

LPW School: Covid-19 risk assessment for academic year 2021/22

The purpose of this risk assessment is to ensure a safe re-opening of LPW School in term three of 2020/21 following the lockdown measures imposed by the government. It aims to ensure the continued safety of staff and students in addition to all other individuals that may come into contact with the aforementioned.

The school will continue to monitor all government guidance and will respond accordingly in order to ensure the safety of our whole school community.

Last updated: 17/09/2021

Staff member(s) responsible: Dan Carter (Head Teacher), Kate Baynham (Deputy Head Teacher) & Rachel Robinson (LPW Chief Executive).

Hazard	Who might be harmed	Controls to be put in place	Who is responsible	When the controls need to be in place by	Additional notes	RAG Rating
<p>Contact with someone suffering from coronavirus.</p>	<ul style="list-style-type: none"> • Staff • Students • Families • Contractors • Visitors 	<p>All school staff have now received two doses of a Covid-19 vaccination and, as such, are no longer required to self-isolate if you are identified as a close contact of somebody suffering from Covid-19.</p> <p>Staff are also asked to continue to self-test at home twice per week using testing kits supplied by the school. They are expected to report their results using the test and trace app/website.</p> <p>All visitors to the school will be asked to sign upon arrival and will be required to either consent to taking an LFT or wearing a face mask when social distancing cannot be maintained.</p> <p>All staff and students will be asked not to come into school are experiencing coronavirus symptoms, and instead follow official guidance around accessing a PCR test and isolating until results are received.</p> <p>If a symptomatic person comes into school or a student tests positive during their twice weekly in-school testing, they will be sent home immediately or isolated until they can be picked up. In the event of isolation required this will be in the medical room with use of a separate toilet, therefore minimising the likelihood of contact with other staff or students. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p>	<p>All LPW line managers.</p> <p>Individual responsibility to report symptoms and/or illness.</p>	<p>From September reopening</p>		<p></p>

		<ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising 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. <p>Supervising staff will wash their hands thoroughly for at least 20 seconds after the student has been picked up and will be supported in accessing testing facilities if they are concerned for their own wellbeing.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who have developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic student, as explained above) and the passenger will wear a face mask if they are able to do so <p>If a parent or carer insists that a student with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect students and staff. The school</p>				
--	--	---	--	--	--	--

	<p>will consider all circumstances and the latest public health advice when making this decision.</p> <p>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.</p> <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DfE's 'online attendance form daily return'). The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>Rapid testing programme:</p> <p>We will continue to test all students (subject to parental consent) twice per week in-school using DfE provided lateral flow tests.</p> <p>All school staff will be provided with home testing kits to be taken twice per week from home. per week, to take at home.</p> <p>In all cases: We will carefully read the government's guidance on administering tests and ask the individual to read the instructions in the test kit carefully / explain the instructions to them (as appropriate) to make sure everyone knows how to safely administer or self-administer tests</p>				
--	--	--	--	--	--

		<p>If the lateral flow test is positive, we will follow the same steps (laid out above) as if that student/staff member were displaying symptoms. They will need to take a 'standard' coronavirus (PCR) test to confirm their result if the lateral flow test was done at home</p> <p>If the lateral flow test is negative, the student/staff member can continue to attend school.</p> <p>We won't need to see evidence of a negative test result in order to allow staff and students to attend school.</p> <p>All staff and students will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>We will ask students and staff to share all test results with us, and we will keep accurate records of all results. We will only share health records with the relevant people.</p> <p>We will report test results to NHS Test and Trace wherever this is required by current government guidance.</p> <p>If any test result is positive, we will follow the same steps (laid out above) as if that student/staff member were displaying symptoms, including asking them to take a standard coronavirus test at home.</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>Contact with coronavirus when getting to and from school.</p>	<ul style="list-style-type: none"> • Staff • Students • Families • Contractors • Visitors 	<p>Everyone will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times.</p> <p>The times of the school day at LPW School ensure that students will not finish at a similar time to other schools, thereby reducing the number of individuals using public transport at any given time.</p> <p>For anyone who needs to take public transport, they will be referred to government guidance and will be reminded regularly of the importance following all rules and recommendations put in place by the carrier. If students wish to wear a face covering on these journeys the school has a supply of disposable masks that are available to them.</p> <p>Further guidance supplied by First Buses will be shared with students and parents/carers re. health and safety, bus capacity, amended routes, etc.</p>		<p>Regular reminders delivered to all students and parents/carers</p>	<p>High risk due to almost all LPW students being reliant on public transport; often involving multiple buses.</p> <p>Face masks can be provided for students if necessary.</p>	
<p>Spreading infection during the rapid testing process.</p>	<ul style="list-style-type: none"> • Staff • Students • Families • Contractors • Visitors 	<p>A separate testing zone has been established that is separate from the rest of the school to ensure a reduced likelihood of the spreading of infection.</p> <p>A small team will be responsible for carrying out the testing process in order to reduce the likelihood of the spread of infection.</p> <p>A limited number of students (2) will be allowed in the testing zone at any one time to ensure that social distancing can be adhered to at all times.</p>	<p>D Carter, K Baynham</p>	<p>Ongoing throughout pandemic</p>	<p>Ongoing monitoring of PPE required to ensure suitable levels are maintained.</p>	

		<p>The testing team will consist of only three members of staff to ensure that social distancing can be adhered to and a reduced likelihood of the spread of infection.</p> <p>Full PPE (mask, face shield, apron, gloves) will be worn by all members of the testing team:</p> <ul style="list-style-type: none"> • Gloves will be changed between each test subject. • All PPE will be changed following any break in the testing process or departure from the testing zone. <p>Correct disposal procedures will be followed when disposing of used tests.</p> <p>Anti-bacterial wipes will be used to clean surfaces periodically during the testing process.</p> <p>A deep clean will be conducted following the occurrence of any positive test results being received. Daily cleaning will take place.</p>				
<p>Spreading infection due to touch, sneezes and coughs.</p>	<ul style="list-style-type: none"> • Staff • Students • Families • Contractors • Visitors 	<p>Handwashing facilities will be provided. There are adequate toilet and washing facilities for students and staff, all of which will be fully stocked with hand sanitiser.</p> <p>Additional supplies will be placed in communal areas and in all teaching rooms. Staff will have access to additional supplies to use as deemed appropriate.</p> <p>Toilet use will be restricted to one student at a time to prevent the spreading of germs or infections.</p> <p>Everyone in school will:</p>		<p>By start of academic year.</p>	<p>Need to be aware of small room sizes and change classroom layouts accordingly.</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. • Clean their hands on arrival, 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. <p>Students will be encouraged to learn and practice these habits.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Bins for tissues and disposable PPE will be emptied throughout the day.</p>				
<p>Spreading infection through contact with coronavirus on surfaces</p>	<ul style="list-style-type: none"> • Staff • Students • Families • Contractors • Visitors 	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment 	<p>LPW School SLT.</p> <p>Cleaning staff contact: J Wild</p>	<p>Daily</p>	<p>Cleaning will only be possible at the end of each day, meaning that staff and students will be responsible for this during school hours.</p>	

		<ul style="list-style-type: none"> • Telephones <p>Items that need laundering (e.g. towels, clothing) will be washed regularly in accordance with the manufacturer’s instructions, on the warmest water setting. These items will not be shared between staff or students between washes.</p> <p>All areas of the school that are used by students will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any equipment that is shared will be cleaned between groups of students using it and multiple groups won’t use it simultaneously.</p> <p>If a person that receives a positive covid-19 test result comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they’re not close to running out.</p> <p>Staff will wash their hands and surfaces before and after handling students’ books/learning equipment.</p>				
<p>Spreading infection due to excessive contact and mixing between students and staff in classrooms.</p>	<ul style="list-style-type: none"> • Staff • Students • Families • Contractors • Visitors 	<p>Our reduced student cohort ensures we are able to practice effective social distancing and reduce the possibility of partial or full school closure.</p> <p>Any admission of new students will be staggered.</p>	<p>LPW School SLT – strategic planning.</p> <p>All LPW Staff.</p>	<p>Immediate from start of academic year.</p>		

		<p>Students will be organised into small groups. These groups will be appropriate to the facilities available and will have allocated desks and learning resources in all classrooms.</p> <p>Classrooms and communal areas have been set out in a way that ensures space can be maintained between students.</p> <p>Staff and students are encouraged to wear face coverings in classrooms or during activities, if social distancing can't be maintained (in addition to corridors and communal areas).</p> <p>The sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.</p>				
<p>Spreading infection due to excessive contact and mixing between students and staff around the school.</p>	<ul style="list-style-type: none"> • Staff • Students • Families • Contractors • Visitors 	<p>The academic year has started with a reduced cohort to support with effective social distancing measures at all times. Student numbers will then increase at a gradual rate to allow us to effectively monitor and maintain the safety of the school.</p> <p>All class sizes are limited and all offsite provision must provide assurances of covid-19 health and safety compliance before its use is agreed.</p> <p>Additional spaces will be opened during break and lunch times to support with students remaining in small groups and avoiding unnecessary contact with other students or staff.</p> <p>Toilet use will be managed to avoid crowding. Staff will monitor toilet use and use of staff phones and</p>	<p>LPW School SLT – strategic planning.</p> <p>All LPW Staff.</p>	<p>Immediate from start of academic year.</p>		

		<p>shared messages will ensure no more than one student is using a toilet at any one time.</p> <p>In the event of the school or Bristol experiencing a Covid-19 outbreak students and staff may be required to wear face coverings in all communal areas and/or classrooms. This includes break and lunchtimes, movement between lessons and visits to the toilet.</p>				
Spreading infection due to excessive contact and mixing with non-school staff and visitors around the school.	<ul style="list-style-type: none"> • Staff • Students • Families • Contractors • Visitors 	<p>All regular visitors to the school (NAOS, S&L, School nurses) that also attend other educational establishments will be asked undertake an LFT in advance of their work at LPW School. If this is not possible they will be required to wear a face mask or visor.</p> <p>All other visitors will be asked to sign in in line with the school policy.</p>	<p>LPW School SLT.</p> <p>LPW Team Managers.</p>	<p>Immediate from start of academic year.</p>		
Spreading infection due to the school environment.	<ul style="list-style-type: none"> • Staff • Students • Families • Contractors • Visitors 	<p>Checks to the premises will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Daily cleaning of the entire school site will occur. If there is a confirmed case of Covid-19 then the school will not be reopened to staff or students until a deep clean has taken place.</p> <p>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. These will all be practiced with the full student cohort as part of their reintegration programme.</p>	<p>LPW School SLT – strategic planning.</p> <p>All LPW Staff.</p>	<p>Daily for duration of academic year.</p>		

		<p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding won't be compromised.</p> <p>Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education if appropriate.</p>				
Spreading infection due to dining arrangements.	<ul style="list-style-type: none"> • Staff • Students • Families 	<p>Food will be served onto students' plates by a single member of staff. All cooking utensils, cutlery and other equipment used will be immediately washed in the dishwasher using a high setting.</p> <p>Additional seating and tables are in place in the dining area to allow for meals to be eaten while maintaining social distancing. Students will frequently be reminded to remain in their seat and to not move during the course of meals.</p> <p>Breakfast meals/snacks and drinks will be prepared by a single member of staff and served to students individually to prevent repeated touching of items.</p>	LPW School staff.	Daily for duration of academic year.		
Spreading infection due to excessive contact and mixing in meetings.	<ul style="list-style-type: none"> • Staff • Students • Families • Contractors • Visitors 	<p>The school's CPD calendar has been amended to reduce the number of staff attending any training session, with CPD delivered to staff in two distinct 'bubbles'.</p> <p>Staff meetings will be conducted in large rooms where social distancing is possible.</p>	LPW School SLT.	Immediate from start of academic year.		

<p>Individuals vulnerable to serious infection coming into school.</p>	<ul style="list-style-type: none"> • Staff • Students • Families • Contractors • Visitors 	<p>All staff have provided LPW with information regarding their personal health and circumstances, which has been used, in line with official government guidance, to determine their wellbeing and potential vulnerabilities. This information is recirculated on a regular basis to allow for appropriate updates to be provided.</p> <p>Regular meetings with line managers will continue to inform whether any staff are not able to be on site.</p> <p>Staff have gathered significant information on students and their households to determine categories of vulnerability. This information may be used as part of the school's contingency planning should local restrictions come into place.</p>	<p>LPW School SLT.</p>	<p>Ongoing.</p>		
--	--	---	------------------------	-----------------	--	--

Associated documents:

- Behaviour policy: Covid-19 addendum (December 2020).
- Individual staff and student risk assessments (ongoing updates).
- Covid-19 contingency planning (August 2021).