**The Independent Grammar School: Durham**

**Coronavirus Risk Management Policy –16th December 2020**

**Objectives**

* To seek to identify as far as is practicable all risks facing the school, pupils and staff as we return from lockdown
* To identify how such risks may be controlled and minimized
* To record the risk assessments and make them available to all who need to know about them
* To ensure that all staff are aware of the full range of risks identified, understand their responsibility in regard to them and of informing the management of the school if any other risks are apparent

**Risk Assessment Procedure**

* Identify potential risks and hazards
* Evaluate the likelihood of the risk/hazard causing harm
* Evaluate the nature of the harm which might be caused
* Identify the parties involved
* List control measures to mitigate the risk

**THIS IS VERSION 2.3 DATED 16th DECEMBER 2020**

The Independent Grammar School: Durham

**CORONAVIRUS RISK ASSESSMENT on return to school on 15th September**

This Coronavirus Risk Assessment should be read in conjunction with the School’s General Risk Assessment, held in school and on the school website

In this Risk Assessment, all risks are deemed to be **RED**, so no colour-coding is used.

This document should be read in conjunction with the school’s Coronavirus Policy, which has been produced in consultation with Directors, staff and parents and identifies a range of actions to which we are committed.

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| --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **Actions to be taken** | **Action by whom?** | **Action by when?** | **Done** |
| General risks of transmission of virus | Any member of the school community or visitor to school  Serious illness/death | Coronavirus Policy Produced  (Attached to Risk Assessment) | Principal | 21 May 2020 | Yes  Issued to parents and staff following consultation on 20 May  Revision/update carried out in September 2020 prior to new academic year |
|  | | Staff trained in Policy | Principal | 1st June | Yes. 1st June designated as “staff only” day so training (as well as cleaning & preparation of rooms) can take place |
| Staff trained in Policy | Principal | 1st June | Yes. 1st June designated as “staff only” day so training (as well as cleaning & preparation of rooms) can take place |
| “Extremely Vulnerable” people contract virus | Those living with a member of the school community and who fall within the “extremely vulnerable” category in relation to Coronavirus  Serious illness/death | All members of school community alerted to the need to keep children off/stay off work if living with an extremely vulnerable person | Principal | In advance of return to school | Yes  (Two families responded to say they fall within the category) |
| Pupils or staff contract virus through contact with carriers | All members of the school community  Serious illness/death | All actions within Coronavirus Policy implemented rigorously | Principal | 1st June and continuous | Ongoing |
| Pupils or staff contract virus through contact with carriers | All members of the school community  Serious illness/death | All actions within Coronavirus Policy implemented rigorously | Principal | 1st June and continuous | Ongoing |
| Landlord’s staff contract virus through contact with contaminated items in school | Landlord Staff  Serious illness/death | All actions within Coronavirus Policy implemented rigorously (especially Cleaning – see Paragraph 4)  Landlord staff only to enter school building if absolutely necessary and to wash hands after any visit | Principal  Church Manager | 1st June and continuous | As required |
| Staff or Pupils who are infected transmit the virus to others | All members of the school community  Serious illness/death | Proper procedures in place to deal with those manifesting symptoms, as recommended by DfE and included at paragraphs 17 & 18. | Principal  Staff | 1st June and continuous | As required |
| All staff informed of government guidance as updated 14th September 2020 | Principal | 16th September | Yes, email issued to staff, part-time staff, visiting staff & Directors 16th September |
| Water subject to stagnation following lockdown and unfit to drink | All members of the school community | Water system to be flushed in accordance with Water UK advice | Landlord | 1st June | Yes |

APPENDIX: Coronavirus Policy

**The Independent Grammar School: Durham**

**Coronavirus Policy**

**Introduction**

This policy is based upon widely-available guidance and advice published by the NHS, by the DfE and by Public Health (England). It also adopts practices recommended in the document *Key Messages and Actions for COVID-19 Prevention and Control in Schools* (March 2020), jointly published by the World Health Organisation, UNICEF and The International Federation of Red Cross and Red Crescent Societies.

The policy replaces any existing related policy and reflects the challenges which all schools will face when re-opening following the lockdown of spring 2020. At the time of writing, the government has proposed that certain year groups (Reception, Year One and Year Six) should return to school on Monday, 1st June. This is subject to regular review but will form the basis of this first version of the document.

IGS: Durham is a small school and is in a much better position to cope with a return to school than many others. We have received specific approval from the Department for Education to open the *whole* school on Monday 1st June if we wish. Most (but not all) parents have expressed a strong desire for their children to return to school as soon as possible. Staff have no concerns about returning to work provided a safe environment is ensured.

Parents have been asked to inform the school about any “extreme vulnerability” issues which might affect their children. Two parents have done so to date, and this affects three children.

**Policy**

1. *Risk Assessment*

A risk assessment has been carried out and used to influence this policy. The risk assessment is available to parents and staff and is signed off and reviewed by Directors.

2. *Social Distancing*

It is acknowledged by the DfE that keeping small children apart is unrealistic and that occasional contact is very low risk. Government guidelines allow for larger bubbles than before, and we have decided to deem the entire school to be one bubble. This proposal was referred to the DFE coronavirus helpline, whose advice was that it was a decision for the school and they would not object. Although the school is growing, we still only have extremely small numbers and reasonable social distancing can be adopted by spreading out desks and managing as far as possible children’s movements around the classroom. Older children will be much more manageable in that respect.

The need for social distancing at specific times of the school day is dealt with under the relevant headings below.

3. *Hand Washing*

Hand washing remains a vital way to keep the virus at bay. Children have already been taught in class and in assembly about the importance of hand washing and how to do it. That will continue to be reinforced, and hand washing will be carried out before school starts, at the beginning and end of each break, and at the end of the school day. Staff will regularly monitor hand washing to ensure it is being done properly. Alcohol-based hand rub will be available in school and used at frequent intervals at the discretion of teachers.

4. *Cleaning*

Cleaning will be carried out at least once a day and will involve as a minimum the emptying of all bins, vacuuming of floors, washing all surfaces, glass doors and handles, and cleaning equipment. We will use sodium hypochlorite (bleach) at 0.5% for disinfecting surfaces and 70% ethyl alcohol, or equivalent, for disinfection of equipment. Where possible (i.e. when not in contravention of fire regulations) doors will be propped open to avoid regular touching.

5. *“Pinch Points”*

These include all times during the day when children and/or staff are likely to be closer to each other than normal and/or are more likely to bump into each other, come into contact etc.

The legal requirement for a daily act of worship which is predominantly Christian will be observed, and there will continue to be a focus on Fundamental British Values. No visiting speakers will be invited to take assemblies until further notice.

Classes will eat packed lunches in their own classrooms, observing reasonable social distancing. Teachers will ensure that no child shares another’s lunch and that children only drink from their own, named water bottles. Each child, even the very youngest, will take appropriate degrees of responsibility for their own area and will keep it tidy. Wrappers, bags and other rubbish will be disposed of properly after lunch, under supervision from a teacher or classroom assistant.

Breaks will continue to be staggered as at present. Children will go outside, even in poorer weather. Indoor breaks will only be used where unavoidable.

Pick up and drop off will be staggered. At the start of the day, a member of staff will be stationed at the end of the side passage and will welcome children and encourage them to move along the passage, where another member of staff will be posted at the main doors. Parents must not enter the building and must be prepared to leave their children at the self-closing gates. At the end of the day, children will be ready to leave at 3 pm prompt (or 4pm if attending an after school club) and will do so via the main church double doors. Parents should not arrive early for collection, as they will not be able to enter the school building beyond the glass doors of the main hall. In the unlikely event of parents needing to wait, they will do so on Claypath or in bad weather they may wait, subject to social distancing, in the entrance area outside the glass doors. Existing school policy of ensuring that children are ready in good time to be collected at the appointed time will be reinforced and will now become even more essential.

The cloakroom will be used only by Rainbow Class. Robin Class will continue to store coats and bags in their own classroom.

Crowding in toilets must be avoided and toilet visits will be overseen by teachers to avoid too many entering the toilets at one time. Children, subject to teachers’ judgment of urgency, will not be allowed to go to the toilet during lessons.

6. *Equipment*

We will only use the minimum range of resources, and those used will be selected at least partly on the basis of how easy they are to clean. Only “easy to clean” items will be set out in classrooms and accessed by children. Children will be allowed to select a small number of books from the library at the start of the week and those will be their books for the rest of the week, stored in their own bag. Children will be asked to bring to school their own range of equipment (pens, rubbers and rulers, dependent on age) which should be named and kept for that child’s use only.

Items, books etc. moving between school and home must be limited as far as possible. Home/School diaries will still be used where appropriate.

Equipment will be cleaned every day along with general cleaning. 70% ethyl alcohol or equivalent will be used.

7. *Uniform and Dress Code*

Government guidance is clear that school uniform is now to be encouraged and we will therefore require uniform to be worn with effect from 15th September 2020.

8. *Public Transport*

Very few, if any, children come to school on public transport. If any do, they will be asked to observe particularly rigorous protocols upon arriving at school – to include thorough hand washing. This also applies to staff.

9. *Packed Lunch*

Nut-free packed lunches will continue to be brought in and are covered by paragraph 5 above.

10. *Visitors*

Unless unavoidable, no visitors will be allowed to enter the school building. In the event of a visitor having to enter the school, he/she will have the social distancing and hand washing protocols explained and will be required to observe them.

11. *After-School Clubs*

After school clubs will recommence on 15th September.

12. *First Aid*

To allow first aid to be carried out safely, the school will provide gowns, goggles, masks and gloves.

13. *Intimate Care*

The school’s intimate care policy will continue to be observed, and the PPE described under “First Aid” will be available for staff to use.

14. *Music and Gymnastics*

Music and Gymnastics will resume in the first week of school. This will be regularly reviewed. Visiting staff will be briefed on this policy and in line with DFE guidance which schools are required to share with all staff.

15. *Water Stations*

The use of water stations will continue. Teachers will check regularly that all bottles are named. Water bottles must not be kept on desks, but always at the water station. Children should not be allowed to drink during lessons but can be encouraged to do so between lessons and during break times.

16. *Ventilation*

Wherever possible, windows will be opened to create air flow. In warmer weather, outdoor lessons may be held in the courtyard.

17. *If anyone becomes unwell …*

If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), he/she will be sent home and (parents) advised to follow the [*COVID-19: guidance for households with possible coronavirus infection guidance*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) available online. We will provide home testing kits if appropriate.

If a child is awaiting collection, he/she should be moved to the sick bay where he/she can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Staff involved will wear PPE. A window should be opened for ventilation.

A child needing to go to the toilet while waiting to be collected should use the toilet in the sick bay. The room will then be cleaned and disinfected using standard cleaning products before being used by anyone else.

18. *If anyone displays symptoms compatible with Coronavirus …*

If a child or staff member develops symptoms compatible with coronavirus, he/she should be sent home and advised to self-isolate for 10 days. We may give the parent(s) a home testing kit if appropriate. Advice will be sought in line with DfE guidance. Where the child or staff member tests negative, they can return to school. It is likely that advice will suggest that in a small school like IGS: Durham, if a child or staff member tests positive, the whole school will have to be sent home to self-isolate for 14 days. The other household members of those who were not tested will not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

19. *Water*

As a result of the building’s closure during lockdown, drinking water systems might have become subject to stagnation due to low turnover. This presents a risk of poor drinking water quality and a possible risk of illness. The Landlord will arrange for the water system to be flushed before school reopens and will do so in accordance with the advice contained in Water UK’s document published on 8th May 2020, *“Recovering Drinking Water Supplies in Buildings and Networks after Prolonged Inactivity”.*

IGS: Durham

Version 2.3, 16th December 2020

**Document History**

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| **Version** | **Date** | **Purpose** | **Changes** |
| 0.5 | 17 May 2020 | Consultation (Directors) | Minimal, new paragraph 16 added |
| 0.75 | 19 May 2020 | Consultation (Staff) | Minor |
| 1.0 | 20 May 2020 | Publication | Minor |
| 2.0 | 26 May 2020 | Update | Insertion of risk related to water safety  Insertion of new paragraph 19 in policy |
| 2.1 | 14 Sep 2020 | Update | Minimal (updates in line with changes to guidance – e.g. bubble sizes, school uniform etc.) |
| 2.2 | 9 Nov 2020 | Correction | Para 18 – 7 days changed to 10 days following advice received during HSE spot check. |
| 2.3 | 16 Dec 2020 | Correction | Minor errors corrected (dates) |