



Emanuel School

COVID-19 – a Risk Assessment for returning to school in September

Introduction

This is a summary of the risk assessment carried out at Emanuel School in advance of the school re-opening fully in September 2021.

It should be remembered that the COVID-19 outbreak is dynamic, changing daily especially in the recent notification of variants of the virus, and there are now many agencies providing information. The risk assessment will be reviewed regularly to adapt to changing advice and updated as appropriate.

The latest advice from Government is that all schools should open in September 2021 with all pupils returning to school at the start of term. Unless parents have notified the school that they do not wish their child to undertake a Lateral Flow Test (LFT), all pupils should undertake two LFT within three days of returning to school. From then all pupils are requested to undertake LFT twice a week at home. At the same time staff are requested to undertake LFT from home twice a week.

In carrying out the COVID-19 risk assessment the members of the senior management team took responsibility for different sections of the project, depending upon their areas of operation.

Rationale

The logic behind this process is the school's ongoing 'duty of care' that it has for the whole community: pupils, parents, staff, visitors, contractors and governors.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". With COVID-19 schools are having to make difficult and timely decisions to fulfil this duty.

The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?".

For COVID-19 there are three important factors to consider:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. *seriousness of injury* – this will have to be assessed on a case-by-case basis. For example, if there has been a confirmed case in the school population a proportionate risk assessment would have to be taken to identify where the affected individual has been and with whom they had contact. A further concern is for pupils that may be more vulnerable to COVID-19 than others, as assessed by the school nurses.
- c. *Effectiveness, difficulty, and practicality of taking precautionary measures* - all measures are reviewed to ensure that they will be effective and practical.

Running the school - the risk assessment

Assessing COVID-19 is particularly challenging as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils of varying age groups and class size.

The overall assessment of risk will require regular review (at least termly) and should include but not be limited to the following areas:

- A. The Safeguarding and Children Protection policy and procedures so staff and pupils feel safe.



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- B. Government advice – is this being regularly accessed, assessed, recorded, and applied?
- C. Communication of changes to staff, pupils, parents, and governors.
- D. Regular review by governors.
- E. Is access to the school controlled effectively and are visitor details recorded?
- F. Are the relevant COVID measures for the school communicated, understood, and applied?
- G. Are staff and pupils being reminded to ensure they are complying with all relevant COVID measures?
- H. Are there sufficient supplies of hygiene materials and are they well placed in the school?
- I. Has the cleaning regime been regularly re-assessed and, if necessary, revised for high-risk areas such as toilets, door handles, switches, handrails and extensively used hard surfaces?
- J. Are contingency plans in place for the transition to remote learning including rapidly sharing decisions? Are these reviewed when implemented?
- K. Are all the risks identified properly mitigated and regularly re-assessed?

In addition to the above, the following will need to be considered for pupils, parents and staff:

- L. Is there an outbreak contingency plan in place should there be an outbreak of COVID in the school, and is it reviewed following implementation?
- M. Medical. Who has:
 - a. Pre-existing medical conditions and are they fully declared?
 - b. Have all vulnerable pupils, parents and staff been identified and recorded?
 - c. Tested positive for COVID and is it recorded?
 - d. Come into contact with anyone tested positive with COVID?
 - e. Been sent home with COVID symptoms (a cough, high temperature, shortness of breath or a loss of taste and smell)
- N. Are all events including external people, including parents, risk assessed including COVID risks? Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?
- O. Asymptomatic Testing: do all pupils and staff fully understand the procedures for testing at home and are there adequate testing kits available for all pupils and staff?



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A summary of the results of the full risk assessment is given below.

	Risk	Required for September	Lead	Desired outcome
A	Updating the Safeguarding and Child Protection policy and procedures and ensuring staff and pupils feel safe	Yes	Deputy Head: Pastoral	Updated policy published September 2021.
B	Is government advice being regularly accessed, assessed, recorded and applied?	Yes	Bursar	Review and update as necessary.
C	Are changes regularly communicated to staff, pupils, parents and governors?	Yes	HM	Guidance sent at the start of term and as required for any subsequent changes.
D	Are changes reviewed by governors?	Yes	HM	To be reviewed by Lead Governor at start of Term.
E	Is access to school controlled effectively and are visitors' details recorded?	Yes	Bursar	Visitor policy updated for new academic year.
F	Are the relevant COVID measures at school being communicated, understood and applied?	Yes	Deputy Bursar	Clearly understood by all.
G	Are staff and pupils being reminded and checked to ensure they are following the latest COVID measures?	Yes	Deputy Head: Pastoral / Deputy Bursar	Clearly understood by all.
H	Is there a sufficient supply of hygiene materials, are they easily accessible and well placed?	Yes	Bursar	Sufficient supplies in place.
I	Has the cleaning regime been regularly re-assessed and, if necessary, revised for high-risk areas such as toilets, door handles, switches, handrails and extensively used hard surfaces?	Yes	Bursar	Approved cleaning schedule reviewed weekly.
J	Are contingency plans in place for the transition to remote learning including rapidly sharing decisions?	Yes	Bursar/ Deputy Head: Pastoral	Plans updated and reviewed on a regular basis to respond to the changing situation.



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K	Are all the risks identified properly mitigated and regularly re-assessed?	Yes	Bursar	Regular review of RA.
L	Is there an outbreak contingency plan in place for the school?	Yes	Deputy Head: Pastoral / Deputy Bursar	In place and communicated
M	Events on site including visitors & parents – are they individually risk assessed including for COVID	Yes	Deputy Head (STUART)	In place
O	Asymptomatic Testing: Have all pupils and staff been informed of the new requirements for testing at home and are there sufficient test kits available.	Yes	Deputy Head: Pastoral / Deputy Bursar	All pupils and staff have been made aware of the new procedures with revised handbook whilst Deputy Head Pastoral has written to all staff and pupils. Sufficient testing kits ordered from Government suppliers.