



## BGN Risk Assessment

**School name:** Blessed George Napier School      **Assessment carried out by:** ND/TB/MJ/FL

**Date of next review:** Ongoing      **Date original assessment was carried out:** 1 June 2020

Updated 6 September 2021

### What is the hazard?

The risk assessment below relates specifically to the hazard of Covid-19 viral infection.

### Who might be harmed and how?

1. Anyone in close contact with the infected individual, including in the days prior to symptoms developing.
2. Anyone who is clinically vulnerable or clinically extremely vulnerable and adult members of the school staff, or the child's household, or a member of school staff's household. There is a much lower risk to children and young people, but the risk is not zero.
3. Members of the public who may come into contact with students who are travelling to school, if those students are carrying the virus and if they transmit it.



**Key underlying principle which is set out in *Covid-19: implementing protective measures in education and childcare settings***

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing), and indirect transmission (via touching contaminated surfaces).

Step 4 marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

This risk assessment is reviewed regularly and is based on the most up-to-date information published by the DfE in the document ‘**Schools coronavirus (COVID-19) operational guidance**’:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>.

**Control measures include:**

1. Following Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19. This means you should not enter the school if you are ill and may have Covid-19. Staff and students will have access to regular testing.
2. Ensuring good hygiene for everyone.
3. Maintaining appropriate cleaning regimes.
4. Keeping occupied spaces well ventilated.

The use of face coverings may help to reduce the spread of infections in crowded enclosed spaces.

What are the risks?	What actions should be taken to reduce the risk?	Who needs to carry out the action?
Symptomatic staff or student or visitor	Minimising contact with those who are unwell	Policy on return of students to include clear



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<p>Transmission of Covid-19 from an infected student or member of staff, if they become ill while at school</p>	<p>If anyone in an education or childcare setting 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), they must be sent home and advised to follow NHS Test &amp; Trace guidelines which sets out that they must self-isolate and have a PCR test.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child, and with appropriate adult supervision if required. At BGN the KS4 office has been designated for this purpose.</p> <p>Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least two metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• Students whose care routinely already involves the use of PPE due to their intimate care needs, should continue to receive their care in the same way.</li> <li>• If a child becomes unwell with symptoms and needs direct personal care until they can return home - a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of two metres cannot be maintained.</li> <li>• If contact with the child or young person is necessary (for example to administer first aid) then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> </ul>	<p>information for parents, students and staff.</p> <p>All staff to notify <b>office</b> of any concern regarding themselves, another member of staff or a student.</p> <p>Office staff (Attendance/Reception) will call home and isolate the student/staff member</p> <p>Office staff to inform cleaner on duty if the toilet needs to be cleaned.</p> <p>Office staff to place a sign on the toilet to warn others that it is out of use until cleaning has taken place.</p> <p>Designated first aid staff to be aware of the circumstances for use of, and have access to,</p>



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	<ul style="list-style-type: none"> <li>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul> <p><b>Visitors:</b> any visitors, such as parents, other professionals (eg: social worker) or suppliers or contractors, must not enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the Covid-19 guidance for households with possible coronavirus infection).</p>	<p>appropriate PPE – <i>this may include mask, gloves, apron, visor depending on the situation.</i></p> <p>Communicating this is the responsibility of anyone arranging for a visitor to attend the school. Office staff must be informed of any visits at least 24 hours in advance. Policy and signs will communicate expectations to visitors.</p>
<p><b>Confirmed case</b> What happens if there is a confirmed case of coronavirus in a setting?</p>	<p><b>Schools must engage with the NHS Test &amp; Trace process</b></p> <p>If someone <b>tests positive</b>, they should follow NHS Test &amp; Trace guidance, and must continue to self-isolate for at least ten <b>days from the onset of their symptoms/test</b> and then return to school, only if they do not have symptoms other than cough or loss of sense of smell/taste. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with Covid-19, or are a close contact of someone with Covid-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>They are fully vaccinated.</li> </ul>	<p>Staff and students will only be sent home when this is directed by the Principal <u>or</u> the local health protection team.</p>



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	<ul style="list-style-type: none"> <li>• They are below the age of 18 years 6 months.</li> <li>• They have taken part in, or are currently part of, an approved Covid-19 vaccine trial.</li> <li>• They are not able to get vaccinated for medical reasons.</li> </ul> <p>Instead, they will be contacted by NHS Test &amp; Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>If the conditions above <u>do not apply</u> to staff, then they do need to self-isolate.</p> <p><b>Schools must not share the names or details of people with Covid-19 unless essential to protect others.</b></p>	
<p>Covid-19 can be spread by:</p> <p>1. <b>Indirect transmission</b> through contact with surfaces and</p> <p>2. <b>Direct transmission</b> by coughing, sneezing or other release of droplets into the air</p>	<p>1. <b>Increased hygiene and cleaning measures are the most important way to reduce the risk of indirect transmission.</b> Details of cleaning protocols will be set out in a separate document. There should also be more frequent cleaning of classrooms during the school day. This will be managed by teaching staff.</p> <p>2. <b>Direct transmission.</b> This is reduced by good ventilation and it is essential that the importance of this is understood. Face coverings are only required in certain areas of the school, but staff and students may wear their own face coverings if they wish. The guidance states that masks may not be suitable for some students (asthmatic, SEND, mental health condition) and these students have been provided with an exemption card (via Head of Year) if they have requested it.</p>	<p>All staff and students must be aware of the underlying scientific principles which the Risk Assessment is based on so that sensible decisions can be made at all times.</p>



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<p><b>1. Indirect transmission</b> through contact with surfaces which have been contaminated with the virus</p> <p><b>2. Direct transmission</b> by coughing, sneezing or other release of droplets into the air</p>	<p><b>Increased hygiene and cleaning measures</b> To reduce indirect transmission:</p> <ul style="list-style-type: none"> <li>• Staff and students should wash their hands and/or use hand gel frequently.</li> <li>• There will be enhanced cleaning at the end of the day. There will be more frequent cleaning of classrooms during the day which will be managed by teachers.</li> <li>• There will be enhanced cleaning of toilet areas, door handles and handrails by the cleaners on duty during the day.</li> <li>• Classrooms should be tidy and surfaces free of all books/paper. This is to facilitate cleaning at the end of a session.</li> <li>• Doors should be propped open where possible to avoid the need to touch them.</li> <li>• For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom-based resources, such as books and games, can be used and shared.</li> </ul> <p>To reduce direct transmission:</p> <p><b>Testing:</b></p> <ul style="list-style-type: none"> <li>• All students have been offered on-site lateral flow tests at the start of term, prior to returning to school.</li> <li>• All staff and students continue to have access to twice weekly lateral flow testing to detect asymptomatic cases. These tests are carried out at home and a PCR test is required to confirm a positive result. Anyone showing symptoms will leave the site immediately (as set out above).</li> <li>• Staff and students should be aware of the guidance on good respiratory hygiene – Catch it, Bin it, Kill it. Tissues must be used and placed into the bin immediately. There is a designated tissue bin in each classroom.</li> </ul>	<p>Staff should make the rules around hygiene and cleaning explicit. If any student refuses to follow instructions, staff <u>must report</u> this to the SLT on duty <u>immediately</u>. Staff working in classrooms should open windows/ doors where necessary and request supplies of tissues/hand gel or cleaning materials if necessary. Contact one of the site team in the first instance. If this is not possible, please contact the office who will contact the site team for you. A two metre distance at the front of the room is advised where possible.</p>



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	<ul style="list-style-type: none"> <li>• Maintaining distance between people and avoiding overcrowding whilst inside lowers the risk of transmission of Covid-19 and other infections. This is why steps will be taken to avoid overcrowding or congregating in corridors/toilets.</li> <li>• Students will continue to use the toilets their year group are assigned to.</li> <li>• Where possible, classrooms will be arranged with students facing forwards (not face-to-face or side on) and the teacher will remain at the front of the room.</li> <li>• There will be one-way systems in some areas where appropriate, for example the Corrigan block.</li> <li>• Good ventilation is very important. Windows should be kept open to allow for cross ventilation as far as possible. This means keeping windows on opposite sides of the room open or a door and a window open at opposite sides of the room.</li> <li>• The following have been identified as areas of higher risk – the Corrigan building during lesson changeover, the dinner queue inside the hall, the staffroom corridor and reprographics areas, the main office/reception area, and some poorly ventilated office areas (meeting room and KS3 office).</li> <li>• All staff, students and visitors will be advised to continue to wear face coverings in communal areas because these tend to be crowded at BGN.</li> <li>• Large gatherings such as assemblies or collective worship are allowed, but face coverings will be worn to prevent the spread of infections.</li> <li>• Meetings can take place in well ventilated rooms.</li> <li>• Staff in office areas should maintain good ventilation by opening windows.</li> </ul>	<p>Staff and students should bring a face covering to school.</p>
<p><b>Transport</b> Asymptomatic transmission of Covid-19 from students to students</p>	<ul style="list-style-type: none"> <li>• The government has removed the requirement to wear face coverings in law, but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</li> </ul>	<p>Parents have received separate written information regarding transport to school if they use the school bus.</p>



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or from students to members of the public when travelling to/from school	<ul style="list-style-type: none"> <li>Students are required to wear face coverings unless there is a medical reason why this is not possible and in such cases the evidence must be presented to both the bus company and to the school (contact the school office for more information).</li> </ul>	
<b>Indoor sport</b> <b>Music and singing</b>	There may be an additional risk of infection in some environments where you or others are exercising, singing, chanting, playing wind or brass instruments or shouting. Ensure there is good ventilation. A separate risk assessment may be needed for certain activities.	PE and Music teachers and all staff need to be aware.
<b>Additional guidance for staff who have an identified additional risk due to underlying health issues</b> These staff will have had an occupational health assessment from MediGold, our occupational health provider		
Additional guidance for staff who have an identified additional risk due to underlying health issues	<ul style="list-style-type: none"> <li>All adults in the UK have been offered the Covid-19 vaccination. You are advised to discuss this and your health condition with your own GP and/or medical team.</li> <li>You should review your personal risk assessment with your line manager, as and when circumstances change.</li> <li>Follow the BGN Covid-19 risk assessment guidelines carefully, ensuring you are always in a well-ventilated room and ensure you are careful about hand hygiene.</li> <li>You are advised to always wear a face covering or surgical face mask (if higher risk) in any situation where you are not able to maintain distance.</li> </ul>	Always check that there is good ventilation in any area you are working in and open windows and/or doors where necessary. If desks have been moved too close to the front of the room, make students move them back again before you begin a lesson.



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		Maintain good hand hygiene.