

## Risk Assessment and Action Plan 2020 2021

<b>1.0 Date of assessment:</b>		<b>2.0 Assessed by (job title / name):</b>	
<b>12/12/2020</b>	<b>Mrs A.M. Charlton HEAD of TEACHING and LEARNING Mr P Hankey HEADTEACHER</b>		
<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>	<b>TETSWORTH PRIMARY SCHOOL</b>		
<b>3.0 Activity to be assessed (or scenario):</b>			
<b>INFECTION CONTROL AND HYGIENE / HEALTH AND SAFETY CHECKS FOLLOWING A CONFIRMED CASE IN SCHOOL</b>			
<b>4.0 Identification of those at risk:</b>	<b>A) CHILDREN</b>  <b>B) PARENTS</b>  <b>C) STAFF</b>  <b>D) VISITORS/CONTRACTORS</b>	<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 regarding activity at the time)</b>	<b>A) Danger to staff and pupils of contracting coronavirus due to contact with the child/adult who has proved positive for Coronavirus</b>  <b>B) Danger to staff and pupils from contracting coronavirus due to contact with surfaces that have been contaminated with coronavirus from the adult/child who has proved positive for Coronavirus</b>		

**CHILD OR ADULT PROVING POSITIVE FOR CORONAVIRUS**

**Note this Risk Assessment should be read with risk assessment INFECTION CONTROL AND HYGIENE / HEALTH AND SAFETY CHECKS**

**Ai) Contact the adult who has proved positive/parents of the pupil who has proved positive and find out:**

**When they were last on site:**

**Date/day their symptoms start or date/day on which they were tested (and proved positive)**

**Any known contacts outside of their school bubble**

**Aii) Follow the latest Government Guidance for reporting a positive case in school**

Aiii) Using guidance given by Help – Line determine:

- Which pupils will have had direct contact with the adult/pupil – consider classroom/playground/if collected by childminder (see class organisation records)
- Which adults will have had direct contact with the adult/pupil – teachers/T.A.s/lunchtime supervisors/coaches/peripatetic teachers/administrators/cleaners
- Which adults would have been on site and may have had contact – for TPS Lunchtime Supervisor bringing hot meals across from JHS

Aiii) Inform/ring staff members who need to self – isolate

Aiv) Inform/ring staff members not thought to be at risk of contamination and make them aware of the situation and get confirmation that they have not had close contact with the adult/child who has proved positive for coronavirus.

Av) – Send out letters to parents of pupils who will need to self – isolate for the time determined

**A ii) from Oct 22<sup>th</sup> 2020:**

The DfE guidance 'Action list: dealing with a symptomatic children' was updated

[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)

Contact the dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority, for advice.

**DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a single positive case.'**

**Confirmed cases must also be made known to the Local Authority – e-mail [EducationCovid19@Oxfordshire.gov.uk](mailto:EducationCovid19@Oxfordshire.gov.uk).**

- Provide Name of School /a direct phone number,/ named contact so that the team can answer/ask any queries. The team will contain both School

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by the latest Government Guidelines

Avi) – Send out letters to parents of pupils who **do not** need to self- isolate and inform them that a member of the school has tested positive and which Class/ Year Groups will be self-isolating. Explain school will be open for all other Year Groups

Avii) Inform services such as cleaners/ caterers and determine how this will affect them

Aviii)

Other staff and pupils to be reminded of systems in place to mitigate the risks within school:

### **HANDWASHING/SANITISING**

**Extra care taken to ensure pupils wash hands/sanitise hands frequently throughout the day – when moving from room to room/ when coming into/out of the classroom/after going to the toilet etc**

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)

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

Hand sanitising stations kept well stocked (TPS)

### **COUGHS/SNEEZES/PERSONAL HYGIENE**

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)

Reminders of hygiene and social distancing procedures to include: not touching faces;

Improvement and Public Health colleagues.

- Give date when symptoms first started/date test taken
- When pupil last on site
- Pupils who have been asked to self-isolate – Year Group and number of pupils
- Any other relevant information e.g if parents have proved positive.

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<p>handwashing song; catch-it, bin-it, kill-it; use of pupil posters to promoting this displayed around the site.</p> <p>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)</p> <p><b>Cleaning frequently touched surfaces often using standard products</b></p> <p>Other adults on site must be kept to a minimum - by appointment or emergency only, must give name/present address/contact number</p> <p>Ventilation – doors and windows to be open to allow for free exchange of air</p> <p>Bi) Consider risk of contaminated surfaces and equipment/resources</p> <p>Bii) Whilst pupils are self- isolating room not to be used to allow for quarantining of surfaces/equipment</p> <p>Biii) Deep clean the room including toilets/door handles/telephones etc– cleaner to wear PPE to deep clean room</p> <p>Biv) Equipment/resources to be sprayed with anti-bac spray</p>	<p>F(iii) School to look into purchasing CO2 monitors for use in winter months to allow for doors/windows to be closed for part of day to maintain correct working temperature within the classrooms</p> <p>Slatted blinds/curtains to be purchased for Class One area to maintain good working temperature within the classroom.</p> <p>Biii) Cleaner to wear PPE to clean the room and cloths etc to be placed in black in bag and put in bins 48 hours after cleaning</p>
<b>7.1 What is the level of risk after all controls possible have been put in place? (MED)</b>	Risk of spread of infection is reduced by implementation of these measures.
<b>8.0 Is this a safeguarding risk – if so, please describe:</b>	Safeguarding assessed separately
<b>9.0 Additional notes as required:</b>	
<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

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<b>11.0 Risk Assessment signed off by (job title / name and signature):</b>	A.M.Charlton (TPS)			
<b>12.0 Date of assessment sign off:</b>	12.12. 2020			
<b>13.0 Review dates:</b>				