

COVID-19 RISK ASSESSMENT – SEPTEMBER 2021

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Disruption to the running of the school in cases of local outbreak	Staff Pupils Others	Infection control	<ul style="list-style-type: none"> The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local PHE or DfE helpline where required. <p>Outbreak Management Policy in place</p>	MED		✓
Use of Transport	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> School will follow PHE advice in cases of local outbreak and will put into place any actions or precautions advised. 	MED		✓
Cleaning of school	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include: door handles; tables used by staff and pupils; switches; toilet flushes, taps and regular cleaning of toilets Additional handle and tap wipe and bin empty to continue daily at lunchtime All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. Regular cleaning of surfaces will reduce the risk of spreading the virus. 	MED	In place since 01/09/21	✓

Ventilation class/office	Pupils Staff	Infection control	<ul style="list-style-type: none"> • Identify any poorly ventilated spaces - take steps to improve fresh air flow • Where appropriate open external windows, internal doors, external doors to improve natural ventilation • If external doors are opened, ensure that it is safe to do so 	MED	Skylight repair in office need chasing up: short term solution intermittent use of external door to refresh air and use of intercom where appropriate (JHS)	
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • You should continue to ensure that children clean their hands regularly, this can be done with soap and water and/or hand sanitiser • Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sanitiser used on entry for all visitors • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Pupils are discouraged from sharing cutlery, cups or food. 	MED	KS (JHS) and K.De (TPS) to maintain sanitizer and towel stock	✓

			<ul style="list-style-type: none"> • All cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • In the event of an outbreak a senior member of staff will arrange enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE and contractor 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents have been informed not to bring their children to school or on the school premises if they show symptoms of covid19 • Infected staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • If necessary any additional provisions for pupils who are vulnerable will be put in place by the Headteacher, in liaison with medical professionals, if necessary. 	MED		✓

Classroom management	Pupils Staff	Infection control	<ul style="list-style-type: none"> • Class teachers and TA support to no longer operate purely from the front of the classroom – mobility of all staff to be a key element. • It is no longer required for forward facing tables • Outbreak management plans cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak. • We will revert back to previous control measures in the event of a local outbreak ie logistics from March 2021 including staggered start / finishes and class Bubble maintenance • Continue to use a cautious approach with arrangements. 	MED		✓
Assemblies and singing	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • There are no restrictions in place for holding assemblies and singing in the school hall. 	L	Whole school assemblies to resume	✓
Playtime and using equipment	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment. 	MED		✓
Lunchtimes	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • Lunchtime arrangements can revert back to previous arrangements. • Tables must still be cleaned on a regular basis throughout dinner time activities. • Children to wash or sanitise hands before eating lunch 	MED		✓

Personal Protective Equipment Face Coverings	Pupils Staff Visitors Parents	Infection control	<ul style="list-style-type: none"> • Face coverings are no longer advised for staff and visitors in classrooms / communal areas • It is recommended that face masks are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes dedicated transport to school if applicable • School will follow director of PHE advice in cases of local outbreak. • School will put into place any actions / precautions advised by local HPT. 	MED		✓
Ill Health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil or member of staff who displays signs of being unwell with COVID symptoms, a persistent cough, fever or a loss / change to sense of smell or taste is immediately taken out of the class and placed in an area where they will not come into contact with others. 	MED		✓

			<ul style="list-style-type: none"> • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • Pupils who display signs of infection are taken home as soon as practicable, by parents – parents are advised to contact NHS 111 immediately or 999 if the child becomes seriously ill / their life is at risk. • Members of staff who display signs of infection are sent home immediately and are advised to contact NHS Test and Trace immediately or call 999 if they become seriously ill or their life is at risk. 			
Autumn Term Asymptomatic testing	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • No testing is required of Primary age children but it will be recommended for a 10day period if they have a household contact who as tested positive or if they have been identified as a close contact of someone outside the household who has tested positive for Covid 19. • Staff should conduct twice weekly home LFT (Sun and Wed evenings) • Staff to log results on NHS website • Notify Headteacher should they test positive • No need to record all test results on school database • Tests can be taken from test stock in Jackson Hall cupboard as and when required (no more than 2 boxes at a time) 	MED	PH (JHS) and K.De (TPS) to reorder LFTs as necessary	✓

Positive Cases	Pupils Staff	Infection control	<ul style="list-style-type: none"> School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace. School will support NHS Test and Trace if required to help identify close contacts <p><u>From 16th August 2021</u></p> <ul style="list-style-type: none"> From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they are a close contact and advised to take a PCR test. All individuals are encouraged to take a PCR test if advised to do so. <p>Staff / Pupils</p> <ul style="list-style-type: none"> with a positive lateral flow test result should self-isolate in line with the stay at home guidance and get a PCR test to check if they have COVID-19 and continue to self-isolate 	MED		✓
Management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> Staff are instructed to monitor themselves and others and look for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or pupil's symptoms to the Headteacher as soon as possible. 	MED		✓

			<ul style="list-style-type: none"> • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by pupils' parents when pupils return to school after having coronavirus – school informs relevant staff. • Staff inform the Headteacher when they plan to return to work after having coronavirus. • SR (JHS) and A.Ch (TPS) monitors the cleaning standards of school cleaning contractors (JHS)/caretaker/cleaner (TPS) and discusses any additional measures required with regards to managing the spread of coronavirus. 			
Communication	Staff Pupils Others	Unsafe Practices	<ul style="list-style-type: none"> • Staff report immediately to the Headteacher about cases of suspected coronavirus • The Headteacher follows latest DfE advice and contacts DfE helpline if any clarification is needed. • School puts into place any actions or precautions advised by their local Health Protection Team HPT. • Schools keep staff and parents updated about changes to infection control procedures if necessary. 	MED		✓
Admitting children into school	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect pupils and staff from possible infection with COVID-19. 	MED		✓

			<ul style="list-style-type: none"> Decision needs to be considered in light of all the circumstances and current PHE advice. 			
Clinically extremely vulnerable CEV children	Pupils Staff	Infection control	<ul style="list-style-type: none"> All CEV children should attend their education setting unless they are one of the very small number of children under paediatric / specialist care who have been advised not to attend 	MED		✓
Admitting people into school	Pupils Staff	Infection control	<ul style="list-style-type: none"> Use of intercom and drop box to continue to minimise footfall in the school office (JHS) Parents are asked to e-mail /phone in or are spoken to at the door to minimise footfall in the school office (TPS) Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or have been instructed to quarantine Staff or pupils within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow PHE advice In the case of a pupil awaiting collection, they should be taken to a room/area away from other pupils and supervised If the member of staff is in close contact with the child then they should wear appropriate PPE Fresh air ventilation if possible Any rooms that have been used for this purpose should be cleaned when vacated As households follow PHE guidance with possible or confirmed COVID-19 infection, then siblings within school will be identified and sent home. 	MED		✓
Staff clinically extremely vulnerable CEV	Staff	Infection control	<ul style="list-style-type: none"> CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves – to be discussed on individual basis with headteacher 	MED		✓

Educational visits	Pupils Staff	Financial risk	<ul style="list-style-type: none"> • If booking new visits ensure that the school have adequate financial protection in place • The school should have a contingency plan in place to account for any changes in the government travel list • Full risk assessments must be completed. 	MED	When organizing trips teachers must ask what happens in the event of a covid cancellation in terms of fees returned.	✓
Out of school settings Parents attendance	Pupils Parents Staff Others	Infection Control	<p>Parents are no longer limited to specific number attendance</p> <ul style="list-style-type: none"> • Ensure up to date contact information is available in the event of an emergency. 	MED	JHS and TPS office staff currently looking to update pupil records CS, CH K.De	✓

Reviewed Oct 19th following update from SE Public Health