

## COVID-19 risk assessment – Pinner High School September 2021

Site / school name:

Pinner High School

Name(s) of person(s) covered by this assessment:

Students, Staff, Catering and Cleaning Staff, Contractors, Visitors

Tasks and activities covered by this risk assessment:

**This risk assessment has been prepared for the return to school in September 2021 and is in line with current government guidance here**

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

**It will be updated regularly to reflect arrangements made and evolving as we continue to navigate the Covid-19 period. Dates of updates will be set out under Date of Completion below, with the date of the latest update in bold. Where arrangements are adjusted, these will be recorded in an update in the relevant section of the main text; other risk measures described in the document continue to apply where they are not clearly superseded by updated arrangements described.**

The risk assessment for the prior covid 19 period (spring 2020-summer 2021) may be found here

[https://docs.google.com/document/d/1ozFphn2wBCaTggRGDQzZkTiPGcfl\\_F-S1F4U8fsQCp4/edit?usp=sharing](https://docs.google.com/document/d/1ozFphn2wBCaTggRGDQzZkTiPGcfl_F-S1F4U8fsQCp4/edit?usp=sharing)

The aim of this risk assessment is to implement sensible and proportionate risk management measures, allowing school operations to return to as close to normal as possible whilst continuing to follow embedded procedures to mitigate the covid 19 risk. This approach is based on latest government guidance, the preamble to which provides *“The government continues to manage the risk of serious illness from the spread of the virus. 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. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.*

	<i>Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health."</i>		
Location(s) covered by this risk assessment:	All school premises and grounds		
Name of person completing this risk assessment:	Hilary Ford, Head of Ops & SLT	Date of completion:	26- 31 August 2021
Risk assessment approved by:	Headteacher, SLT, Trustees, Governors;	Date of approval:	1 September 2021

What are the hazards, who might be harmed and how?	Measures to be implemented	Notes
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Potential for spread of COVID-19 between persons on school site.

- The following arrangements for the return of school in September 2021 are planned to accord with the latest government guidance, our summary of which is available here <https://docs.google.com/document/d/1PJpio9LXKmHnVwrVWUed0MbcfQhCeVEKXI34DMzqdsI/edit?usp=sharing> and which may be read in full here <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
- A normal school timetable and room usage will be re-introduced, to allow us to deliver the fullest, most flexible curriculum, to optimise use of our specialist spaces and equipment and to resume our usual wide range of pastoral and enrichment activities.
- All arrangements in school will be kept under review and changes will be implemented where national or local circumstances make that appropriate; guidance from the DfE, Harrow local health protection team will be sought and followed as appropriate and the Headteacher retains discretion to escalate restrictions or implement new arrangements where he thinks it appropriate. Our Outbreak Management Plan may be viewed here [https://docs.google.com/document/d/15wkoNPlm0-Q\\_5-GjUSI7Sg49EOxIGXAvaJITntIERR8/edit?usp=sharing](https://docs.google.com/document/d/15wkoNPlm0-Q_5-GjUSI7Sg49EOxIGXAvaJITntIERR8/edit?usp=sharing) (This was current as of June 2021 and will be updated by 1 September 2021.)
- **Asymptomatic Testing before term starts and twice weekly thereafter** All students have been offered 2x on site LFD tests before they return to school; this testing will be conducted between 31 Aug-6 September 2021, so that all students have tested twice before they return to the classroom. Staff will also be encouraged to test. Staff and students will then be provided with home LFD testing to undertake twice weekly home testing, as previously.
- **Face Coverings and Social Distance** Social distance and face coverings in schools and workplaces are no longer a government requirement but face coverings are recommended in enclosed and crowded spaces where individuals may come into contact with people they do not normally meet. With community transition rates high, as term commences staff and students at Pinner High School *will* still be expected to wear masks at all times (unless exempt, and except when eating or outdoors or, for example, when doing PE when other risk mitigation is in place). Staff and students will also be expected to continue to observe sensible social distancing whenever possible.
- These requirements are an exercise of the head teacher's discretion and will be kept under review.
- **Staff Meetings** Wherever possible, staff meetings will continue to be conducted virtually (ie on Google Meets).

- **Attendance, Isolation, Testing and Symptoms** We will at all times follow current government guidance regarding symptomatic staff/students, confirmatory testing, self-isolation and non-attendance at school.
- Parents and staff will be reminded of [government self- and household-isolation rules](#) and [NHS Test and Trace procedures](#)
- In essence, where a staff member/student has possible covid 19 symptoms, they should not attend school and should take a PCR test. They should continue to self isolate until the test result is received. If the test result is positive, they must remain at home for 10 days from the date of the start of the symptoms or the the date of the test, longer in certain circumstances (eg if certain symptoms persist - see guidance above.).
- Relaxation of the self isolation requirements for close contacts (including household members) of those who have covid 19 symptoms or who test positive is noted and may be read in full here [government self- and household-isolation rules](#). Essentially, Individuals are no longer required to self-isolate if they live in the same household or are a close contact of someone with Covid 19 or symptoms of Covid 19, *if* :
  - they are fully vaccinated, or
  - they are below the age of 18 years and 6 months, or
  - they have taken part in or are currently part of an approved COVID-19 vaccine trial, or
  - they are not able to get vaccinated for medical reasons
- Instead, they are advised to take a PCR test. They do not need to self isolate (or not attend school) whilst the results of the PCR test are awaited but should be particularly vigilant about possible transmission of the virus (and measures designed to reduce the risk of transmission), especially near those with added vulnerability. Ideally, a LFD test will be carried out (this can be done at home with immediate results, often sooner than a PCR test) - if it is positive, they should isolate until a confirmatory PCR test is taken and the results received.
- Our protocol for dealing with suspected cases at school is well embedded and will remain in place. It is summarised at Appendix A of this document.

- It is also noted that schools are no longer expected to trace close contacts of those who test positive and schools will cooperate with NHS Test and Trace as required. For this reason, staff are asked to continue to use seating plans wherever practicable and to keep Mint Class records up to date.
- **Remote Education** Our procedures for the provision of remote education to students who need to self isolate will remain in place. We will continue to provide prompt, high quality remote education to students who need to self isolate and are well enough to work. Staff are therefore asked to continue to upload work for isolating students, to Google Classroom at the end of each day.
- **Hygiene** Public health guidance continues to emphasise this as an important means of reducing transmission risk. Staff and students will be expected to continue to wash/sanitise hands on arrival at school and frequently throughout the day and follow the “catch it, kill it, bin it” public health guidance that remains in place. Supervising staff should remind students to do this.
- Hand sanitiser, antibacterial spray, wipes, tissues, lidded bins and signage will continue to be provided throughout the school and staff and students will be encouraged to bring their own hand sanitiser and tissues as well.
- **Enhanced Cleaning** Public health guidance continues to emphasise this as an important means of reducing transmission risk. An enhanced cleaning regime is well embedded and will be continued in accordance with government guidance here [government guidance on cleaning procedures in non healthcare settings](#).
- In addition to our usual end of day cleaning team, this will involve an all day on site cleaner focussing on frequently touched surfaces and bathrooms. Cleaning supplies (i.e wipes, anti-bacterial spray etc) will be provided in specialist spaces where equipment may have successive users (e.g. PE, ICT, Music, Science, Offices) so that users may wipe down equipment before and after use. Supervising staff should remind students to do this.
- **Ventilation** Public health guidance continues to emphasise this as an important means of reducing transmission risk. To ensure best ventilation and minimal touching of surfaces, windows and doors (except core fire doors) will be propped open at all times when the building is occupied - in all spaces, classrooms, office, corridors, and other shared spaces. Where rooms have mechanical ventilation this will be utilised accordingly. Site Team will open windows and doors when opening the site each morning and close them at the end of the day and other staff are asked not to shut them and to open additional doors and windows where it seems sensible.
- **Individual Risk Assessments** All staff with personal additional covid risk factors are invited to contact HFO (head of Ops) to review existing individual RAs or create new RAs where appropriate.

- **Specialist equipment and specialist lessons** Specialist Staff (science, music, PE, food tech, art, DT) are asked to review their subject specific covid risk assessments to ensure they follow updated specialist guidance on appropriate covid-related adaptations and risk management measures.
- **Catering** Catering is provided by a large national contract caterer, retained by a consortium of local high schools following a shared tender process. Our caterers will be expected to continue to follow government guidance <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> . Although (in line with the discontinuance of “bubbles”) there will not be year group-specific serveries or outside spaces for eating, but there will continue to be 5 serveries and plentiful outside spaces available to staff and students, to minimise queuing and congestion during break and lunchtime. We will also continue *not* to use fingerprint readers; staff and students will be issued with pin numbers (linked to parentpay accounts) to pay for school meals.
- **Face to face music lessons** Peripatetic music teaching on site will be resumed; this is provided by Harrow Music Service who provide a risk assessment to all the Harrow schools they support, following best practice accordingly.
- **Educational visits** In line with government guidance we will resume planning domestic and foreign educational visits. Due regard will always be had to covid (and all) associated risks of travel, quarantine and testing rules, cancellation insurance cover and any relevant government guidance from time to time. The planning of any trips will be overseen by our Educational Visits Coordinator (CMo) as normal, and will include consultation with the Head of Ops (HFo) with specific regard to covid risk and insurance aspects.
- **Enrichment activities** Our programme of enrichment activities will be planned and will follow the risk measures set out in this document, just as core curriculum activities.
- **Visitors to site** : Visitors to site are permitted but should be minimised : where it is practical and there is nothing lost by doing so, meetings involving external individuals should still be conducted virtually. Where it is appropriate to have visitors to site, they
  - must be asked *not to attend* if they have potential symptoms of covid-19, have tested positive or have been advised to self isolate by NHS Test and Trace.
  - should be encouraged to undertake a lateral flow test within 12 hours before attending site
  - will be expected to wear face masks, observe distancing and sanitize their hands on arrival and frequently throughout their visit.

- Staff who would prefer to conduct meetings (internal or external) virtually will be supported to do so where that is practical and appropriate. We will continue *not* to use “touch screen” check in (Inventory) at Reception and the plexi-glass screen will remain in place at the Reception desk.
- The arrangements for whole school events e.g. open days, parents consultations etc will be reviewed on a case by case basis, taking into account local and national circumstances at the time. At the present time, it is expected that most such events will be conducted virtually wherever that is practical and appropriate.

END

## Appendix A : Procedure for dealing with suspected coronavirus symptoms

- **Staff and students must not come to school if *they or anyone in their household* have suspected coronavirus symptoms, however mild. They must stay at home and follow government isolation and test procedures.**
- **If a student develops coronavirus symptoms (or is otherwise poorly) whilst at school, they should be sent to the medical room.**
- **Anyone with suspected coronavirus symptoms should be placed in a supervised isolation space - the meeting room in main Reception - and a parent/carer called to collect them immediately. The windows should be open for ventilation but the door closed.**
- Whenever dealing with someone with suspected coronavirus symptoms, a safe distance (2m) should be maintained if at all possible. PPE (gloves, aprons, mask, goggles) is available in the medical room for staff caring for someone in isolation *if* a safe distance (2m) cannot be maintained. If a safe distance can be maintained, PPE is not needed but may be used if staff would prefer.
- **Once the student is collected, the isolation room and any bathroom the isolated student uses must be cleaned before anyone else uses it. Please call Site to arrange.**
- If a member of staff has been caring for a child who becomes unwell, the staff member does not need to go home unless they themselves develop symptoms but they should wash hands thoroughly (>20 secs etc.) after any contact.
- **If a student (or staff member) is being sent home with possible/suspected coronavirus or if a student is reported absent to self-isolate with coronavirus symptoms or because a household member has symptoms, welfare/attendance staff should promptly email SLT to report this, confirming the student's name, form, time of collection and any other details. Please email [SLT@pinnerhighschool.org](mailto:SLT@pinnerhighschool.org) .**

*In the event of any queries or concerns, please speak to Hilary Ford, Head of Operations x204, or other SLT member. Thank you.*