

Risk Assessment and Action Plan 2020 2021

<b>1.0 Date of assessment:</b>		<b>2.0 Assessed by (job title / name):</b>	
16/07/2020		Mrs A.M. Charlton HEAD of TEACHING and LEARNING Mr P Hankey HEADTEACHER	
<b>2.1 Ref number:</b>		<b>2.2 – Other personnel involved with assessment:</b>	
<b>OCC considerations for returning to school 15/18 (Sept 2020)</b>			
<b>2.3 Address / site:</b>		TETSWORTH PRIMARY SCHOOL	
<b>3.0 Activity to be assessed (or scenario):</b>			
<b>INFECTION CONTROL AND HYGIENE / HEALTH AND SAFETY CHECKS</b>			
<b>4.0 Identification of those at risk:</b>	A) CHILDREN B) PARENTS C) STAFF D) VISITORS/CONTRACTORS	<b>4.1 Line manager / class teacher (if appropriate)</b>	
<b>5.0 Harm / hazards which could or has occurred to those at risk (include detail)</b>	A) CHILD OR ADULT WITH COVID PRESENT ON SITE B) HANDWASHING		

## Risk Assessment and Action Plan 2020 2021

<p>regarding activity at the time)</p>	<p>C) COUGHS/SNEEZES/PERSONAL HYGIENE</p> <p>D) OTHER ADULTS ON SITE</p> <p>E) CONTACT WITH PACKAGES OR ITEMS HANDLED BY PERSONS WHO MAY HAVE BEEN EXPOSED TO CORONAVIRUS</p> <p>F)HEALTH AND S SAFETY CHECKS</p>
<p><b>CHILD OR ADULT WITH COVID PRESENT ON SITE</b></p> <p>Ai) Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</p> <p>Aii) Impress on the children that they must immediately let staff know if they start feeling hot, develop or cough or feel unwell in any way. Monitoring in school should be based on all staff being alert for children becoming visibly hot or feverish.</p> <p>Aii) Purchased 2 infrared thermometers to test temperatures of children and adults with suspected covid symptoms</p> <p>Aiii) Medical Area (Section of Class 2 Classroom to be portioned off to provide holding space for pupil feeling unwell) with ability to temporarily quarantine an individual. <b>By using Fire Exit as entry/exit point can make this a self –contained space. Furniture/equipment moved/stored to reduce number of possible contact points. Area has washable surfaces, good ventilation, phone access and PPE stock. Groups organised so that a T.A. could remove a pupil and take them to the medical room if needed.</b></p> <p>A(iv) Procedures for those coming into contact with persons suffering from / displaying symptoms of coronavirus displayed in classrooms/staffroom/medical area/ reception area.</p>	<p>A (i) Schools expectations re children/adults who are unwell not coming onto site to be part of Parent Handbook and the Home/School Agreement</p> <p>A (i) Information re track and trace procedures to be part of Parent Handbook and Home/School Agreement</p> <p>A(iii) Small lidded containers to be purchased for housing of PPE equipment in medical area and within classrooms (to make storage more hygienic).</p> <p>A (V) from Oct 22<sup>th</sup> 2020:  The DfE guidance 'Action list: dealing with a symptomatic children' was updated on 22<sup>nd</sup> October.  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928841/Symptomatic_children_action_list_SCHOOLS_FINAL_22-10.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928841/Symptomatic_children_action_list_SCHOOLS_FINAL_22-10.pdf</a> now states:  'you <b>can</b> contact the dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority, for advice. This can be reached by calling the <b>DfE Helpline on 0800 046 8687</b> and selecting <b>option 1</b> for advice on the action to take in</p>

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A(v) School to follow Health England flow chart in the event of a child/member of staff having a positive Covid 19 test result. – **see update 22.10.2020**

A (vi) School to have a record of pupils and staff in each group each day/ where close contact has/is likely to take place (timetables)

### HANDWASHING

Bi) Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered (see guidance poster link below)

Bii) Good stock of hand towels, soap and cleaning products in ready

### COUGHS/SNEEZES/PERSONAL HYGIENE

Ci) Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach (see guidance poster below)

[https://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/schoolsnews/2019/Coronavirus\\_advice\\_for\\_education\\_settings\\_poster.pdf](https://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/schoolsnews/2019/Coronavirus_advice_for_education_settings_poster.pdf)

Cii) Weekly reminders of hygiene and social distancing procedures to include: not touching faces; handwashing song; catch-it, bin-it, kill-it; use of pupil posters to promoting this displayed around the site.

C(iii) Procedures for moving safely throughout the site reinforced through practice/reminders/posters/behaviour expectations (single line/spaced out/facing forwards/avoid touching adults and other pupils/furniture/equipment/doors/walls)

Ciii) Cleaning frequently touched surfaces often using standard products

### OTHER ADULTS ON SITE

D(i) Unless required to do so due to an emergency (fire/ambulance etc) all adults, other than

response to a single positive case.'

The action list also states: 'You should report all confirmed, positive cases using the online attendance form daily return.'

NOTE: The education school / setting is responsible for reporting their confirmed cases to their **Local Authority**. If the education setting is comfortable managing their own cases and feel that they **do not** need to call the DfE helpline then it is not mandatory to do so but they **must** confirm the case to the **Local Authority**. (See below).

**In the event of a confirmed case the School to e mail the details of cases to [Educationcovid19@Oxfordshire.gov.uk](mailto:Educationcovid19@Oxfordshire.gov.uk). providing a direct phone number, so that the team can answer/ask any queries. The team will contain both School Improvement and Public Health colleagues.**

Bii) K.De stockpiling cleaning and hygiene products

Cii) Key Worker poster on hygiene and social distancing to be printed and displayed around the site

Fi)i K.De / A.Ch to review H&S risk checklist from June 2020 in advance of children returning

**Visitors to site to follow Visitor's Protocol**

## Risk Assessment and Action Plan 2020 2021

<p>school staff, must enter the site by appointment only</p> <p>D (ii) All adults coming onto school site must provide contact details – name/present address/contact number</p> <p>D (iii) – All other health and safety/safeguarding procedures must be adhered to.</p> <p>D (iv) – Adults on site, other than staff, to be minimal</p> <p><b>CONTACT WITH PACKAGES OR ITEMS HANDLED BY PERSONS WHO MAY HAVE BEEN EXPOSED TO CORONAVIRUS</b></p> <p>Ei) There is currently no perceived increase in risk for handling post or freight from specified areas</p> <p>Eii) Office staff to maintain good hygiene in line with the school handwashing guidelines</p> <p>Eiii) Handwashing posters to be displayed in staff toilets</p> <p>E(iv) Children and teachers may take books home if this is for educational purposes</p> <p><b>HEALTH And SAFETY CHECKS</b></p> <p>F (i) Curriculum restrictions in Government guidance to be adhered to – no gatherings such as assemblies/ no contact sports or swimming / no singing/ no shouting (performances)</p> <p>F(ii) Completed H&amp;S checklist (appendix 3) from June 2020 reviewed</p>	<p>Meetings, including Parents Evenings to be held remotely</p> <p>Any organisation entering site for educational reasons must provide their own risk assessment.</p>
<p><b>7.1 What is the level of risk after all controls possible have been put in place? (MED)</b></p>	<p>Risk of spread of infection is reduced by implementation of these measures.</p>

## Risk Assessment and Action Plan 2020 2021

<b>8.0 Is this a safeguarding risk – if so, please describe:</b>	Safeguarding assessed separately
<b>9.0 Additional notes as required:</b>	<p>If an employee, pupil or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.</p>
<b>10.0 This risk assessment will be communicated to – and how – and when:</b>	All staff – shared drive on School Network– email – staff meetings with teacher, TA, office, cleaning contractor
<b>11.0 Risk Assessment signed off by (job title / name and signature):</b>	Signed off at F.G.B. June 2020
<b>12.0 Date of assessment sign off:</b>	22.06.2020

Risk Assessment and Action Plan 2020 2021

<b>13.0 Review dates:</b>	Reviewed with staff 19.10.2020 Updated 28.10.2020 to add additional DfE guidance (Highlighted)			
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