

# Norwich Steiner School – Covid-informed Risk Assessment for reopening of School – September 2021

## Based on Schools Covid 19 Operational guidance (27 August 2021)

### Face coverings

<p><i>These are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</i></p> <p><i>They are recommended still on public or dedicated transport, or crowded situations where there may be contact with people not normally in setting.</i></p> <p><i>The exception is if there is a substantial increase in the number of positive cases, when a director of public health may advise they be worn in communal areas and classrooms (by pupils, staff and visitors, unless exempt).</i></p>	<ul style="list-style-type: none"><li>• Staff informed that face coverings no longer advisable, as if worn, can impact on communication and education of pupils.</li><li>• If a member of staff wishes to wear a mask, advise to obtain transparent face covering.</li></ul> <hr/> <ul style="list-style-type: none"><li>• School to ensure it has additional supplies of face masks in the event they may be needed at short notice.</li><li>• School to ensure a supply of disposable masks is taken on any trip so that all pupils and staff (except those exempt) have access to a mask.</li></ul>
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### CONTROL MEASURES:

#### 1. GOOD HYGIENE

<p><b>HAND HYGIENE</b></p> <p><i>Frequent &amp; thorough hand cleaning to continue.</i></p>	<ul style="list-style-type: none"><li>• All entering and leaving building expected to sanitise hands.</li><li>• Teachers to remind pupils to clean hands at transition times, before eating and coming in from the playground at breaks.</li><li>• Hand sanitiser available around school in classrooms</li><li>• In Kindergarten and younger lower school classes, teachers must ensure that use of hand sanitiser is supervised and not left unattended.</li><li>• Water butts, as additional facilities for hand cleaning in playground areas to be kept in service for duration. When weather and water too cold to use, pupils reminded to wash hands in toilet areas.</li></ul>
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<p><b>RESPIRATORY HYGIENE</b>  <i>The 'catch it, bin it, kill it' approach continues to be very important</i></p>	<p>Maintain the importance of the 'catch it, bin it, kill it' process:</p> <ul style="list-style-type: none"> <li>• Use a tissue to catch your sneeze or cough</li> <li>• Put your tissue straight in the bin</li> <li>• Sanitise or wash your hands.</li> </ul> <p>Ensure a good supply of tissues in each classroom and staff room, easily accessible by pupils and continue to keep additional strategically placed bins for used tissues.</p>
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## 2. CLEANING

<p><i>Maintain appropriate cleaning regimes, using standard products such as detergents</i></p>	<ul style="list-style-type: none"> <li>• Due to the low numbers in the building (around 110 including staff and pupils) there is less need for all frequently touched surfaces to be cleaned than a large school may require.</li> <li>• However, fire doors and bannisters, <a href="#">door handles</a>, which are the most 'frequently touched surfaces' by most people will continue to be cleaned twice a day.</li> <li>• To be achieved by school cleaner starting an hour earlier and by Liz and/or Carol supporting at end of day.</li> </ul>
	<p>Shared surfaces must be cleaned by individual staff between use:</p> <ul style="list-style-type: none"> <li>• Hot desks in staff room (by the person who uses one)</li> <li>• Resource and music room used by pupils for individual or small group work (by teacher using space)</li> <li>• Art room (by the teacher between groups)</li> </ul>

## 3. VENTILATION

<p><i>Ensure good ventilation and flow of air as much as possible, balancing the need for increased ventilation while maintaining a comfortable working temperature.</i></p>	<ul style="list-style-type: none"> <li>• Opening both upper and lower sashes, where these are fully operable provides better ventilation than opening all top sashes for example.</li> <li>• If through-flow is lacking, staff can consider opening a corridor window and leaving classroom door ajar.</li> <li>• In colder weather, staff may wish to reduce the gap that windows are opened; or open them widely in breaktime to allow fresh air to circulate and then have windows more minimally open during the lesson, to ensure a level of comfort is maintained.</li> <li>• Parents and older pupils to be reminded of the need to dress warmly in colder weather.</li> </ul> <p>School to investigate obtaining CO2 monitors and cost; maintained schools are being provided with these <i>gratis</i>  <b>ST to action</b></p>
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## PUBLIC HEALTH ADVICE ON TESTING, ISOLATION & MANAGING CONFIRMED CASES

<p><i>When an individual develops COVID-19 symptoms or has a positive test:</i></p>	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults should follow public health advice on when to self isolate and what to do.</li> <li>• They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home (e.g. if required to quarantine).</li> <li>• If anyone in the school develops COVID-19 symptoms, even if mild, they will be sent home, in line with public health advice.</li> <li>• Those with symptoms should avoid using public transport and ideally be collected by a member of their family or household.</li> <li>• Whilst waiting collection, a pupil/staff member will be left in a room on their own if possible, and safe to do so. This may be the front office, or possibly the gym or lab, depending upon availability.</li> <li>• A window will be opened to ensure ventilation.</li> <li>• If close contact is necessary, staff should wear appropriate PPE (apron, face mask, face shield, gloves)</li> <li>• Those with symptoms, or who have had a positive Covid-19 test result, or who live in the same household as someone with Covid 19 or Covid 19 symptoms, should follow the appropriate public health advice at the time.</li> </ul> <p>Currently: 2 September 2021 – those who are under 18 years and 6 months and anyone who is fully vaccinated is not required to self isolate if they are a close contact of someone who has tested positive for COVID 19.</p> <ul style="list-style-type: none"> <li>• The school does not currently have any pupils who will exceed the above age in the current academic year.</li> <li>• Some staff are known to be unvaccinated, and the school will evaluate cover arrangements separate to this document, for those who will therefore still be required to self-isolate. The school will take legal advice on pay arrangements for those who cannot work from home but who are required to self isolate.</li> <li>• Any room used by someone with Covid 19 symptoms, will not be used by others, until it is cleaned after the person with symptoms has left.</li> </ul>
<p><i>Asymptomatic testing</i></p>	<ul style="list-style-type: none"> <li>• Secondary age pupils will be offered support with Lateral flow testing on two occasions (3-5 days apart), on their return to school in the Autumn term.</li> <li>• Pupils will be asked to continue to test themselves twice weekly until the end of September, with home testing kits that the school can provide. The government are reviewing this request at the end of September.</li> <li>• Staff will be asked to undertake LFTs twice a week. This is also due for review at the end of September.</li> <li>• If the school is made aware of the need to support pupils with testing on an ongoing basis, this will be considered and supported as much as is feasible within our constraints of available staff and space.</li> </ul>

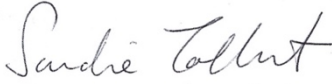

<i>Confirmatory PCR tests</i>	<ul style="list-style-type: none"> <li>• A pupil or member of staff with a positive LFT will need to self isolate.</li> <li>• They should request a confirmatory PCR test, and follow the public health advice at the given time. Currently (2/9/21) a negative PCR test done within 2 days of a positive lateral flow test, overrides the LFT result and the person may return to school (unless they have Covid-19 symptoms)</li> </ul>
<i>Admitting children to school who have symptoms</i>	<ul style="list-style-type: none"> <li>• The school will not agree to children coming to school who have COVID symptoms, and if children come in with these symptoms, parents will be called and asked to collect their child.</li> <li>• However, in accordance with the current government guidance (as available on 2/9/21), if such a situation arises whereby parents/carers insist, the school will consider the circumstances and public health advice at that time.</li> </ul>
<i>Travel &amp; quarantine</i>	<ul style="list-style-type: none"> <li>• Pupils who travel abroad during school holidays, will be expected to follow government travel advice and guidance and must not return to school if they are required to be in quarantine.</li> <li>• Staff who travel abroad during school holidays, should take account of the quarantine period. Staff should not return to work at school if they are meant to be in quarantine. The school will take legal advice in such situations and staff are advised to look carefully at their planning to avoid difficulty with meeting their employment and public health responsibilities.</li> <li>• Overseas visiting students – are advised to travel sufficiently in advance of their agreed start dates, so that they can complete any legally required quarantine and arrive at the start of school.</li> </ul>
<i>Remote education</i>	<ul style="list-style-type: none"> <li>• Work will be provided for pupils who have been told to self-isolate due to a positive test result, but who are otherwise well.</li> <li>• The school will not provide remote education for pupils who are on holiday or in quarantine due to being on holiday, unless there are circumstance beyond their control that mean that they cannot return on their originally planned date (e.g. becoming unwell with Covid whilst abroad and therefore delayed in making their return journey).</li> <li>• Parents are asked to plan trips abroad to take into account that the school is expected to record holidays during term time as unauthorised absence; therefore quarantine arrangements should be considered in advance of planning a trip.</li> </ul>

## **ADDITIONAL RISK MANAGEMENT BY THE SCHOOL**

<b>Staff rooms</b>	<ul style="list-style-type: none"> <li>• The additional staff rooms created to avoid staff crowding will be maintained.</li> <li>• The school will aim to provide (permanent) work stations for full time staff, with some hot desks for those who are part time.</li> </ul>
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<p><b>Space in classrooms</b></p>	<ul style="list-style-type: none"> <li>• Pupils may now be seated next to one another.</li> <li>• Pupils do not always need to be front facing</li> <li>• Teachers are not recommended to maintain good space between themselves or pupils any longer.</li> </ul> <p>However, in our duty of care to staff, especially those who are vulnerable or who have not been vaccinated:</p> <ul style="list-style-type: none"> <li>• We suggest that staff keep good space where possible, working alongside pupils rather than close face-to-face.</li> </ul> <p>Additionally:</p> <ul style="list-style-type: none"> <li>• In classrooms where there is sufficient space, pupils will continue to have their own desk with space between them and other pupils. Pupils themselves have stated that they like having more space, and behaviour has improved in classrooms because of this measure.</li> </ul>
<p><b>Assemblies:</b></p>	<ul style="list-style-type: none"> <li>• School assemblies will resume, including singing and close contact with pupils from the same and other classes</li> <li>• If there are any outbreaks of Covid in the school, assemblies will be reviewed and are likely to be suspended.</li> </ul>
<p><b>Toilets:</b></p>	<ul style="list-style-type: none"> <li>• All lower school classes may use any toilet in their washroom area</li> <li>• More than one pupil from a class may go to the toilet at a time, although teachers should remember to take account of behaviour that can occur when several go at the same time</li> </ul>
<p><b>Arriving &amp; leaving</b></p>	<ul style="list-style-type: none"> <li>• Parents of Linden class children may, if they wish, take their children up to the classroom at drop-off time (up until 8.50am). We ask that Linden parents vacate the building by 8.55am so that the school can be secured, and lessons commence at 9am</li> <li>• The register will continue to be taken by a member of staff greeting and standing outside, or by the front doors</li> <li>• School will continue to release children to the front/side of the building at the end of the school day.</li> <li>• There will be no staggered finish times and all staying a long day will be released at 3.30pm</li> <li>• Kindergarten children drop off will be at the side of the building between 8.50 and 9am, and collection from the same place at 1pm or 3.30pm.</li> </ul>
<p><b>Parent meetings/evenings:</b></p>	<ul style="list-style-type: none"> <li>• Individual parent meetings may take place during school hours.</li> <li>• Group parent meetings may take place indoors or outdoors, with staff ensuring good ventilation and spacing during indoor meetings.</li> <li>• For larger classes, teachers may need to ask for only one parent for each child to attend, if the meeting is to be held indoors.</li> </ul>
<p><b>Educational visits</b></p>	<ul style="list-style-type: none"> <li>• Trips abroad are still advised against, but UK based trips, including residential, are allowed.</li> </ul>
<p><b>Mixed gatherings of parents, staff and</b></p>	<ul style="list-style-type: none"> <li>• There are no school plays or indoor festivals that parents and pupils would normally attend until just before Christmas. The school will review the situation and guidance at that time.</li> </ul>

students for indoor festivals and class plays	
Pupil wellbeing & support	<ul style="list-style-type: none"> <li>All staff will continue to work with the DSLs to identify and support pupil wellbeing.</li> </ul>
Contingency planning for an outbreak	<ul style="list-style-type: none"> <li>The school will take appropriate advice from Public Health England and Norfolk County Council if there is an outbreak and will inform parents of any changes to protocols that are necessary.</li> <li>The main concern for the school in the event of an outbreak relates to having sufficient numbers of staff. Management team and trustees to keep watchful eye on staffing/covid levels in school.</li> </ul>
Management of cases	<ul style="list-style-type: none"> <li>The school will follow guidance set by Norfolk County Council for notifying it's Norfolk Outbreak Management Centre (NOMC) as the coordination point for local outbreak control in educational settings. In summary and for ease of reference, key information from NCC is pasted below:  <i>The guidance contains thresholds to work out if you have an outbreak of significance and when you can notify Norfolk Outbreak Management Centre (NOMC) via the <a href="#">new online form</a> if you feel you require support. You can notify NOMC if the following thresholds are met:</i> <ul style="list-style-type: none"> <li><i>Whichever is reached first of: <b>There are 5 or more or 10% or more confirmed cases in a group</b> (including pupils, students, children, staff) who are likely to have mixed closely in the previous 10 days. Identifying a group who are likely to have mixed closely will be different in each setting, examples of a group could include class, sports teams, wrap around care, performance groups, year groups, a group that uses the same dedicated school transport vehicle; OR</i></li> <li><i><b>10% or more of all staff</b> been confirmed as positive for COVID-19 in the previous 10 days; OR</i></li> <li><i><b>Any positive case is admitted to hospital</b> as a result of COVID-19; OR</i></li> <li><i>The setting has concerns about the operational running of the setting, the impact on education and learning or the impact on vulnerable pupils as a result of case numbers or if they are concerned for any other reason</i></li> </ul> <p><i>For settings with Asymptomatic Testing Sites (ATS) in place and who are testing students and staff after the summer holidays, these thresholds only apply <b>after</b> the initial two tests are complete. Cases identified in the test-on-return period should not trigger extra measures or escalation to the NOMC</i></p> </li> </ul>

<b>Assessor's Name: Sandie Tolhurst</b>	<b>Trustee's Name: Ann Swain</b>
<b>Position: School Administrator</b>	<b>Position: Trustee</b>
<b>Signature:</b> 	<b>Signature:</b> 
<b>Date: 5 September 2021</b>	<b>5 September 2021</b>