



COVID-19 Risk Assessment

Includes Mitigation Procedures (risks, hazards and ways of avoiding them)

This should be read in conjunction with the latest government guidance, which can be found here:

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance)

Please note, at any point the School may be asked by the local authority to switch from this Risk Assessment and School procedures document and follow a contingency plan. In this event we may need to revert to some measures in place during last academic year. Parents, pupils and staff will be advised of any changes separately.

| | |
|---|---|
| School: Maltman's Green School | Date of Assessment: 25/08/21 Updated: |
| Assessed by: R. Gaynor Approved by: J. Walker and the Governing Body | Date of Review: ongoing |

| Risk Type | Issue/Hazard | Current Guidelines | School Procedures and Measures to Manage Associated Risks |
|--|--|---|--|
| Mixing, 'Bubbles' and Social Distancing | Pupils, parents, staff. Congregation of parents and pupils. | <ul style="list-style-type: none"> • Pupils are no longer required to be in bubbles and can mix between year groups. • Pupils, staff or parents are no longer required to practice social distancing. • Desks may be arranged in any configuration rather than forward-facing. | <ul style="list-style-type: none"> • The girls will spend the majority of the day with their class/in their year group. However, they will come together and mix for events such as assemblies, or at certain times of the day such as playtimes (which are deemed low risk as for the most part the girls are outside) and lunchtimes. Enhanced cleaning regimes introduced last academic year will continue, with an extra cleaner employed to regularly clean high traffic/use areas and surfaces (such as door handles and banisters), as well as the dining room, changing rooms, Lapraik Hall and the Function Room, to name but a few • Children and staff will continue with good hygiene measures including regular handwashing, and adhering to the 'catch it, bin it, kill it' guidance • Parents asked to wear masks at pupil arrival and pick up times |



| | | | |
|---|--|---|---|
| <p>Tracing Close Contacts and Isolation Requirements</p> | <p>Pupils, staff. Risk of transmission of Covid-19 to pupils and staff.</p> | <ul style="list-style-type: none"> • Schools are no longer expected to trace contacts of pupils who test positive for COVID-19 • Rules for self-isolation have been updated | <ul style="list-style-type: none"> • Close contacts or their parents will now be identified via NHS Test and Trace. In these circumstances, pupils/parents/staff will be informed they have been in close contact with a positive case and advised to take a PCR test. The Government is encouraging all individuals to take a PCR test if advised to do so • The School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. • Individuals are now not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> • they are fully vaccinated, • they are below the age of 18 years and 6 months, • they have taken part in or are currently part of an approved COVID-19 vaccine trial, • they are not able to get vaccinated for medical reasons. • Children and young people aged under 18 years 6 months who usually attend school as well as any school staff who have been identified as a close contact, should continue to attend school as normal whilst awaiting the results of the PCR test and do not need to self-isolate. Furthermore, they do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport. • 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact. • The School will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases we have, or if central government offers our area an enhanced response package to a local outbreak, a director of public health may advise us to temporarily reintroduce some control measures here in school. This forms part of our contingency planning. Should this situation ever arise at Maltman's Green, we will advise pupils, parents and staff of any changes accordingly. |
| <p>Face Coverings</p> | <p>Pupils, parents and staff.</p> | <p>Face coverings have never been recommended for use by pupils or staff in primary schools and this</p> | <ul style="list-style-type: none"> • Whilst the Government has removed the requirement to wear face coverings in law, it still highlights that it expects and recommends that they are worn in enclosed and crowded spaces where individuals may come into contact with people who they don't normally meet. We have asked parents to respect |

| | | | |
|---|--|---|--|
| | Risk of transmission of Covid-19 to pupils and staff. | continues to be the case in the latest guidance. | <p>this recommendation and duly wear a face mask as appropriate at drop off and pick up times when communal areas are likely to be busy.</p> <ul style="list-style-type: none"> • Visitors to the School are now no longer required to wear face masks either in classrooms or in communal areas. • Face coverings remain available for staff and visitors, should they wish to use them. |
| Ensuring Good Hygiene for Everyone | <p>Pupils, parents and staff.</p> <p>Risk of cross contamination between surfaces.</p> | Requirement to still maintain regular handwashing and follow the 'catch it, bin it, kill it' guidelines | <ul style="list-style-type: none"> • Frequent and thorough hand cleaning has now been a requirement for the last 15 months and should now be regular practice. • The correct technique for washing hands will continue to be reinforced frequently in school. • As before, all pupils, staff and any visitors to the site will be required to wash their hands or apply hand sanitiser before entering. • There will be opportunities for the girls and everyone in our school community to wash hands on a regular basis for a minimum of 20 seconds, as has been the protocol for the last 15 months. • The protocol implemented last academic year for coughing and sneezing remains in place in line with the 'catch it, bin it, kill it' approach. • All classrooms have a plentiful supply of tissues and pedal bins with lids for their safe disposal, which are emptied regularly each day. • Additional wall mounted hand sanitiser dispensers were installed in summer 2020, and these are situated throughout the School, outside of most entrances to buildings, and other rooms such as the dining room to aid good hygiene practices. Where appropriate, bottles of hand sanitiser are also freely available. |
| Enhanced Cleaning Arrangements | Pupils, parents and staff. | There is still a requirement for enhanced cleaning to take place in schools | The School is continuing with enhanced cleaning regimes, which include an extra cleaner to be on site during the core of the School day, who will focus on cleaning high traffic areas and frequently used surfaces. |
| Ventilation | <p>Parents, pupils and staff.</p> <p>Risk of transmission of Covid-19 to pupils and staff.</p> | There is still a requirement to ensure indoor spaces are well ventilated. | <ul style="list-style-type: none"> • The School will continue to ensure all areas of the School are well ventilated with a plentiful supply of fresh air, whilst ensuring that a comfortable teaching environment is maintained for the girls. • Where possible, as the temperature falls outside, windows at a higher level will be opened. |

| | | | |
|--|--|--|--|
| <p>Follow Public Health Advice on Testing, Self-isolation, Managing Confirmed Cases of COVID-19 and Keeping a pupil At Home</p> | <p>Parents, pupils and staff.</p> <p>Risk of transmission of Covid-19 to pupils and staff.</p> | <ul style="list-style-type: none"> • There is still a requirement for all members of the School community to engage with test and trace • Children and adults who have symptoms of Covid-19 must not attend school, nor must those with a positive test result or those who have been asked to quarantine. | <ul style="list-style-type: none"> • All members of our school community – pupils, parents, families and staff must continue to engage in the Test and Trace programme. This includes following public health advice: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ • It remains absolutely vital that neither a pupil nor an adult comes into school if they have symptoms of COVID-19 (however mild) or have had a positive test result or there are other reasons requiring the pupil or adult to stay at home due to the risk of passing on COVID-19 (for example, the child or adult is required to quarantine). • If a child or staff member becomes unwell whilst in school with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), the pupil or staff member will be sent home and advised to get tested for COVID-19. • If a child requires collecting from school in these circumstances, we ask parents to do this as soon as possible. Whilst waiting for parents to arrive the pupil will be moved to a room where she can be on her own behind a closed door with appropriate adult supervision at all times. • Should the pupil need to use a bathroom, this will be separate from other individuals. • Appropriate PPE will be used if close contact is necessary. • The household (including siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. • As is normal procedure, parents are still asked to inform us of their daughter's absence and the reason for it as soon as possible at the start of a new school day. • Staff are continuing with twice weekly lateral flow testing for the time being and will self-isolate if required in line with stay at home guidance for households with possible or confirmed COVID-19 infection. |
| <p>Drop off and Collection arrangements</p> | <p>Pupils, parents, staff.</p> <p>Congregation of parents and pupils.</p> | <ul style="list-style-type: none"> • Pupils are no longer required to be in bubbles and can mix between year groups. • Pupils, staff or parents are no longer required to practice social distancing. | <ul style="list-style-type: none"> • Parents and staff informed of procedures for parking and drop off/ pick up prior to the start of term. • Some year groups will use different entry and exit points (please see tables below) to avoid congestion. • Senior members of staff on duty at pick up and drop off to monitor routines and procedures. • Parents asked to wear masks at pupil arrival and pick up times. • Pupils to head straight for to the handwashing/sanitising station outside of their play area/teaching block and wash/sanitise their hands then go either on to the playground (8.15am – 8.40am) or straight to their classroom after 8.30am. |

- Pupils, staff or parents to wear masks are not required to wear face masks excluding public transport. Secondary school students and staff advised to wear masks in indoor or congested areas
- Schools can offer before and after school care and there is no longer a requirement to keep children in consistent or separate groups or bubbles.

Pupil Arrival:

| Year(s) | Time | Location |
|----------------|--|---|
| Little Malties | 7.30am if booked for morning session/extended day. 8.00am if booked for day session. Breakfast cleared away at 9:00am. | Gate A: Adjacent to Head's house. |
| Nursery | 8.15am-8.50am | Gate B: Nursery black door. |
| Reception | 8.15am-8.40am | Gate C: Next to the disabled parking bays at ADA |
| Y1 and Y2 | 8.15am-8.40am | Gate C: Next to the disabled parking bays at ADA. |
| Y3 and Y4 | 8.15am-8.40am | Gate D: Main ADA gate. |
| Y5 and Y6 | 8.15am-8.40am | Gate D: Main ADA gate. |

Pupil Collection

| Year Group(s) | Time | Location |
|----------------|--|-----------------------------------|
| Little Malties | Morning only girls at 1.00pm. School day girls at 4.00pm. | Gate A: Adjacent to Head's house. |
| Nursery | Any time from 3.10pm – 4.00pm Collection at 1pm is only by prior arrangement with Miss Button, Head of Pre-prep | Gate B: Nursery black door. |
| Reception | 3.20pm | Gate D: Main ADA gate. |
| Y1 | 3.30pm | Gate D: Main ADA gate. |

| | | |
|-----------|--------|---|
| Y2 | 3.40pm | Gate D: Main ADA gate. |
| Y3 | 3.50pm | Gate D: Main ADA gate. |
| Y4 | 4:00pm | Gate F: Left of Main Ada gate |
| Y5 and Y6 | 4.00pm | Gate E: Top triangle gate behind the uniform shop |

Wrap Around Care, Clubs and Late Room

- Pupils in Wrap Around Care will be cared for in the Nursery Blue Room (Little Malties, Nursery and Reception) and in the Dining Room (Years 1-6).
- Unless parents are advised separately, girls taking part in clubs will do so in their year groups. Girls participating in a club after school will be brought to ADA gate for collection by their parents.
- Late room is available for girls in Reception to Year 2. Sessions can now be booked in advance on an 'ad hoc' basis. Parents may collect their daughter from Gate B (the Nursery black door) at any time before 4.00pm.

Drop Off Arrangements for Girls who Attend Breakfast Club

The following arrangements apply and **all girls attending Breakfast Club will need to be brought to the Nursery Black Door (Gate B).**

| Year Group(s) | Time | Drop off Location | Area Used for Breakfast |
|------------------|---------------|-------------------|-------------------------|
| Nursery – Year 6 | 7.30am-8.30am | Gate B | Dining Room |

| | | | <p>Collection Arrangements for Girls who attend After School Club</p> <table border="1"> <thead> <tr> <th>Year Group(s)</th> <th>Time/Place</th> <th>Location for Collection</th> </tr> </thead> <tbody> <tr> <td>Little Malties and Nursery</td> <td>6.30pm, Nursery Blue Room</td> <td>Gate B</td> </tr> <tr> <td>Reception</td> <td>6.00pm, Nursery Blue Room</td> <td>Gate B</td> </tr> <tr> <td>Y1 and Y2</td> <td>6.00pm, Pre-Prep Library</td> <td>Gate B</td> </tr> <tr> <td>Y3 – Y6</td> <td>6.00pm, allocated space in Dining Room</td> <td>Gate B</td> </tr> </tbody> </table> <p>All girls attending After School Club can be collected from the Nursery black door (Gate B) at any point up to the specified time.</p> <p>Collection Arrangements for Girls who attend Late Room (R-Y2)</p> <table border="1"> <thead> <tr> <th>Year Group(s)</th> <th>Time</th> <th>Location for Collection</th> </tr> </thead> <tbody> <tr> <td>Nursery and Reception</td> <td>3.20pm-4.00pm, Nursery Blue Room</td> <td>Gate B</td> </tr> <tr> <td>Y1 and Y2</td> <td>3.30pm-4.00pm, Dining Room</td> <td>Gate B</td> </tr> </tbody> </table> | Year Group(s) | Time/Place | Location for Collection | Little Malties and Nursery | 6.30pm, Nursery Blue Room | Gate B | Reception | 6.00pm, Nursery Blue Room | Gate B | Y1 and Y2 | 6.00pm, Pre-Prep Library | Gate B | Y3 – Y6 | 6.00pm, allocated space in Dining Room | Gate B | Year Group(s) | Time | Location for Collection | Nursery and Reception | 3.20pm-4.00pm, Nursery Blue Room | Gate B | Y1 and Y2 | 3.30pm-4.00pm, Dining Room | Gate B |
|---|---|--|---|---------------|------------|-------------------------|----------------------------|---------------------------|--------|-----------|---------------------------|--------|-----------|--------------------------|--------|---------|--|--------|---------------|------|-------------------------|-----------------------|----------------------------------|--------|-----------|----------------------------|--------|
| Year Group(s) | Time/Place | Location for Collection | | | | | | | | | | | | | | | | | | | | | | | | | |
| Little Malties and Nursery | 6.30pm, Nursery Blue Room | Gate B | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reception | 6.00pm, Nursery Blue Room | Gate B | | | | | | | | | | | | | | | | | | | | | | | | | |
| Y1 and Y2 | 6.00pm, Pre-Prep Library | Gate B | | | | | | | | | | | | | | | | | | | | | | | | | |
| Y3 – Y6 | 6.00pm, allocated space in Dining Room | Gate B | | | | | | | | | | | | | | | | | | | | | | | | | |
| Year Group(s) | Time | Location for Collection | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nursery and Reception | 3.20pm-4.00pm, Nursery Blue Room | Gate B | | | | | | | | | | | | | | | | | | | | | | | | | |
| Y1 and Y2 | 3.30pm-4.00pm, Dining Room | Gate B | | | | | | | | | | | | | | | | | | | | | | | | | |
| Whole School Events & Performances | <p>Pupils, parents and staff.</p> <p>Risk of transmission of Covid-19 to pupils and staff.</p> <p>Congregation of parents and pupils.</p> | <p>All restrictions have been lifted for schools regarding gatherings en-masse for events such as class assemblies, concerts, plays and other performances</p> | <ul style="list-style-type: none"> Enhanced cleaning of spaces will continue as detailed in the relevant section of this document for all gatherings and parent events, such as parents' evenings etc. Parents will be advised of arrangements and/or requirements for events in advance. | | | | | | | | | | | | | | | | | | | | | | | | |
| Educational Visits | <p>Pupils and staff.</p> | <p>Schools can now take children on educational</p> | <ul style="list-style-type: none"> Appropriate Risk Assessments will be drawn up for all visits in accordance with school procedures. | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | |
|------------------------------------|---|---|--|
| | Risk of transmission of Covid-19 to pupils and staff. | trips within the UK, but are advised to exercise caution with regards to appropriate insurance if pupils are taken abroad | <ul style="list-style-type: none"> Health & safety and risk assessment measures will be checked to ensure that they are in place for any providers of trips in our curriculum. Although residential trips are permitted, we will be basing these in the UK for the time-being due to the continuing uncertain picture regarding travel restrictions to countries abroad. |
| Uniform | Pupils and staff. | No direct guidance on school uniform and changing is currently in place | <p>All pupils will be issued with a changing timetable which details which days they should come to school/go home in their PE kit. This will minimise the need to use changing rooms at the beginning and end of the school day.</p> <p>Pupils from Reception to Year 2 will continue to change in their classrooms for all PE activities, accept swimming, where the swimming pool changing rooms will be used. The latter are cleaned regularly throughout the school day.</p> <p>Pupils from Years 3 to 6 will use an allocated changing room for their class/year group at times of the day specified in their changing timetable. Changing rooms will be cleaned regularly throughout the school day.</p> |
| Catering | <p>Pupils and Staff.</p> <p>Risk of transmission of Covid-19 to pupils and staff.</p> <p>Risk of cross contamination.</p> | <p>Current guidance states school meals should continue to be provided for all pupils.</p> <p>There is no longer a requirement to provide extra staff rooms</p> | <p>All girls from Nursery to Year 6 will eat lunch in the dining room during different sittings. Little Malties' girls will continue to eat in their dedicated dining room.</p> <p>The dining room will continue to be cleaned regularly as part of our enhanced cleaning regime.</p> <p>All food is provided by the school.</p> <p>No food from home is permitted to be brought into school.</p> <p>Staff may eat in the main dining room or staff kitchen. However, if they would prefer to eat elsewhere, we shall be continuing to provide an option staff to 'take away' their lunch to eat in the main staff room or your classroom.</p> <p>For hygiene reasons, a salad bar will not be provided for the time being and salads will need to be pre-ordered as before. Fruit pots and small salad pots will still be available in the dining hall for girls and staff alike.</p> |
| Mental Health and Wellbeing | Pupils. | Schools must continue to support pupils as per relevant policies and procedures. | <p>To manage risks associated with mental health, the following measures are in place:</p> <ul style="list-style-type: none"> Measures for boosting pupils' wellbeing will form a weekly agenda item at all staff meetings. Form teachers will constantly monitor the wellbeing of the children in their care. If form teachers have any concerns they will liaise with parents. Targeted measures will be put in place to support the pupil. If the wellbeing of the pupil does not improve after initial measures are put in place then a pastoral care plan will be created. |



| | | | |
|---------------------|----------------|--|--|
| | | | <ul style="list-style-type: none">• If necessary, external agencies will be involved. |
| | Staff. | Schools must continue to support staff as per relevant policies and procedures. | <ul style="list-style-type: none">• Keep staff up to date with the status of the School operations regularly.• Peer support for staff, employee healthcare and head teacher wellbeing service.• School leaders to draw up rotas with consultation and sensitivity.• Staff to immediately inform line manager if unwell, any symptoms are shown.• Where staff have agreed to take on additional duties and responsibilities, leadership to support them in their new roles.• Maintain regular contact with any staff who might still be working from home or self-isolating. |
| Safeguarding | Pupils, staff. | No requirement anymore for a COVID-19 appendix to school's Safeguarding Policies | All normal policies and procedures apply. |