

Ferndown Middle School Risk Assessment

Risks	Actions	By whom	Risk level
PREVENTION			
The availability of soap and water in every toilet.	<ul style="list-style-type: none"> – Check 3 times a day by the cleaning team. 	Site Manager	
The location of hand sanitisers.	<ul style="list-style-type: none"> – Front entrance hall. – In each classroom. – In each office. – For staff to use in staff rooms. – Anti-septic wipes for all staff. 	PAS	
The location of lidded bins.	<ul style="list-style-type: none"> – Lidded bins in each classroom. – In corridors by entrances. – Bins lined with bin bag. – Cleaners put into another bin bag at the end of each day. – Box of tissues in each room. 	Site Manager	
Well ventilated rooms.	<ul style="list-style-type: none"> – Windows to be opened every day. – Do what is reasonably practicable in relation to ventilation. However, need to balance thermal comfort and the level of ventilation. – Open windows prior to school starting, before and after every lesson, during break and lunch times and leaving them open at the end of the day for a time period. This is to allow a number of air changes throughout the day while maintaining an appropriate temperature that allows the pupils to learn comfortably. – Fire doors must not be propped open. – Fire exits can be opened ensuring that the exit is not blocked or obstructed. 	Teachers and TAs	
Pupils regularly reminded to catch coughs and sneezes.	<ul style="list-style-type: none"> – Posters in classrooms/corridors – Teachers to remind pupils daily. 	PAs to ensure posters are visible. Teachers and TAs to remind pupils.	
Drinking water availability	<ul style="list-style-type: none"> – Drinking water taps are in use, outside taps available. Cups or water bottles only, no mouths under the taps. 	Site Manager to ensure these are maintained. Staff to ensure used correctly.	
Cleaning the premises on a daily basis.	<ul style="list-style-type: none"> – On-going cleaning throughout the day in line with the class timetable. – Door handles, tables, counter tops. – Cleaning once school is closed. – Cleaning rota has been set up to meet the needs. Review capacity daily. – Only cleaners will clean the building. 	Site Manager/cleaning staff	

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PROCEDURES TO MINIMISE RISKS			
Equipment in classrooms.	<ul style="list-style-type: none"> – Each classroom to have anti-bacterial wipes and tissues, hand gel. – No sharing of practical equipment unless thoroughly wiped. – PE department to provide separate risk assessment. 	PAs	
Only healthy staff and children are to enter the school building.	<ul style="list-style-type: none"> – Information re symptoms to look out for include; persistent cough, high temperature, loss of taste or smell. – Any child/ adult with symptoms must not enter the building. – Anyone feeling unwell must not attend school. 	Headteacher	
If symptoms occur during the day.	<ul style="list-style-type: none"> – Child is isolated. Parents asked to collect child immediately. Child is taken for a test by the parent. – Staff member with symptoms to go for a test isolate until test result is received. – Following NHS rules for self- isolation if positive. – Seek up to date advice from Public Health England. 	Headteacher	
Guidelines for visitors to the school.	<ul style="list-style-type: none"> – Visitors are allowed to enter the school if necessary. Hand cleaning station provided. – Parents/ Carers to make an appointment via the office. – Ensure that there is a 2m distance between people. – Sit at angles to each other rather than facing each other. – Room must be well ventilated and cleaned after use. – Only essential maintenance to be completed during school hours. 	Headteacher Site Manager	
LFT	<ul style="list-style-type: none"> – LFT tests to be taken by years 7 and 8 before returning to school in September. – Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed. – Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. 	Headteacher	
PCR Tests	<ul style="list-style-type: none"> – Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus 	Staff and parents	

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	<p>(COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <ul style="list-style-type: none"> – Whilst awaiting the PCR result, the individual should continue to self-isolate. – If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil/adult can return to school, as long as the individual doesn't have COVID-19 symptoms. 		
Tracing close contacts and isolations	<ul style="list-style-type: none"> – As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. – 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: <ul style="list-style-type: none"> ○ they are fully vaccinated ○ they are below the age of 18 years and 6 months ○ they have taken part in or are currently part of an approved COVID-19 vaccine trial ○ they are not able to get vaccinated for medical reasons – Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. All individuals are encouraged to take a PCR test if advised to do so. – Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, 	NHS	

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	<p>and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <ul style="list-style-type: none"> – Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures. 		
First Aid in school.	<ul style="list-style-type: none"> – It is clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands. 	First Aiders	
Wearing PPE and face coverings.	<ul style="list-style-type: none"> – Face masks are no longer required to be worn unless a child or adult prefers to wear one. <p>Contingency plan for a substantial increase in the number of positive cases in your school</p> <ul style="list-style-type: none"> – A director of public health might advise the school that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). 	Headteacher	
Operating break times for pupils.	<ul style="list-style-type: none"> – Return to normal arrangements. 		
Gathering of large groups.	<ul style="list-style-type: none"> – Assemblies will be held virtually. – Lunchtime meals to be served in the hall. 	Headteacher	
Fire safety and evacuation.	<ul style="list-style-type: none"> – In the event of a fire pupils and staff will evacuate the building by the allocated year fire exit doors as in the information booklet. – Fire procedure and on this occasion risk of fire will override social distancing. 	SLT	
Movement of pupils around the school.	<ul style="list-style-type: none"> – There is no longer a need for ‘bubbles’. Therefore, pupils can move from room to room as on their timetable. 	SLT	

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Clubs, activities and trips	– Return to normal recommendation is to not book international trips.		