

# Woodlane High School



## Covid-19 Risk Assessment – Living With Covid-19

School name	Woodlane High School (relevant for all staff/visitors/pupils)		
Assessment carried out by (name/role)	Tim Heapy (Deputy Headteacher) and Claire Maynard (Headteacher)		
Date of assessment	13/09/23	Date of next review	13/09/24 (or at a change in guidance)

This document contains the school's *Living With Covid-19* risk assessment. This has been put in place following the Government's 'COVID-19 Response: Living with COVID-19' active from 24/02/22. This can be found here: <https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19>

The Government's "Living With Covid" plan sets out a number of important changes as we all move into a new phase of managing Covid-19. It is clear the pandemic is not yet over and there remains considerable uncertainty about the path. Woodlane is an SEND school with a higher number of vulnerable pupils. This means that we need to be more mindful of the impact of control measures, even with case numbers falling and the threat of serious illness significantly reduced.

### Changes to Control Measures

Testing and Self-isolation: We know that pupils attending school for face to face learning make the greatest progress. Therefore, the following measures are designed to ensure as little disruption as possible to pupils' education moving forward.

- Pupils in SEND schools are no longer expected to test twice weekly using Lateral Flow tests, nor are they required to PCR test with symptoms. Testing is no longer available through the NHS website.
- The wearing of face coverings is no longer expected in communal areas.
- Woodlane staff are no longer expected to test weekly.
- If a member of staff is well enough to attend e.g. with light 'cold like' symptoms, they are permitted to attend.
- If a member of staff tests positive on a privately purchased Covid-19 test or blood test, there will be an expectation that staff work from home for 5 full days. We will continue this practice with staff to protect pupils with increased vulnerability.

Illness and Covid-19: As we learn to live with Covid-19, school will begin to treat Covid-19 like most other illnesses.

- If a pupil is well enough to attend, e.g. with light 'cold like' symptoms, they are permitted to attend.
- Parents will only be asked to collect children from school if they are too unwell to attend school.

- The school and parents are advised to make reasonable judgements regarding when a child is well enough to return to school on a case by case basis.
- If a pupil tests positive on privately purchased Covid-19 test or blood test, they would be expected to stay at home for 3 full days.

General Safety: With the legal requirement for self-isolation removed, the school believes it is sensible to retain a number of general safety measures to balance out the wider changes to guidance. The Government guidance for SEND schools also places emphasis on continuing a number of beneficial practices. These include:

- School will ensure high levels of ventilation remain in place and will retain a one-way system to improve the circulation of pupils in the corridors.
- Parents' Evening and Annual Reviews will return to face to face meetings in most cases, however, should the number of cases in school rise to a level of concern, virtual meetings may be required.
- Other times when adults meet together in a larger group (e.g. staff meetings), are now also permitted, however, should the number of cases in school rise to a level of concern, virtual meetings may be required.

Pre-Pandemic Practices: The school will return to some practices that have not been in place since before the pandemic began.

- School will continue to wear uniform at all times. Pupils should bring PE kit in their school bag and will be able to get changed before their lesson.
- School will continue to attend whole school assemblies, however, should the number of cases in school rise to a level of concern, virtual assemblies may be required.

#### **Risk Assessment Control Measures:**

Within the following risk assessment, the '*4 Control Measures*' have been retained to ensure the school is able to operate safely. Contingency planning is also described within each of the categories which may become active at any time, and will be communicated to staff, parents and pupils through usual methods. The control measures are:

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.

Control Measure	1. Ensure good hygiene for everyone.
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Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Volunteers / Governors</li> <li>Visitors</li> <li>Contractors</li> </ul> <p>Risk of contracting Covid-19 and risk of transmission to others.</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).</p>	Ensuring good hand hygiene from all pupils, staff and visitors.	<ul style="list-style-type: none"> <li>All pupils are encouraged to wash hands regularly for 20 seconds with soap and hot water with verbal and visual reminders (signage) provided.</li> <li>Hand sanitiser provided to all rooms in the school and in regular use.</li> </ul>	<ul style="list-style-type: none"> <li>Provision of hand soap and disposable paper towels instead of hand dryers (where practical), to remain in toilets. Regular checks of supply required. Staff to report back to site manager if provision is not available.</li> </ul>	SLT Site Manager All Staff	Ongoing.	
	Ensuring high standards of respiratory hygiene.	<ul style="list-style-type: none"> <li>Signage displayed around school to ensure all staff are aware of and the 'catch it, bin it, kill it' approach.</li> <li>No pupils in the school currently require Aerosol Generating Procedures, so there is currently no requirement to meet these guidelines within the building.</li> </ul>		SLT Site Manager	Ongoing.	
	The use of personal protective equipment, (PPE).	<ul style="list-style-type: none"> <li>Enhanced PPE will be necessary when working with pupils with certain medical conditions that place them at higher risk.</li> </ul>	<ul style="list-style-type: none"> <li>Health Care Plans have recently been updated and detail which pupils require certain levels of PPE when staff are working with them, and in which circumstances.</li> </ul>	All Staff	Ongoing.	
	Contingency planning:	If case numbers are high nationally or locally, the school may put the following in to place:	<ul style="list-style-type: none"> <li>The school will always ensure to the best of its ability, that there is adequate stock of</li> </ul>	SLT	If/when required	

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> <li>The school may instruct (or encourage) all staff and pupils to wear face coverings in communal areas.</li> <li>Visitors to the school may be required to wear a face covering around the building, although they will be able to remove these for specific tasks that require communication, e.g. Annual Reviews.</li> <li>Visitors to the school would be considered carefully. Is meeting face to face necessary, or could it take place remotely?</li> </ul>	face coverings on-site in case of increases in expected use.			

## System of Control

## 2. Maintain appropriate cleaning regimes, using standard products such as detergents

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<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Volunteers / governors</li> <li>Visitors</li> <li>Contractors</li> </ul> <p>Risk of contracting Covid-19 and risk of transmission to others.</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).</p>	Maintain an appropriate cleaning schedule.	<ul style="list-style-type: none"> <li>Thorough cleaning protocols are in place. These include: <ul style="list-style-type: none"> <li>Thorough cleaning of classrooms and communal areas at the end of each day.</li> <li>Specific focus on cleaning of frequently touched surfaces throughout the day by teachers/TAs, with anti-bacterial cloths or gel.</li> </ul> </li> <li>Site manager is responsible for a midday clean of high traffic areas: <ul style="list-style-type: none"> <li>Cleaning the 'touch points' in all toilets prior to lunch.</li> <li>Cleaning all light switches and door handles.</li> <li>Cleaning around hand sanitising stations.</li> </ul> </li> <li>Healthcare waste will be disposed of securely to avoid contamination of others through agreed practices with H&amp;F.</li> </ul>	<ul style="list-style-type: none"> <li>Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time, using gloves and mask.</li> <li>Site manager and Business Manager regularly review cleaning contract.</li> <li>Site manager holds list of chemicals used by cleaning team.</li> </ul>	<p>Cleaning Team (Purgo)</p> <p>Site Manager/BS</p> <p>Teaching Staff</p>	Ongoing.	
	Contingency Planning:	<p>If case numbers are high nationally or locally, the school may put the following in to place:</p> <ul style="list-style-type: none"> <li>In the event of an outbreak being established, school may close for a short period of time to enable a</li> </ul>	<ul style="list-style-type: none"> <li>Ensure contact details are available for cleaning teams out of hours in the event of a deep clean being required at short notice.</li> </ul>	<p>SLT</p> <p>Cleaning Team (Purgo)</p> <p>Site Manager</p>	If/when required	

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		deep clean. The school's cleaning company can facilitate this cleaning as an additional expense.				

## System of Control

### 3. Keep occupied spaces well ventilated

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Volunteers / governors</li> <li>Visitors</li> <li>Contractors</li> </ul> <p>Risk of contracting Covid-19 and risk of transmission to others.</p>	Ensure appropriate ventilation in all areas of the school.	<ul style="list-style-type: none"> <li>Continuation of a one-way system to utilise all space within the school and improve air-flow.</li> <li>Windows opened to encourage natural ventilation.</li> <li>Continuation of dismissal of all pupils from the playground at the end of the school day to ensure areas with lower ventilation, (e.g. cloakroom) do not become overcrowded.</li> <li>Staffroom no longer has a limit on numbers.</li> </ul>	<ul style="list-style-type: none"> <li>On days where the temperature drops significantly, all rooms are checked to ensure heating is effective to allow windows to remain open when required.</li> <li>Alternative places to eat lunch and spend staff breaks remain open.</li> </ul>	<p>Site Manager</p> <p>All Staff</p>	Ongoing.	
Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).	Events requiring multiple visitors to school are no longer required to take place remotely.	<ul style="list-style-type: none"> <li>Parents' Evening will continue as face to face for both KS3 and KS4 this year.</li> <li>Annual Reviews will continue as face to face meetings.</li> <li>Most school events, such as the school's Open Evenings will return to face to face this academic year.</li> </ul>	<ul style="list-style-type: none"> <li>Where numbers in one room will naturally be high and cannot be safely ventilated, this will continue to take place online. School will however review each case individually.</li> <li>The School Hall will be used where necessary, to allow for increased social distancing between adults.</li> </ul>	<p>SLT</p> <p>Visitors</p> <p>All Staff</p>	On going	
	Monitor the quality of ventilation.	<ul style="list-style-type: none"> <li>School conducted a full review of the quality of ventilation in school using CO2 metres supplied by DfE.</li> <li>Areas with naturally poor ventilation, e.g. rooms without</li> </ul>		<p>SLT</p> <p>Site Manager</p>	Ongoing.	

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		windows, will continue to see a limit to the numbers able to be inside.				
	Contingency planning:	<p>If case numbers are high nationally or locally, the school may put the following in to place:</p> <ul style="list-style-type: none"> <li>School may allow pupils to wear coats in class, or invest in temporary heating if cases in winter require significant levels of ventilation to continue.</li> <li>School will regularly research and review new ideas and technology designed to improve air quality and ventilation in rooms.</li> <li>Events requiring multiple visitors will take place remotely when required.</li> </ul>		SLT	If/when required	



## System of Control

### 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Volunteers / governors</li> <li>Visitors</li> <li>Contractors</li> </ul> <p>Risk of contracting Covid-19 and risk of transmission to others.</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).</p>	<p>Ensure staff, parents and pupils understand the changes in testing and isolation guidance.</p>	<ul style="list-style-type: none"> <li>The Government have removed the <u>legal requirement</u> to self-isolate following a positive test.</li> <li>Adults who test positive will continue to be <u>advised</u> to stay at home for 5 days and avoid contact with other people. Children will follow the new guidance and stay home for 3 days.</li> </ul> <p>However, the availability of testing, and therefore our understanding of whether someone is 'positive' is also set to reduce substantially.</p> <ul style="list-style-type: none"> <li>Close contacts of positive cases no longer need to test or self-isolate regardless of vaccination status.</li> </ul>	<ul style="list-style-type: none"> <li>Continued clear communication with staff, parents and pupils regarding the guidelines is extremely important.</li> </ul>	<p>SLT</p> <p>All Staff</p>		
	<p>Staff are no longer required to test regularly.</p>	<ul style="list-style-type: none"> <li>School are not expecting Lateral Flow Testing to be widely available, but where it is possible staff will return to being provided tests and report their results through the usual processes.</li> <li>A staff member testing positive will be asked to stay at home and avoid contact with other people for 5 days by school. If well enough, staff</li> </ul>		<p>SLT</p> <p>All Staff</p>	Ongoing.	

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		should work from home during this time.				
	School engages fully in the wider vaccination programme.	<ul style="list-style-type: none"> <li>All staff were offered early 1<sup>st</sup> and 2<sup>nd</sup> jabs and their boosters. Any further vaccination rounds would be publicised and supported by school. Vaccination boosters are not currently being offered.</li> <li>All pupils with increased vulnerabilities were offered the vaccine and will continue to be offered these through their GP. School supports all eligible pupils to gain access to vaccinations.</li> <li>All other pupils aged 12+ were offered 1<sup>st</sup> and 2<sup>nd</sup> jabs in school. Pupils under this age and those who missed this were offered further rounds of vaccination in the Spring and Summer terms last academic year. Vaccination boosters are not currently being offered.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure lines of communication with NHS services remain in place to pick up vaccination dates for pupils and staff.</li> <li>Ensure local authority publications are shared with staff/parents in relation to dates and the effectiveness of vaccinations.</li> </ul>	SLT All Staff	Ongoing	
	Contingency Planning:	<p>If case numbers are high nationally or locally, the school may put the following in to place:</p> <ul style="list-style-type: none"> <li>If advised by Public Health, school may close for a short period of time, with pupils returning following a 'circuit breaker' and teaching and learning taking place</li> </ul>	<ul style="list-style-type: none"> <li>Staff who are working from home require continued support to enable them to meet the required full curriculum.</li> </ul>			

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		online. All lessons would continue to be taught.				