

Risk Assessment – COVID-19 (v3.4)		5th November 2021	Dunottar School
Responsible Person	Mark Tottman, Headmaster		
Other Persons Involved	Estates Manager, Health & Safety Co-ordinator, SLT, HR manager, Finance manager		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Schools coronavirus (COVID-19) operational guidance (from Step 4) (27th September) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (27th September) • DfE - Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (27th september) • DfE - Safe working in education, childcare and children’s social care (20 July) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (19 July) • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) 		

Details	DFE Coronavirus Helpline 0800 046 8687
<p>A risk assessment covering school/setting operation from September 2021</p> <p>A revised system of control measures is in effect</p> <ol style="list-style-type: none"> 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. <p>The symptoms of COVID-19 are a new and continuous cough, or a high temperature, or a loss of or change in a person’s normal sense of taste or smell</p>	

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school • Staff are encouraged to take part in asymptomatic testing • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a PCR test. • Where an LFD test returns a positive result the staff member must self-isolate and arrange a PCR test. • Anyone having to go home will be encouraged to not use public transport where this is applicable • Where a PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member must notify the school of the test result immediately ○ The staff member self-isolates in line with self-isolation guidance ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i>. • If the PCR test result is negative the staff member can return to school when they feel well enough to do so. • Staff are encouraged to continue twice weekly home testing in line with PHE/DfE guidance whenever they are due to come into school • Any fully vaccinated staff identified as close contacts of a positive case are advised to carry out a PCR test and are also advised to carry out an LFD test each day prior to attending work
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of COVID-19 is told to self-isolate and undertake a PCR test. The pupil/parents are instructed to notify the school of the test result. Designated COVID email address used to collect this information. Collection, monitoring and secure storage of this information will be maintained by the Nurse. A negative PCR test result means the pupil can return to school. • Anyone having to go home will be encouraged to not use public transport where this is applicable • Clinically extremely vulnerable pupils can attend unless under specific medical advice not to do so • Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school • Secondary pupils will be invited to take two asymptomatic tests at the school's on-site testing centre prior to the start of the new year. After this, Secondary pupils are encouraged to continue twice weekly testing in line with PHE/DfE guidance. • Where an LFD test returns a positive result the pupil will self-isolate and be advised to arrange a PCR test, continuing to self-isolate if the result is positive.
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> • Pupil/staff member sent home and instructed to arrange a COVID-19 PCR test. • Pupils with symptoms are isolated in a dedicated room with an open window if possible. Any rooms used will be cleaned once they have left. this is the girls room in the medical centre. This is being used as it has good ventilation and access to a bathroom. • Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings

			<ul style="list-style-type: none"> Boarding pupils will self-isolate in their boarding household in the first instance. If it is necessary for them to relocate to their parental or guardian home this will be carried out with regard to the transport principles contained in Safe Working in Education Childcare and Children's Social Care Settings <p>Where will unwell pupils be held? How will waste from isolation rooms be managed? What is the notification/response procedure for someone purporting to be unwell?</p> <ul style="list-style-type: none"> Staff are issued with guidance document (Covid symptom procedure) which they can refer to in the school setting. This procedure details the symptoms that staff should be aware of and what to do next. Any pupil with suspected Covid is to be sent to the medical room along with an accompanying email to the nurse. The nurse will assess on arrival and the girls medical room is used for quarantine. In the absence of the nurse Tom Stevens is to deputise with support, if necessary, from Rea Pope. Whilst interacting with any suspected covid cases the medical room staff are to wear PPE and this is disposed of in a separate bin that allows for double bagging and has a lid. This will then be disposed of according to current guidelines. On arrival in the medical centre the pupil/staff member will be immediately assessed by the nurse or deputy to determine whether there is a suspected COVID case. Following confirmation an email will be sent to RLP and AC to inform of a confirmed case. AC will allocate maintenance staff to clean the areas used.
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> Hands are cleaned regularly by all pupils, staff members and visitors and soap and running water or hand sanitiser is readily available for this purpose. 'Catch-it, bin-it, kill-it', promoted throughout school. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> A cleaning schedule is in place with an emphasis on frequently touched surfaces Cleaning following confirmed/suspected case carried out in accordance with PHE guidance COVID-19: cleaning of non-healthcare settings <p><u>Boarding Schools</u></p> <ul style="list-style-type: none"> Arrangements are in place for the management of suspected and confirmed cases in boarding accommodation. Travel plans for international students are reviewed to identify students travelling from or through red-list countries and they are advised not to travel. Anyone who does travel from or through a red-list country will be required to self-isolate in a quarantine hotel, with a parent or guardian, and is liable for the costs associated with this. Students travelling from countries where travel is permitted will be allowed to quarantine in their own accommodation. <p><u>Outbreak Management Plans</u></p> <ul style="list-style-type: none"> Mechanisms are in place for the rapid deployment of enhanced control measures, e.g. face coverings, bubbles, should the school be advised to do so by a relevant body (central government, Local Director of Public Health) <p>See COVID-19 Contingency guidance document for Dunottar School</p>

Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. • Mechanical ventilation systems are set to ‘fresh air’ mode where possible. • Single room ventilation systems continue to operate as normal • Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. • Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room • Non-fire doors are propped open to support ventilation and to remove need for hand contact
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming to work or school may be anxious, worried our stressed	<ul style="list-style-type: none"> • The workforce and any Union reps have been consulted in the development of this risk assessment and associated control measures • This risk assessment and its findings have been shared with staff and published on the school website. • Staff have access to Group’s occupational health and counselling service
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> • All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner • Transgressions will be escalated through existing behaviour/disciplinary arrangements • RA is discussed regularly with LGB and reviewed. All updates are sent to all staff and staff are free to discuss any issue or concerns with their line manager or members of the Health and Safety team. • Detailed training will be provided during the beginning of term INSET. Additional support will be provided if required. • Weekly observations are carried out to ensure compliance and an environment of reporting and positive improvement has been established. • Any transgressions are dealt with swiftly by the appropriate member of staff depending on the staff or pupil concerned. • Behaviour expectations of pupils have been laid out in the behaviour policy and are regularly reinforced at year group meetings.
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> • Important updates/changes included in CEO’s Heads Bulletins • Regular key guidance updates issued by Group H&S Manager • Headteacher to ensure that all relevant guidance is followed and communicated to staff • Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly • The LGB is kept informed on changes in guidance and school approach

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
The use of CO2 detectors for identifying poorly ventilated spaces will be kept under review pending further information from DFE.			

Assessment completed by:	Rea Pope	Date:	5 th November 2021	Date of next review:	1 st January 2022
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