

Coronavirus Risk Assessment

10 January 2022

|   | Risk rating prior to action<br>H/M/L | Recommended controls/Mitigation and Protective Measures  |
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| Awareness of and adherence to policies and procedures |                                      | <ul style="list-style-type: none"> <li>• Health and Safety Policy has been updated in light of the COVID-19 advice</li> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <b>Health and Safety Policy</b></li> <li>- <b>Infection Control Policy</b></li> <li>- <b>First Aid Policy</b></li> </ul> </li> </ul> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> <ul style="list-style-type: none"> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance.</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus.</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>   |
| <p><b>Prevention</b></p> <p>1. Minimise contact</p> <p>with individuals who are unwell with COVID-19 symptoms</p> | <ul style="list-style-type: none"> <li>• Staff, other adults and pupils do not come into the school if they have coronavirus (COVID-19) symptoms, or have a positive test and anyone developing those symptoms during the school day is sent home.</li> <li>• Staff and children follow the latest Government guideline on when it is safe to return to school.</li> <li>• If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must take a LFT and isolate. Other members of their household not double jabbed should self-isolate for the required period of time from when the symptomatic person first had symptoms.</li> <li>• If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>• PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>• In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</li> </ul> |

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|                   |                               | <ul style="list-style-type: none"> <li>• The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance</li> </ul>  |
| <b>Prevention</b> | 2. Good hand hygiene practice | <ul style="list-style-type: none"> <li>• The School will ensure that pupils clean their hands regularly or sanitise, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly.</li> <li>• The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.</li> <li>• Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom.</li> <li>• Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments.</li> </ul> |
| <b>Prevention</b> | 3. Good respiratory hygiene   | <ul style="list-style-type: none"> <li>• 'Catch it, bin it, kill it' approach continues to be very important. A suitable number of tissues and bins will be available in the school to support pupils and staff to follow this routine.</li> <li>• Younger pupils and those with complex needs are helped to follow this.</li> <li>• Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.</li> <li>• DFE guidance to be followed on the use of face coverings in education and clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings.</li> <li>• Staff are advised to wear face coverings in communal areas.</li> </ul>   |
| <b>Prevention</b> | 4. Enhanced cleaning          | <ul style="list-style-type: none"> <li>• Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal.</li> <li>• More frequent cleaning of rooms and shared areas that are used by different groups</li> <li>• Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.</li> </ul>  |

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|   |  | <ul style="list-style-type: none"> <li>• Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it</li> <li>• The COVID-19: cleaning of non-healthcare settings guidance is followed.</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance</li> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></li> <li>• The SBM monitors the cleaning standards of school cleaning and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul> |
| <p><b>Prevention</b></p> <p>5. Minimise contact</p> |  | <ul style="list-style-type: none"> <li>□ The number of contacts between pupils and staff is reduced. Where the number of cases increases, this is achieved through keeping year groups separate and through maintaining distance between individuals.</li> <li>• If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups.</li> <li>• All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</li> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff</li> <li>• First aid only when needed.</li> </ul>  |

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|  |  | <ul style="list-style-type: none"><li>• Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li><li>• Adults should maintain 2 metre distance from each other and from children where possible.</li><li>• Pupils old enough should be supported to maintain distance and not touch staff and their peers.</li><li>• Classrooms and other learning environments are organised to maintain space between seats and desks where possible.</li><li>• When cases increase, whole school gatherings such as assemblies are avoided.</li><li>• The timetable is revised to implement where possible:<ul style="list-style-type: none"><li>○ Maximise the number of lessons or classroom activities which could take place outdoors;</li><li>○ Staggered assembly groups;</li><li>○ Drop-off is a soft start from 8.45 and collection times are staggered and communicated to parents;</li></ul></li><li>• Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day and are seated at the same desk;</li><li>• Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors.</li></ul> |
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|  |  | <ul style="list-style-type: none"><li>• Pupils limit the amount of equipment they bring into school each day, to essentials such as hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</li><li>• Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;</li><li>• Physical Education classes should be kept in consistent groups. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. <u>COVID-19: Guidance on phased return of sport and recreations.</u></li><li>• The current advice is against domestic (UK) overnight and overseas educational visits at this stage see <u>coronavirus: travel guidance for educational settings.</u></li></ul> |
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| <p><b>5a Parents and carers on school site</b></p>           |  | <ul style="list-style-type: none"> <li>• Only one adult per family to enter the school site at drop off and pick up times.</li> <li>• All adults and children to refrain from loitering on the school grounds.</li> <li>• Contact with the school to be made via telephone or email and one parent at a time to use the main reception area for in-person visits.</li> <li>• Appointments to be arranged outside of the teaching day, to discuss any matters with class teachers</li> </ul>  |
| <p><b>Prevention</b></p> <p>6. Where necessary, wear PPE</p> |  | <ul style="list-style-type: none"> <li>• The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> <li>○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> </li> </ul>   |
| <p><b>Response to infection</b></p> <p>7. Test and trace</p> |  | <ul style="list-style-type: none"> <li>• All staff in school follow the guidance and self administer Lateral Flow Tests twice weekly.</li> <li>• NHS Test and Trace process to be followed and understand how to contact their local <u>Public Health England health protection team</u>. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>○ <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> </ul> </li> <li>• The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> <li>○ If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can return to school.</li> <li>○ If someone tests positive they should follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and must continue to self-isolate for the required time from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.</li> </ul> </li> </ul> |

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| <p><b>Response to infection</b></p> <p>8. Managing confirmed COVID-19 cases</p> |  | <ul style="list-style-type: none"> <li>• Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases.</li> <li>• If someone who has attended the site tests positive for COVID-19, PHE will be contacted by the school.</li> <li>• PHE will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.</li> </ul>   |
|   |  | <ul style="list-style-type: none"> <li>• Remote education plan is in place for individual pupils or groups of pupils directed by PHE to self-isolate.</li> </ul>   |
| <p><b>Response to infection</b></p> <p>9. Contain any outbreaks</p>             |  | <ul style="list-style-type: none"> <li>• Follow PHE advice.</li> <li>• Remote education plan is in place for individual pupils or groups of pupils directed by PHE to self-isolate</li> </ul>  |
| <p>Emergencies</p>  |  | <ul style="list-style-type: none"> <li>• All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Pupil alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>• The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>  |
| <p>Managing School Transport</p>  |  | <ul style="list-style-type: none"> <li>• Parents and pupils are encouraged to walk or cycle to their education setting where possible;;</li> <li>• Where possible, transport arrangements are organised to cater for any changes to start and finish times;</li> <li>• Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;</li> <li>• Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;</li> <li>• Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).</li> </ul> |



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| Residential/Boarding |  | <ul style="list-style-type: none"><li>• All care staff continue to undertake individual risk assessments, activity risk assessments, placement plans and Covid specific individual Risk assessments.</li></ul> |
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