



COVID-19 risk assessment – Reading Girls’ School operation from September 2021

Site / school name:	Reading Girls’ School
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Students ▪ Staff: <ul style="list-style-type: none"> ▪ Classroom based staff ▪ Office/administrative staff ▪ Site staff ▪ Cleaning staff ▪ Catering staff ▪ Contractors ▪ Visitors
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ School’s operation from September 2021 ▪ Cleaning and sanitisation ▪ Adequate ventilation ▪ Testing and measures to manage isolation and confirmed cases of COVID-19 ▪ Contingency planning
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Practical equipment and materials ▪ Sports and PE equipment ▪ Cleaning materials and equipment

Location(s) covered by this risk assessment:	▪ All school premises and grounds		
Name of person completing this risk assessment:	Sally Elliott	Date of completion:	03-09-21
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:	End Sept 2021	Risk assessment no:	1

Record of risk assessment reviews

Date of review:		Reviewed by:		Comments / date of next review:	
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Key changes in approach

Mixing and bubbles

- At Step 4 we will no longer recommend that it is necessary to keep children in consistent groups ('bubbles').
- As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

Tracing close contacts and isolation

- From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.
- From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.
- Instead, children 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. We would encourage all individuals to take a PCR test if advised to do so.
- Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak 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.

Face coverings

- From Step 4, face coverings will no longer be advised for pupils, staff, and visitors either in classrooms or in communal areas
- From Step 4, face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport.
- If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff, and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility.

Stepping measures up and down

- You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area.
- Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.
- If you have several confirmed cases within 14 days, you may have an outbreak.
- You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.
- The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

Control measures

You should:

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.

Risk assessment	
What are the hazards?	<ul style="list-style-type: none">▪ Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus.
Who might be harmed and how?	<ul style="list-style-type: none">▪ Staff, pupils, contractors, and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site.▪ Potential for spread to other family members / persons.
<p>Note: We have specifically removed any rating or scoring from this risk assessment. We do not feel this adds any significant benefit to this untypical situation. You may wish to prioritise any actions, but the basis of the approach to mitigating the risks from coronavirus is such that all measures should be carried out alongside each other rather than in sequence. The planning and assessment you undertake will form the basis of an overall plan to manage the risks specific to your setting which is the most important aspect of this process.</p>	

This risk assessment is based on Department for Education (DfE) School's coronavirus (COVID-19) operational guidance (applies from Step 4) as published on 6 July 2021.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
1. Ensure good hygiene for everyone				
Hand hygiene				
<ul style="list-style-type: none"> ▪ Consider how often pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans. ▪ Are there enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly? ▪ Ensure supervision of hand sanitiser use given the risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative. ▪ Build these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them ▪ Sufficient cleaning supplies and hand soap to be maintained. ▪ All staff should be briefed weekly as a minimum on expected hygiene standards. ▪ CLEAPSS current advice is that alcohol-based hand gels should not be used in science labs and D&T rooms where practical activities take place. CLEAPSS guidance is understood to be under review. 	<ul style="list-style-type: none"> ▪ Toilets remain open for regular hand-washing. ▪ Additional hand sanitizing stations retained ▪ Continued advice to regularly cleanse hands ▪ Hands/Face/space posters maintained 	ROT ROT All SEL	1/9/21 1/9/21 1/9/21 1/9/21	
Respiratory hygiene				
<ul style="list-style-type: none"> ▪ Are there enough tissues and bins available in the school to support pupils and staff to follow this routine? ▪ Ensure that younger children and those with complex needs are helped to get this right. ▪ Are there risk assessments in place for pupils with complex needs who will struggle to maintain as good respiratory hygiene as their peers? 	<ul style="list-style-type: none"> ▪ At least 1 bin in every classroom ▪ Corridor bins at frequent intervals ▪ Tissues available for all classrooms ▪ Individual RAs in place for vulnerable students ▪ Fortnightly bulletin briefing on Covid measures continuing 	ROT ROT ROT KGA MFA	1/9/21 1/9/21 1/9/21 1/9/21 1/9/21	

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> ▪ All staff should be briefed weekly on expected hygiene standards. ▪ All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene. 				
Use of personal protective equipment				
<ul style="list-style-type: none"> ▪ Where staff have been identified as needing PPE, have they been provided with appropriate supplies? ▪ Have staff identified as needing PPE been provided with appropriate training and information on correct use and disposal? 	<ul style="list-style-type: none"> ▪ More than adequate supplies of PPE available for staff who request it 	ROT	1/9/21	
2. Maintain appropriate cleaning regimes, using standard products such as detergents				
<ul style="list-style-type: none"> ▪ Is there an enhanced cleaning regime in place and are all cleaners and staff aware of measures to take? ▪ Are high contact items such as door handles, including main entrance doors and commonly used doors cleaned more frequently? ▪ As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. ▪ Shared equipment should be regularly cleaned. ▪ Ensure that any hazardous substances that are used because of changes to cleaning or hygiene regimes have a COSHH risk assessment. 	<ul style="list-style-type: none"> ▪ Thorough cleaning regimes in place ▪ Enhanced cleaning schedules in place in main admin offices ▪ Roving member of cleaning staff on duty all day to address any cleaning issues as they arise 	ROT ROT ROT	1/9/21 1/9/21 1/9/21	
3. Keep occupied spaces well ventilated				
<ul style="list-style-type: none"> ▪ If air handling systems that move air between rooms are used set them to use a fresh air supply and do not recirculate air. Standalone room units can operate as normal. ▪ Ensure any filters in ventilation or air conditioning systems are changed as per manufacturer instructions. Take additional care when changing filters. ▪ Airing rooms as frequently as you can, will help improve ventilation. This involves opening all doors and windows 	<ul style="list-style-type: none"> ▪ All staff have been advised that ventilation regime of open windows and doors must be continued ▪ All systems on regular maintenance contracts 	All staff ROT	1/9/21 1/9/21	

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Have welfare staff and others been trained in measures to take? ▪ Have welfare staff and others been provided with PPE and training on its use and disposal? 		DHA, DJE		
Cleaning a room or area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting				
<ul style="list-style-type: none"> ▪ Is there a procedure in place for cleaning an area where a person with symptoms of COVID-19 or a confirmed case of COVID-19 has been? ▪ Is the appropriate PPE being used? ▪ Are appropriate cleaning products or methods being used? 	<ul style="list-style-type: none"> ▪ Ongoing from previous year 	Site and cleaning team	1/9/21	
Contaminated waste				
<ul style="list-style-type: none"> ▪ Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) should be: <ul style="list-style-type: none"> ▪ Put in a plastic rubbish bag and tied when full ▪ The plastic bag should then be placed in a second bin bag and tied ▪ This should be put in a suitable and secure place and marked for storage until the individual's test results are known ▪ This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. ▪ If the individual tests negative, this can be disposed of immediately with the normal waste. ▪ If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. 	<ul style="list-style-type: none"> ▪ Ongoing from previous year, all practices well embedded 	TSP, DHA, ROT	1/9/21	
Asymptomatic testing				
<ul style="list-style-type: none"> ▪ Plan for retaining a small on-site testing centre in secondary schools only. 	<ul style="list-style-type: none"> ▪ All students who have given consent will take two on site LFT tests at least three days apart before returning to the classroom in September 	SEL/ LEM	1/9/21	

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> Complete a risk assessment for the testing process relevant for your setting (templates are available). Communicate procedures for continued testing for the start of term and during September and continue to encourage take up of testing. 	<ul style="list-style-type: none"> A small on-site testing facility will be retained after this for emergencies Timetable for testing has been shared with all families and staff 	<p>SEL</p> <p>SEL/ JCL</p>	<p>1/9/21</p> <p>1/9/21</p>	
Confirmatory PCR tests				
<ul style="list-style-type: none"> Ensure staff, students and parents understand what to do in the event of a positive test, including arranging a confirmatory PCR test. Ensure that staff, students, and parents understand that symptomatic testing still needs to take place and that it can be booked online. 	<ul style="list-style-type: none"> Ongoing as per previous year Staff and student required to test at home twice a week until the end of Sept when the DfE guidance will be reviewed School maintains small supply of confirmatory PCR tests to distribute if required 	<p>SEL</p> <p>SEL</p> <p>SEL</p>	<p>1/9/21</p> <p>1/9/21</p> <p>1/9/21</p>	
Other considerations				
Clinically extremely vulnerable (CEV) children				
<ul style="list-style-type: none"> Identify any pupils who may not be able attend school, where they have received specific medical advice. All other CEV pupils should attend school. Ensure there is provision for remote education for those unable to attend school. Monitor engagement with remote education. 	<ul style="list-style-type: none"> No notification received of any CEV children who will be unable to attend school. Remote education will be retained for any children required to self-isolate Any staff required to self-isolate will continue to teach remotely 	<p>MFI</p> <p>MFI</p> <p>MFI</p>	<p>1/9/21</p> <p>1/9/21</p> <p>1/9/21</p>	
Contractors and visitors to the school				
<ul style="list-style-type: none"> Inform contractors and visitors prior to arrival of any specific measures in place. Ensure staff hosting contractors and visitors are aware of their responsibilities. 	<ul style="list-style-type: none"> Already embedded and ongoing 	<p>ROT/TSP</p>	<p>1/9/21</p>	
Admitting children into school				
<ul style="list-style-type: none"> Communicate with parents on process that pupils with symptoms should not attend and that they may not be allowed to attend school to protect other persons. 	<ul style="list-style-type: none"> Already embedded and ongoing 	<p>DHA</p>	<p>1/9/21</p>	

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
Attendance				
<ul style="list-style-type: none"> ▪ Communicate with parents on requirements for attendance. ▪ Put in place measures to keep in contact with vulnerable children. 	<ul style="list-style-type: none"> ▪ Already embedded and ongoing 	MFI	1/9/21	
Travel and quarantine				
<ul style="list-style-type: none"> ▪ Continue to communicate and engage with families. ▪ Consider arrangements for provision of remote education and assessment for pupils who are abroad where appropriate. ▪ Review arrangements for any pupils travelling from abroad where needed. 	<ul style="list-style-type: none"> ▪ As above ▪ AO fully briefed to give relevant advice to families returning from abroad where required 	MFI MFI	1/9/21 1/9/21	
Remote education				
<ul style="list-style-type: none"> ▪ Have plans in place for high quality remote provision of education for those unable to attend school. ▪ Have plans in place and work with families to have appropriate provision for pupils with SEND. 	<ul style="list-style-type: none"> ▪ Remote education in place and fully embedded 	MFI	1/9/21	
Pupil wellbeing and support				
<ul style="list-style-type: none"> ▪ Take a whole school, coordinated and evidence-informed approach to mental health and wellbeing. ▪ Consider the provision of pastoral and extra-curricular activities for pupil wellbeing and support where appropriate. ▪ Provide more focused pastoral support where issues are identified that individual pupils may need help with, including support resources available from DfE and partners. ▪ Consider support needs of groups that you are already aware need additional help (for example, children in need), and any groups you identify as newly vulnerable because of the pandemic. ▪ Communicate what help is available to families. 	<ul style="list-style-type: none"> ▪ Enhanced provision to ensure mental health and well-being implemented by Pastoral team, SSLT girls and counsellor 	KGA	1/9/21	

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
School workforce				
<ul style="list-style-type: none"> ▪ Share this risk assessment with staff and invite feedback. ▪ Carry out individual risk assessments and discussions as required. 	<ul style="list-style-type: none"> ▪ RA to be shared as always in the first instance with SLT and Trust 	SEL	1/9/21	
Educational visits				
<ul style="list-style-type: none"> ▪ For any new bookings COVID-19 cancellation related insurance is advised. ▪ Ensure staff are aware of the latest information regarding trips including the latest travel advice from the FCO on international travel. ▪ Where trips are planned, COVID-19 must be considered as part of the risk assessment process including identifying any additional mitigation measures that may be needed. 	<ul style="list-style-type: none"> ▪ All colleagues have been briefed on the complexities on booking overseas or high cost domestic trips. Specific ref made to cancellation insurance. ▪ No such trips planned at present. ▪ All future trips will be risk assessed by EVC 	SEL SEL SEL	1/9/21 1/9/21 1/9/21	
Wraparound provision and extra-curricular activity				
<ul style="list-style-type: none"> ▪ Have cleaning arrangements been considered, particularly for frequently touched surfaces and any equipment that is shared. ▪ Ensure there is clear communication with any external providers on school measures and approach. ▪ Consider contingency arrangements and planning in place in case of any local public health protection advice. 	<ul style="list-style-type: none"> ▪ Hygiene routines in place for extra-curricular activities ▪ Lettings will resume and specific reference will be made to meet Covid requirements 	SEL ROT	1/9/21 1/9/21	
Contingency planning / outbreak management plan				
<ul style="list-style-type: none"> ▪ Prepare an outbreak management plan. ▪ Review your plans against the DfE contingency framework. ▪ Have plans in place for high quality remote provision of education. ▪ Consider how bubbles, wearing of face coverings, and other social distancing measures could be reintroduced if they were required. ▪ Consider how testing may need to be increased if an onus is placed on schools to manage this. ▪ Ensure key staff understand the escalation process to get further public health advice via the DfE helpline. 	<ul style="list-style-type: none"> ▪ Already in place ▪ Face-coverings will be optional and bubbles removed, however plans in place to ensure that we can return seamlessly to high control Covid measures should it be required. ▪ SLT all aware of procedures 	SEL SEL	1/9/21 1/9/21 1/9/21	