



## COVID-19 Risk Assessment- September 2021

Description of risk	Who might be affected?	Actions taken	Person responsible
Transmission of virus- journey to and from school	Students Staff	Students/staff reminded of need to wear face covering on public transport (where necessary).	SLT/HoYs/FTs
Transmission of virus in corridors/indoor spaces	Students Staff Visitors	Doors propped open (unless fire door). One-way systems in place (where necessary). Students to enter classrooms and not wait in corridors. Students and staff to wear masks in all communal areas. Regular cleaning of touch points.	Site staff S  All staff  All staff  All staff  Cleaning staff
Transmission of virus in classrooms	Students Staff	Doors propped open (if possible). Ventilation in all rooms. Staff to clean teacher desk and equipment at end of lesson. Hand sanitizer outside all classrooms. Cleaning kit in each room. Enhanced cleaning carried out. Classrooms to be kept free of clutter to enable cleaning.	All staff All staff  Site staff  Site staff Cleaning staff All staff
Asymptomatic transmission of virus	Students Staff	Staff and students will be tested twice weekly using lateral flow devices at home.	SLT  SLT

		Students will be tested twice times following the summer, subject to consent. Positive cases will isolate following Government guidance.	SLT
Hand and Respiratory Hygiene	Students Staff Visitors	Signage throughout (handwashing, respiratory hygiene). Hand sanitizer throughout with stocks maintained. Covered bins provided and emptied frequently. Soap in toilets with stocks maintained. Regular reminders of hygiene.	SLT Site staff Site staff Cleaning staff All staff
Lunch breaks	Students Staff	Within each lunch break, access to the canteen will be staggered. Duties reorganised to facilitate supervision of students. The Pantry familiar with Government guidance on serving food.	Students Staff The Pantry
Suspected COVID case	Students Staff Visitors	Regular reminders to parents and students that they should not come in if they have symptoms. No longer required to carry out contact tracing. Pupils under the age of 18 and 4 months will not need to self-isolate if they're contacted by NHS Test and Trace due to close contact with someone who's tested positive for coronavirus. Instead, they'll be advised to take a PCR test.	SLT SLT Students

		<p>A student showing symptoms will be removed to medical room and sent home.</p> <p>Medical room has been adapted for cleaning purposes.</p> <p>Deep cleaning to be carried out in required areas after a case.</p>	<p>First Aid staff</p> <p>Cleaning staff</p>
Outbreak of cases	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>The School will follow the outbreak management plan (see appendix).</p> <p>The School will contact the local health protection team to manage an 'outbreak'.</p>	<p>SLT</p> <p>SLT</p>
Administration of First Aid	First aid staff	<p>PPE should be worn if administering first aid requires being within 1m for more than 15 minutes.</p> <p>PPE should always be worn when dealing with suspected COVID cases</p> <p>If there is a suspected COVID case, the class teacher should email reception.</p> <p>The first aider will collect the student and escort them.</p> <p>Suspected COVID cases should be isolated in the Richardson Room with the external door open.</p> <p>Normal first aid should be dealt with in-situ where possible.</p> <p>First aiders dealing with a suspected COVID case should monitor themselves closely for symptoms and not come to work + arrange to be tested if symptoms develop.</p>	<p>First Aid staff</p> <p>All staff</p> <p>Monitoring by SLT</p>

		If there is a danger to life, emergency services should be called.	
PPE	Students Staff Visitors	PPE is not required as a matter of course (see above). Students/staff must wear face coverings if using public transport and in communal areas. Students to be reminded of how to store/dispose of face coverings safely Appropriate disposal facilities will be provided.	Parents/Students  Form tutors/HoYs  All staff  Site staff
Mental Health/Well being	Students Staff	Wellbeing training provided for staff Staff trained in having conversations with students who may be facing difficulties Support highlighted periodically to parents/students/staff and provided where needed Continued monitoring of students/staff	All staff All staff  SLT/HoYs  All staff
Contractors and Visitors	Students Staff Visitors	Visitors may only enter the school site by appointment (reception must be notified) Visitors and contractors must follow the protocols in place at the school	All staff  All staff
Fire Drill	Students Staff Visitors	The evacuation procedure has been reviewed and the Assembly point remains the bottom field. Quickest escape route to be used	SLT  All staff
Vulnerable staff and students	Students Staff	The health of these groups has been considered by the school and all	SLT

		<p>relevant actions have been taken. The school will continue to update practices in line with emerging guidance.</p> <p>Staff and students who are vulnerable can wear PPE (as necessary).</p> <p>Staff and parents should share their concerns so that necessary adaptations can be considered.</p> <p>Staff and students in these groups will receive extra information on how to reduce risk.</p>	<p>Relevant staff/students</p> <p>All staff SLT/HoYs/FTs</p>
PE/Games	Students PE staff	<p>The PE curriculum has been reviewed and amended to reflect guidance.</p> <p>Changing facilities will be cleaned frequently.</p>	<p>PE staff</p> <p>Cleaning staff</p>
Behaviour	Students Staff	Staff must ensure they are familiar with the School's Behaviour policy and use sanctions and rewards as necessary.	<p>SLT</p> <p>All staff</p>
Policies	Staff	<p>Relevant policies (e.g. Child Protection Policy) have been amended in light of the pandemic.</p> <p>Staff must ensure they are familiar with these.</p>	<p>SLT</p> <p>All staff</p>
Home COVID Testing	Staff	<p>Kits will be issued according to Government guidance.</p> <p>Students and staff should continue testing until the end of September.</p>	SLT





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# St Olave's Grammar School

## COVID MANAGEMENT PLAN

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### 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance from step 4](#), published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the school
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

### 2. Testing

If recommended, we will increase the use of home testing by pupils and staff. If it is advised that we reintroduce an asymptomatic testing site (ATS) at our school, we will consult with the Director of Public Health to discuss any further support we need to do this.

If we reintroduce on-site asymptomatic testing this will be done for students as advised by the director of public health in the Small Hall. It will be done to minimise the disruption to learning, but ensure all students and staff remain as safe as possible.

### 3. Face coverings

Pupils, staff and visitors who are not exempt from wearing a face covering:

- Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas e.g. corridors.

If recommended, pupils, staff and visitors who are not exempt from wearing a face covering:

- Will be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity.

### 4. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

## 5. Other measures

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances

If recommended, we will reintroduce:

- Bubbles, to reduce mixing between groups

## 6. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

### *6.1 Eligibility to remain in school*

In the first instance, we will stay open for:

- Vulnerable pupils
- Children of critical workers
- Pupils due to take external exams this academic year

If further restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

### *6.2 Education and support for pupils at home*

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our [Remote Teaching and Learning Support During Lockdown Policy](#)

The school will continue to provide financial support for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. Please contact Mrs Ward, [zward@saintolaves.net](mailto:zward@saintolaves.net) for further details.

### *6.3 School Activities*

We will limit access to before and after-school activities during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

### *6.4 Safeguarding*

We have reviewed our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

If our DSL (or deputy) can't be on site, they can be contacted remotely by emailing [rmaxwell@saintolaves.net](mailto:rmaxwell@saintolaves.net).

On occasions where there is no DSL or deputy on site, another Senior Leader will take responsibility for co-ordinating safeguarding on site.