

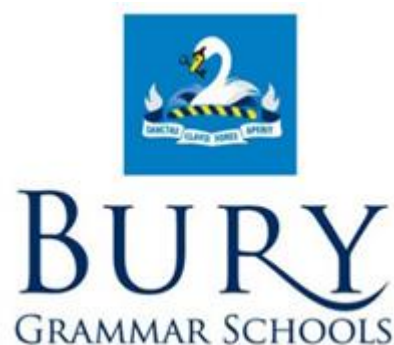
**Bury Grammar School Risk Assessment
for on-site learning from 12th May 2022**

Bury Grammar School takes its commitment to ensuring the safety of all pupils and staff extremely seriously: this is our number one priority.

Last Updated 12th May 2022

Last Reviewed 12th May 2022

COVID 19- Health and Safety Risk Assessment and Outbreak Management Plan



The health and safety of our pupils, staff and visitors to the school is of paramount importance as we begin the process of re-opening the School full time.

The aim of the risk assessment is to:

1. **Remain open:** To enable BGS to remain open to all pupils and staff full time from 19th April 2022.
2. **Reduce transmission:** To reduce the risk of transmission of the disease and to keep pupils and staff well.
3. **Reduce disruption:** To reduce the risk of BGS being disrupted through unmanageable levels of staff/pupil absence.
4. **Inspire confidence:** To enable the BGS community to have confidence that the school can reopen and keep pupils and staff safe.
5. **Protect education:** Enable the continuance of high-quality education.
6. **Safeguard:** Ensure all pupils and staff are safeguarded and that their welfare and safety, including mental health needs are met.

This risk assessment is based on the following key documents

- https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19?utm_source=01%20April%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19
- https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19?utm_source=01%20April%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19
- https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19?utm_source=01%20April%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19
- https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk?utm_source=01%20April%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

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- and has been supplemented by further advice and information from HM Government, Public Health England,, and professional associations: HMC, GSA, ASCL, ISC, and ISBA. In addition, further guidance has been sought from the sporting governing bodies such as the FA, RFU and England Netball. All other school policies and guidance should be followed, and this risk assessment has particular regard for the following key policies: Health & Safety; Safeguarding, First Aid and Risk Assessment.

The following key principles underpin our risk assessment for the re-opening of the School:

1. An operational risk assessment which is agreed by the Trustees of Bury Grammar School as set out in Part 2 of the School's Health and Safety Policy.
2. We have carried out a COVID-19 risk assessment and consulted with employee representatives and shared the results with the wider community.
3. We have incorporated the essential measures as set out by the Government.
4. The risk assessment has incorporated all regulatory requirements as set out in the Commentary on the Regulatory Requirements September 2021.
5. We recognise the residual risks posed by Coronavirus (COVID-19) to our staff, pupils and their families following the relaxation of measures introduced by the government on **Friday 1st April 2022**. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
6. We will ensure, as far as is reasonably practicable, the **Health, Safety and Wellbeing** of our staff and pupils.
7. We will share this Risk Assessment and its findings with employees, consult on its contents and make it available on our website.
8. We will continue to comply with all relevant Health and Safety Legislation and guidance provided by the DfE.

The key changes following the relaxation of measures on 1st April 2022 are below:

- **LFD self test kits** will no longer be routinely distributed. Single boxes of 7 at home tests can be collected whilst in school stocks last
- **LFD testing** is no longer recommended. If pupils or staff take an LFD test they should follow the advice within this Risk Assessment and government advice.
- **Face coverings** are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. However, in the event of an outbreak the 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). No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.
- **Outbreak management plans** are required for how we would operate if there were an outbreak in school or the local area. Several confirmed cases within 14 days may constitute an outbreak in which case BGS will contact the local health protection team who will advise if any additional action is required, such as implementing elements of the outbreak management plan. **[DfE helpline on 0800 046 8687]**

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The key Control measures following the relaxation of measures on Friday 1st April 2022 are set out below:

- **Hand hygiene** - Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.
- **Respiratory hygiene** - The 'catch it, bin it, kill it' approach continues to be very important.
- **Maintain appropriate cleaning regimes, using standard products such as detergents** - You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.
- **Keep occupied spaces well ventilated** - When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. You should balance the need for increased ventilation while maintaining a comfortable temperature. CO₂ monitors will be used to monitor air quality in areas/rooms where ventilation is identified as being at risk of not being as good as other areas.
- **Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19** - When an individual develops COVID-19 symptoms or has a positive test, Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. 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 due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

BGS' system of control is grouped into 'prevention' and 'response to any infection' below.

Prevention:

- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- clean hands thoroughly more often than usual
- ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- implement enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)
- Allow staff and pupils to continue to wear face coverings in shared communal areas and on corridors if they wish.

Response to any infection:

- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice.

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Employees

Ref	Control Measure	Actions Taken Details / Further Information
E1	<p>Any employee that has symptoms:</p> <ul style="list-style-type: none"> • continuous cough • high temperature, fever or chills • loss of, or change in, your normal sense of taste or smell • shortness of breath • unexplained tiredness, lack of energy • muscle aches or pains that are not due to exercise • not wanting to eat or not feeling hungry • headache that is unusual or longer lasting than usual • sore throat, stuffy or runny nose • diarrhoea, feeling sick or being sick <p>should not attend school/ setting.</p>	<p>Staff, pupils, and families will be reminded that they should not attend school until they feel better.</p>
E2	<p>Any employee who has tested positive Any employee who has tested positive for COVID 19 should stay at home for 5 days</p>	<p>If an employee tests positive they should avoid contact with other people for 5 days after taking the test. If after 5 days the employee feels well and does not have a temperature they may return to work.</p>
E3	<p>Any employee who develops COVID-19 symptoms during the school day should go home as soon as possible. Follow the guidance from E1</p>	<p>Staff, pupils, and families will be reminded that they should not attend school until they feel better.</p>
E4	<p>An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. CEV staff are no longer advised to shield.</p>	<p>School will undertake individual risk assessments with all staff who identify as having additional risks and who have made known to the Head/HR these risks by providing a letter from the GP or other organisation identifying them. Staff should feel comfortable in making this request, upon production of evidence.</p> <p>Vulnerable staff emailed by HR mid-January 2022 to check measures are satisfactory.</p>

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		DECEMBER 21- CEV staff can still attend school in line with national guidance. Staff should ensure that they advise HR if they are CEV or at increased risk from COVID-19
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Pupils

Ref	Control Measure	Actions Taken Details / Further Information
P1	<p>Any pupil or persons within their household who has coronavirus (COVID-19) symptoms:</p> <ul style="list-style-type: none"> • continuous cough • high temperature, fever or chills • loss of, or change in, your normal sense of taste or smell • shortness of breath • unexplained tiredness, lack of energy • muscle aches or pains that are not due to exercise • not wanting to eat or not feeling hungry • headache that is unusual or longer lasting than usual • sore throat, stuffy or runny nose • diarrhoea, feeling sick or being sick 	<p>Staff, pupils, and families will be reminded that they should not attend school with symptoms. They should remain at home until they feel better. See advice in E1.</p> <p>Pupils are not required to self isolate if a member of their household has symptoms or a positive test result.</p>
P2	<p>Any pupil who has tested positive Any pupil who has tested positive for COVID 19 should stay at home for 3 days</p>	<p>It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional. If a pupil tests positive they should avoid contact with other people for 3 days after taking the test. If after 3 days the pupil feels well and does not have a temperature they may return to school.</p>
P3	<p>Any pupil who develops COVID-19 symptoms Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible.</p>	<p>Staff, pupils, and families will be reminded that they must not attend school until they are feeling better.</p> <p>Medical rooms and Halls can be used as isolation areas. Supervising staff to advise maintenance that area requires cleaning as soon as finished.</p>

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P4	<p>Remote/distance learning</p> <p>There is no requirement to self isolate unless the pupil is ill. Remote provision will be provided for 3 days whilst following a positive test result. After this period pupils should return to school or remain away from school because they are ill.</p>	<p>School has developed an effective remote learning strategy and provision and will be prepared to return to tighter system of controls should there be an outbreak.</p>
P5	<p>Sporting activities</p> <p>Sporting activities will continue to follow guidance set out by individual governing bodies in relation to continued adjustments to individual sporting activities and advice relating to training and competition.</p> <p>The faculty will continue to pay scrupulous attention to cleaning and hygiene procedures during lessons, enrichment activities and competitive fixtures to reduce the risk of transmission</p>	<p>Director of Sport to keep up to date with guidance from sporting Governing bodies and implement recommendations.</p>
P6	<p>Pupil wellbeing and support</p> <p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress, or low mood.</p>	<p>Pastoral team to continue to closely monitor pupils and regularly remind staff of their obligations to promote the wellbeing of pupils.</p>

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School

Asymptomatic Testing		
Ref	Control Measure	Actions Taken
S1	<p>LFD tests will remain in school until stocks are depleted.</p> <p>School maintains the ability to set up a small test area at a week's notice</p>	<p>LFD test kits will be issued to pupils/ staff 1 box at a time only whilst stocks last</p>
Physical / Social Distancing in the Building		
Ref	Control Measure	Actions Taken Details / Further Information
S2	Promotion of good working habits and environment	<p>BGS, from April 2022, we will continue to:</p> <ul style="list-style-type: none"> • Adopt a 3-period day in the secondary school • Ensure workspaces are well ventilated • Encourage good respiratory and hand hygiene • Limit exposure to those who may be infected

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Infection Control, Cleaning and Hygiene Arrangements		
Ref	Control Measure	Actions Taken Details / Further Information
S3	<p>Staff and/or pupils who are experiencing symptoms:</p> <ul style="list-style-type: none"> • continuous cough • high temperature, fever or chills • loss of, or change in, your normal sense of taste or smell • shortness of breath • unexplained tiredness, lack of energy • muscle aches or pains that are not due to exercise • not wanting to eat or not feeling hungry • headache that is unusual or longer lasting than usual • sore throat, stuffy or runny nose • diarrhoea, feeling sick or being sick <p>should not attend school/ setting.</p>	
S4	<p>Staff who experience symptoms as above whilst at work should go home as soon as possible.</p>	<p>Staff, pupils, and families will be reminded that they should not attend school until they feel better.</p>

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<p>S5</p>	<p>Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who comes into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.</p>	<p>Any child with COVID-19 symptoms will be taken to the Medical Isolation Room. The child's parents/carers will be instructed to collect their child immediately and keep them at home until they feel better.</p> <p>A member of staff must first wear gloves, an apron, a face mask, and a visor and then escort the child with COVID-19 symptoms to be isolated in the designated Isolation Room.</p> <p>Before putting on the PPE, staff must perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure</p>
		<p>you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.</p> <p>Masks, gloves, and aprons should be changed after tending to each pupil and should be regarded as contaminated after a single use and must be removed and be disposed of safely. To do this, staff must snap the apron waist ties and fold the apron in on itself (not handling the outside as it should be regarded as contaminated) and put into designated clinical waste lidded pedal bin in the Medical Isolation Room. This bagged waste will be retained in school by site staff for 72 hours before going into general waste. Perform hand hygiene once again.</p>
<p>S6</p>	<p>Provision of hand washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).</p>	<p>School has many hand sanitiser stations in school at entry and exit points and in all classrooms and these will continue to be regularly refilled and their use encouraged.</p>
<p>S7</p>	<p>All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.</p>	<p>Regular hand washing must be insisted upon by all staff in school.</p>

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S8	<p>Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime.</p> <p>Pupils will be encouraged to clean their hands thoroughly throughout the day</p>	<p>Additional contact cleaning during the school day will continue upon return to school in April 2022</p> <p>Regular hand washing should be encouraged by all staff in school.</p>
S9	<p>All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)</p>	<p>All bins are regularly emptied.</p> <p>Each classroom has adequate cleaning materials / tissues etc.</p>
S10	<p>All working areas within the building should be well ventilated (Windows and Doors open) where safe and appropriate to do so.</p>	<p>Rooms to continue to be well ventilated</p> <p>Where windows can't be opened doors should be opened into a well-ventilated corridor.</p> <p>In cooler weather, windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space.</p>
S11	<p>A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces:</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 	<p>Cleaning staffing levels will remain increased from April 2022 to ensure that there are always cleaners on site and on-call and actively cleaning high contact points, surfaces and equipment.</p> <p>All areas of the premises will be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people ('contact cleaning').</p>
S12	<p>Staff and pupils are provided with instructions on how to achieve effective hand washing, for example, in the form of posters, written guidance and videos clips etc.</p> <p>Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained.</p>	<p>Hand-Washing Guidance</p> <p>Hand-Washing Video</p>

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S13	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas, and expectations around personal hygiene.	All contractors will be given full COVID instructions upon arrival by Head of Estates or the member of staff hosting the contractor.
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Response to an Infection

Ref	Control Measure	Actions Taken Details / Further Information
S14	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Public Health will then work with school to determine actions to be taken. - Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or Public Health. 	See Outbreak Management Plan Below
S15	If there is an outbreak, school's COVID-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	See Outbreak Management Plan Below

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Outbreak Management Plan

Introduction

- This Outbreak Management Plan (OMP) outlines how the school will operate if additional measures are recommended for our setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced.
- This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.

The threshold for implementing the OMP is advised as being:

- 5 children, pupils, students, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or
- 10% of children, pupils, students, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
- This can be reviewed with advice from the local public health service

In such an event the school will:

- review and reinforce the testing, hygiene and ventilation measures they already have in place.
- seek additional public health advice if concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1)

N.B- THE FOLLOWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.

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Ref	Control Measure	Actions Taken Details / Further Information
C1	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak, it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p>The threshold is advised as being:</p> <ul style="list-style-type: none"> • 5 children, pupils, students, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or • 10% of children, pupils, students, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>Close mixing is defined as:</p> <ul style="list-style-type: none"> • a form group or subject class • a friendship group mixing at breaktimes • a sport team • a group in an after-school activity • a nursery class • a friendship group who often play together • staff and children taking part in the same activity session together <p>In such an event the school will:</p> <ul style="list-style-type: none"> • review and reinforce the testing, hygiene and ventilation measures they already have in place. • seek additional public health advice if concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) <p>Be prepared to put in place the following enhanced controls:</p>	<p>Attendance restrictions will only be considered as a last resort following the DfE's 'contingency framework' and, in collaboration with public health and the local authority. in this case, school will:</p> <ul style="list-style-type: none"> • Ensure remote learning platform is in place and accessible to all. • That provision is in place for vulnerable children and key worker children to attend (as per national lockdowns).

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	<ul style="list-style-type: none"> • Strengthened communications to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting where supplies permit • Temporarily reinstating face coverings for pupils/students, staff, and visitors in indoor and/or communal spaces in secondary schools, FE and HE settings, and for staff in primary, early years, out-of-school, and specialist settings. This should be for two weeks in the first instance, pending regular review • Reinstating on-site rapid LFD testing in secondary schools, colleges, and universities for a two-week period to encourage uptake of twice weekly testing where supplies permit • Increased frequency of testing <p>Roles and responsibilities</p> <ul style="list-style-type: none"> • AED – COVID coordinator • KR/LC - Pupil Health • CLy – Communications <p>Communications</p> <ul style="list-style-type: none"> • DC – staff • RN/RL/CAH - pupils • VL/CLy - parents • VL – continuity of education including remote education 	
C2	<p>Variant of concern (VoC) When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.</p>	<ul style="list-style-type: none"> • Follow advice from HPT • Increased use of home testing for staff.

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C3	<p>Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.</p>	<ul style="list-style-type: none"> • Strict class bubbles re-implemented • Staggered entrance/ exit times will be implemented • Use of multiple entrances and exits will remain in place • Staggered/ limited use of communal areas- hall/ dining room will be re-implemented.
C4	<p>Temporary re-introduction of face coverings.</p> <p>In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.</p>	<ul style="list-style-type: none"> • Face coverings must be worn by staff and visitors, in communal areas unless they are exempt. • Secondary pupils should wear face coverings unless exempt. • Primary pupils will not be asked to wear face coverings.
C5	<p>Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.</p>	<ul style="list-style-type: none"> • Shielding can only be re-introduced by national government. Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. • Remote learning platform in place for children who are advised to shield.
C6	<p>Temporary limit to certain school activities:</p> <ul style="list-style-type: none"> - residential educational visits - open days - transition and taster days - parental attendance in settings / Parents' evenings - performances in settings 	<ul style="list-style-type: none"> • These will all be risk assessed and control measures put in place as and when required.

Temporary Additional Measures		

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