

Bottisham Village College COVID-19: risk assessment

CLT = College Leadership Team

Review: 03.01.2022

Review based on DFE updated guidance published January 2022.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044530/Schools_guidance_Jan_22.pdf

Summary of changes following Omicron Surge and re-opening January 2022.

- Face Coverings to be recommended in all communal areas and classrooms
- No visitor, unless urgent or linked to student welfare
- Include cold-like symptoms with COVID-19 symptoms
- Staff to meet online and avoid face to face meetings
- Use of CO2 monitors to monitor classroom ventilation
- Suspend all physical assemblies
- Encourage vaccinations for all staff and students
- Updated guidance for people identified as a close contact
- Encourage staff that identify themselves and clinically extremely vulnerable or pregnant to come forward for an additional risk assessment

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES / REVIEW MEETING
Contact with someone suffering from coronavirus -	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	1. Everyone will be asked not to come into school if they need to self-isolate under current guidance . Regular reminders will be given about this to staff and parents.	Dom Fullman (DF)	02.09.2021	07.11.2021 No further action needed 03.01.20212

Someone with Coronavirus attends school		<p>Core definition of symptoms to include the following: fever; dry and/or persistent cough; loss of taste or smell.</p> <p>Additional symptoms also to be considered are; tiredness; aches and pains; headache; sore throat; nasal congestion; red eyes; diarrhoea or a skin rash. If students present with additional symptoms a call home should be made to confirm parents wishes as to whether the student is to remain in school or seek further medical attention.</p> <p>Parents advised to isolate and book PCR for cold like symptoms which are common with the Omicron Variant</p>			Cold-like symptoms relating to Omicron Variant. Advised to isolate.
	1. No visitors should be on site; any that are for urgent, emergency or statutory matters are expected to take an LFD test beforehand.	All staff	03.09.2022	03.01.2022 No visitors on site.	
	2. Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.	Everyone	02.09.2021	07.11.2021 No further action needed	
	<p>3. If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Meeting Room 1 is a designated space for isolation. First aid staff have a clear written procedure to support and manage symptomatic people. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>4. Pupils who show symptoms of the Omicron variant, which are more cold-like in nature, must be sent</p>	First Aid Staff	02.09.2021	07.11.2021 No further action needed 03.01.2022 Cold like symptoms added	

home; schools can refuse to admit pupils who arrive at school showing these symptoms.

5. In the case of a symptomatic student who needs to be supervised before being picked up:

- Staff will wear a fluid-resistant surgical mask
- If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron
- If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection
- Staff will need to ensure social distancing is strictly maintained and contact is minimised as much as possible.

First Aid Staff

02.09.2021

07.11.2021

No further action needed

03.01.2022

No change needed

6. Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.

First Aid Staff

02.09.2021

07.11.2021

No further action needed

03.01.2022

No change needed

7. If there are PCR home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.

First Aid Staff

02.09.2021

07.11.2021

No further action needed

03.01.2022

No change needed

8. Only in exceptional circumstances will the school organise transport for a symptomatic child to be taken home.

Jenny Rankine

02.09.2021

07.11.2021

No further action needed

					03.01.2022 No change needed
		9. A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance .	Operations Manager	02.09.2021	07.11.2021 No action needed
		10. Covid waste to be double bagged and kept separately for 72hrs prior to collection			03.01.2022 No change needed
		11. If the school becomes aware that a student or a staff member has tested positive for coronavirus, the school will contact the local health protection team . NHS Test and Trace have taken responsibility for Track and Trace. They will use the following definition for <i>close contact</i> – <i>face-to-face contact with an infected person for any length of time, within 1 metre, including:</i> <ul style="list-style-type: none"> ○ <i>Being coughed on,</i> ○ <i>A face-to-face conversation, or</i> ○ <i>Unprotected physical contact (skin-to-skin)</i> <ul style="list-style-type: none"> ● <i>Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</i> ● <i>Travelling in a small car with an infected person.</i> 	Strategy Group	02.09.2021	PHE East of England Health Protection Team, Council Offices, College Heath Road, Mildenhall, IP28 7EY EastofEnglandHPT@phe.gov .u phe.EoEHPT@nhs.net Phone: 0300 303 8537 option 1 03.01.2022 No change needed
		12. If there are 5 or more connected cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team and the Trust to	Strategy Group / Trust	02.09.2021	07.11.2021

		<p>decide if a move to the Outbreak Management Plan is needed.</p>			<p>Cases have decreased since last review, however we are continuing extra mitigations</p> <p>03.01.2022 No change needed</p>
		<p>13. Education and childcare settings will not be required to undertake contact tracing for children and young people. Instead, staff and students who test positive will be subject to the normal NHS test and trace process. NHS Test and Trace will work with the parents or carers of the positive case to identify close contacts. This will be limited to very close contacts.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts. 		<p>14.12.21</p>	<p>07.11.2021 No further action needed</p> <p>03.01.2022 Updated guidance from close contacts</p>

		Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.			
		<p>14. <i>At the start of Autumn term 2021:</i></p> <p>We will ask all staff and pupils to take a lateral flow test regularly (staff, weekly). This is to identify asymptomatic cases.</p> <p>If the test is positive, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms, including asking them to follow with a PCR Test.</p> <p>If the test is negative, we will ask them to take another lateral flow test between 3 and 5 days later. If this second test is positive, we will ask them to do as above.</p> <p>See separate Risk Assessment for the Lateral Flow Testing Area and Process</p>		02.09.2021	<p>07.11.2021</p> <p>Testing engagement at around 50%. Continue to promote testing through comms to parents and tutor messaging.</p> <p>03.01.2022</p> <p>Updated guidance from close contacts</p>
Contact with coronavirus when getting to and from school		<p>1. For dedicated school transport, discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> o Follow hygiene rules o Try to keep their distance from passengers where possible o Do not work if they or a member of their household are displaying coronavirus symptoms o Ensure cabin spaces are well ventilated if possible 	<p>Stuart Hodgson</p> <p>Rachel Clark</p>	02.09.2021	<p>07.11.2021</p> <p>Improved on inspection, however not always consistent. Students close windows during journey.</p>

		<p>2. In addition, the school will work with providers, students and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> ○ Hand sanitiser is available upon boarding and/or disembarking ○ Queuing and boarding is well organised and supervised ○ Children over the age of 11 use face coverings while using school transport. 	<p>Stuart Hodgson (SJH)</p> <p>Rachel Clark</p>	<p>02.09.20201</p>	<p>07.11.2021 Face mask compliance has dropped significantly. Continue to push messaging. Purchased additional masks to supply at the end of the day. Write to parents.</p> <p>03.01.2022 No change needed, compliance improved.</p>
		<p>3. Students wearing any sort of face covering when arriving to school will wash their hands on arrival, or sanitise (as all students will), dispose of/store the covering, and wash/sanitise their hands again before going to their classroom. Students will be made aware that they mustn't touch the front of the covering during use or removal.</p>	<p>Stuart Hodgson / Duty Staff</p>	<p>02.09.2021</p>	<p>07.11.2021 Remind students.</p> <p>03.01.2022 No change needed</p>
<p>Spreading infection due to touch, sneezes and coughs through poor hygiene</p>		<p>1. Handwashing facilities will be provided. Classrooms will have hand sanitiser for students to use.</p>	<p>Operations Manager, VHS</p>	<p>2/09/2021</p>	<p>07.11.2021 No further action needed</p> <p>03.01.2022 No change needed,</p>
		<p>2. Everyone in school will:</p> <ul style="list-style-type: none"> ○ Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands 	<p>CLT</p>	<p>02.09.2021</p>	<p>07.11.2021 No further action needed</p> <p>03.01.2022 No change needed,</p>

		<ul style="list-style-type: none"> ○ Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing ○ Be encouraged not to touch their mouth, eyes and nose ○ Use a tissue or elbow to cough or sneeze, and use bins for tissue waste 			
		3. Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.	CLT	02.09.2021	03.01.2022 No change needed,
		4. If there are students that will find it difficult to maintain good respiratory hygiene, we will develop individualised risk assessments.	SENCO	02.09.2021	07.11.2021 No further action needed 03.01.2022 No change needed,
		5. Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out. Staff or students will inform student support if there is anything broken, not working.	Operations Manager	02.09.2021	04.10.2021 No action needed 03.01.2022 No change needed,
		6. Classroom bins will have loose bags that can be folded or tied once used and emptied daily. 7. Cleaning Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. Cleaning staff to follow PHE Cleaning guidance procedures	Operations Manager	02.09.2021	07.11.2021 No further action needed 03.01.2022 No change needed,
		8. We are recommending to continue to exercise caution when working with students. Avoid face to	All staff	02.02.2021	07.11.2021

		<p>face contact. Support students by facing the same direction where you can. Try and maintain a physical distance when you can. If you need to work closely with students, please ask them to wear their face coverings.</p> <p>9. Where possible, maintain social distancing with other colleagues and students. If this is not possible, face masks should be worn.</p>			<p>All staff asked to social distance Meetings back on Teams. Large spaces to be used.</p> <p>03.01.2022 No change needed,</p>
<p>Spreading infection through contact with coronavirus on surfaces - through poor / inadequate cleaning</p>		<p>1. Cleaning staff will regularly clean frequently touched surfaces using virucidal disinfectant cleaning products (e.g. detergent), including:</p> <ul style="list-style-type: none"> o Banisters o Taps, flush and door locks o Light switches o External door handles 	Operations Manager / VHS	01/09/2021	<p>07.11.2021 No further action needed</p> <p>03.01.2022 No change needed,</p>
		<p>10. Chartwells have their own risk assessment which will detail the operations within the canteen and kitchen area. Chartwells will share this risk assessment with Bottisham Village College. This risk assessment will be quality assured by the College Operation Manager.</p>	Chartwells / Operations Manager	02/09/2021	<p>07.11.2021 No further action needed</p> <p>03.01.2022 No change needed,</p>
		<p>11. Biometric readers will not be used and replaced with card readers. Students will all be issued with a contactless card to purchase food from the canteen.</p>	Richard Mayer	02/09/2021	<p>07.11.2021 No further action needed</p> <p>03.01.2022 No change needed,</p>
<p>Spreading infection due to excessive</p>		<p>1. Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will</p>		02/09/2021	<p>07.11.2021 No further action needed</p> <p>03.01.2022</p>

contact and mixing between students and staff in lessons - classrooms		be rigorous about hand washing and respiratory hygiene.			No change needed,
		2. Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.	HR Officer	02/09/2021	07.11.2021 No further action needed 03.01.2022 No change needed,
		3. Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.	Imogen Axton	02/09/2021	07.11.2021 No further action needed 03.01.2022 No change needed,
		4. In line with government recommendations, we are continuing to recommend for students and staff to wear face covering in communal indoor spaces, when they are crowded, for example, between lessons within corridors. 5. Unless exempt, students will be recommended to wear face coverings in classrooms and all indoor spaces when they return to College this week. This national advice will remain in place until Wednesday 26th January at which point it will be reviewed. 6. It is permissible for staff to wear masks in the classroom if they wish. While the DfE guidance does not state this, we want to take all possible measures to enable staff to be safe and feel safe. Staff should of course take all practicable steps to ensure communication issues in the classroom are mitigated. 7. Wearing a face covering will be recommended rather than mandated, so we would encourage reinforcing the face covering message by	All staff	02/09/2021	07.11.2021 Continue messaging (letters, assemblies, form tutors) purchase supplies to distribute to students. 03.01.2022 Face coverings in classrooms addition

		reminding students why they are important, and thanking those that are wearing them.			
		1. Until 26th January, the College will not be holding physical year group assemblies.		05.01.2022	03.01.2022 Suspend assemblies
Spreading infection due to excessive contact and mixing between students and staff around and outside of the school movement around school Social times		1. For students who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these students safe.	IA	02/09/2021	07.11.2021 No further action needed 03.01.2022 No change needed,
		2. Movement around the school site will be kept to a minimum and proximity between people minimised by using a defined one-way system which will be clearly marked out. Teachers will be asked to supervise corridors between lessons and enforce the one way system.	CLT	02/09/2021	04.10.2021 Compliance using the one-way system needs addressing. Comms to students and staff prepared. 07.11.2021 No further action needed 03.01.2022 No change needed,
		3. Where meetings to take place in school, rooms will need to be prepared in advance ensuring contact areas including tables have been cleaned. Visitors will need to ensure they maintain social distancing from staff and students, wear face covering and wash their hands before entering school.	All staff	02/09/2021	07.11.2021 Visitors to wear face coverings while visiting 03.01.2022 No change needed,

		<p>4. Educational day visits and domestic residential visits can go ahead.</p> <p>5. International trips are still not recommended before the start of the autumn term.</p> <p>6. We will carry out a separate risk assessment for each educational visit to determine whether it can be undertaken safely.</p>	CLT	02/09/2021	<p>04.10.2021 No action needed</p> <p>07.11.2021 No further action needed</p> <p>03.01.2022 No change needed,</p>
Spreading infection due to the school environment - poor premises management		<p>1. Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>2. School to ensure all areas currently not used due to limited children in school due to lockdown as of 5th Jan are still flushed and temp checked to prevent legionnaires</p>	Operations Manager	02/09/2021	<p>07.11.2021 No further action needed</p> <p>03.01.2022 No change needed,</p>
		<p>3. Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p>	CLT/Operations Manager	02/09/2021	<p>07.11.2021 No further action needed</p> <p>03.01.2022 No change needed,</p>
		<p>4. Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. Doors will need closing when not in use.</p> <p>5. Windows to be opened (just enough to provide constant background ventilation and opened more fully during breaks. External doors can be opened (as long as not fire doors and where safe to do so)</p>	All Staff	02/09/2021	<p>07.11.2021 Staff to be reminded. Classroom spot checks to be coordinated (DS)</p> <p>03.01.2022 No change needed,</p>
		<p>6. Indoor sport can go ahead, but you should prioritise outdoor sport.</p>			<p>07.11.2021 No further action needed</p>

		<ul style="list-style-type: none"> a. We will prioritise outdoor sport where possible b. Where it's not, we will use large indoor spaces with sufficient ventilation c. We will consult government guidance when planning for team sports d. Both indoor and outdoor sporting competitions can take place. 			<p>03.01.2022 No change needed,</p>
		<p>7. The library will be allowed to reopen to all year groups. Year 7 safe place will have priority at lunchtimes. The public will have access to the library but only to take out new books and return books. The public will not be allowed in during school hours. Cambridgeshire Library Service have developed their own risk assessment and public adhering to risk assessment. Seperate entrance for public use, with students and public using separate spaces.</p>	Tina Lawton	02/09/2021	<p>07.11.2021 No further action needed</p> <p>03.01.2022 No change needed,</p>
		<p>8. Staff working in shared office environments need to continue to social distance or ensure they are facing opposite directions. A screen or divider can be used. If this is not possible, mask wearing is advised. Staff are encouraged to maintain rigorous cleaning and sanitising routines. Make sure the space is well ventilated, with windows open.</p>	All staff / operations manager	02/09/2021	<p>07.11.2021 No further action needed</p> <p>03.01.2022 No change needed,</p>
		<p>9. Staff room will have a reduced capacity (20) to ensure social distancing is maintained. Reminder posters will be placed in this area to remind staff. The kitchen area will be limited to one person at a time.</p>	All staff / operations manager	02/09/2021	<p>07.11.2021 No further action needed</p> <p>03.01.2022 No change needed,</p>
Spreading infection due		<p>1. Circulate fresh air every hour for 15 minutes. Windows/doors are opened for the first 10 minutes</p>	All Staff	05/01/2022	07.11.2021

<p>to aerosol transmission</p>		<p>of a lesson and the last 5 minutes throughout the day, which will provide 15 minutes each hour and ensure air has been sufficiently circulated between classes.</p> <ol style="list-style-type: none"> External ventilation to all shared spaces, for example a high level window open Staff in offices and shares spaces to ensure fresh air is circulated as above Staff to use CO2 monitors to monitor air circulation and take action accordingly. 			<p>Continue to remind staff 03.01.2022 CO2 Monitor update</p>
<p>Individuals vulnerable to serious infection coming into school</p>		<ol style="list-style-type: none"> Staff or students who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain. The college will follow the guidelines from Anglian Learning and develop risk assessments for these staff. <p>Guidance for staff who are pregnant:</p> <ul style="list-style-type: none"> Guidance is that pregnant staff (whatever their gestation) who are not fully vaccinated should work from home, wherever possible. For all pregnant staff whatever the stage of the pregnancy or vaccination status, please revisit risk assessments. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>	<p>CLT / HR</p>	<p>02/09/2021</p>	<p>07.11.2021 Staff have been emailed. Some have come forward for an updated risk assessment 03.01.2022 Guidance for pregnant staff:</p>
<p>Significantly reduced staffing levels</p>		<ol style="list-style-type: none"> Contingency planning should staff absence impact on current plans: doubling up classes within year group bubbles, or making use of larger spaces (Hall 2, Evans); adapting/modifying timetable; creating study period with supervision by other 	<p>CLT</p>	<p>02/09/2021</p>	<p>07.11.2021 No further action needed 03.01.2022 No change needed,</p>

		<p>staff, e.g. HLTAs; CLT deployment; amended school days, etc.</p> <ol style="list-style-type: none"> 2. In exceptional circumstances, staff will be used for covering absent colleagues, where staff are required to self isolate and teach from home. 3. If the school cannot operate safely due to large numbers of absent staff, the college will work with the Trust Central team to make a decision on either a full or partial closure, moving learning to remote learning. 			
Covid Outbreak		<p>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</p> <p>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p> <p>In this event, we will work with PHE, LA and the Trust to deploy additional mitigations, following the guidance within the Outbreak Management Plan (LINK)</p>		02/09/2021	<p>07.11.2021 Continue to review cases and patterns. Cases have decreased since october.</p> <p>03.01.2022 No change needed,</p>