transmission between school based staff and pupils	Staff, pupils and any other school based staff / visitor	<p>national testing regime for school staff</p> <ul style="list-style-type: none"> <li>• Staff have been asked to voluntarily undertake home lateral flow testing by the DfE 2x per week.</li> <li>• Staff to sign for the test kits that they receive. If staff sign up for the tests they are also agreeing to administer the reporting online of their test results too (i.e. the whole process must be completed)</li> <li>• The kits come with instructions to follow and staff should follow the guidance in the latest version (1.3.2)</li> <li>• A link to an essential training video detailing the process for carrying out the home tests was given in a support letter to staff. (It is very informative and gives step by step guidance on what to do.)</li> </ul>		All staff and regular volunteers  BH and CLG		

		<ul style="list-style-type: none"> <li>• Due to the process involved, tests will be administered Monday and Thursday evenings (these arrangements will remain flexible based on individual circumstances. The tests will be carried out twice weekly)</li> <li>• Staff receiving a positive (even if the line looks faint) result must inform CFI/MS immediately and report it via the online reporting system.</li> <li>• Staff receiving a positive result must self-isolate</li> <li>• Staff members who have tested positive for Covid-19 do not need to participate in home testing until after 90 days (that is because there could be some COVID debris still in your throat/nostril).</li> <li>• Staff should direct any concerns / questions to BH, CLG.</li> </ul>				
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Risk Assessor	Signature	Date
L Neve		23 May 2020
Responsible Manager	Signature	Date
M Sammes		

<b>Date Reviewed</b>	<b>Signature</b>	<b>Role</b>
6 <sup>th</sup> July 2020	L Neve	Senior Teacher
3 <sup>rd</sup> Sept 2020	L Neve	Senior Teacher
13 <sup>th</sup> October 2020	L Neve, M Sammes, C Foy	Senior Leadership Team
25 <sup>th</sup> January 2021	M Sammes, C Findlay, L Neve, C Foy, C La-Garde	Senior Leadership Team



*MANOR JUNIOR SCHOOL FARNBOROUGH*

*updated 17 Jan 2022*

24 <sup>th</sup> February 2021	M Sammes L Neve	Headteacher Senior Teacher
5 <sup>th</sup> May 2021	SLT	
5 Sept 2021	L Neve	Senior Teacher
4 Jan 2022	L Neve M Sammes	Senior Teacher Headteacher
14 JAN 2022	L Neve	

# MANOR JUNIOR SCHOOL FARNBOROUGH

*updated 17 Jan 2022*

## Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion
		High				
		Medium				
		Low				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Responsible Manager	Signature	Date
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