

Covid-19 Risk Assessment

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**. School/childcare settings are essential for us to effectively manage our response to COVID-19 and those staff working in these settings are providing a key role. Staff are understandably feeling anxious about the potential risk to their health of carrying out their usual work activities during the COVID-19 pandemic.

Whilst the COVID-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions, evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness. As a result of the huge efforts everyone has made to adhere to strict social distancing measures and the vaccination programme, the transmission rate of COVID-19 has decreased and as a result of this schools will be open fully in September and the risk assessment from 2020/2021 has been reviewed.

The following things will continue to be a priority

- Reminding children of hygiene and the need for hand washing
- Maintaining appropriate cleaning regimes as per risk assessment
- Ensuring good ventilation in classrooms wherever possible
- Following public health advice on isolation if children/staff have Covid symptoms or PCR tests due to contacts

The risk assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff and children.
- We will have a reliable and adequate supply of suitable PPE for the small number of occasions where this is necessary (see below)
 - o If a child becomes unwell with the symptoms of COVID-19 and needs direct personal care until they can return home – in this instance a facemask should be worn by the supervising adult if a 2-metre distance cannot be maintained. If contact is necessary then gloves, apron and mask should be worn (Emergency PPE packs).

30/11/21 – updated as a result of new DFE guidance due to the new Omicron variant

12/12/21 – updated as a result of Covid alert level moving to 4 and R rate for Omicron

03/01/22 – updates as a result of new DFE guidance published 02/12/21

09/01/22 – following further union guidance and feedback from staff

19/01-22 – Updated following new DFE guidance

31/01/22 – updated with plan A and plan B dependant on number of Covid cases in school

28/02/22 – Updated following new guidance

16/03/22 – Updates to plan B

19/04/22 – Updated following new guidance

General Health and Safety – Sanitisation of building				
Risk Area/ Government guidance system of control	Hazard	Mitigation	Recording	Responsible Person
<p>Cleaning</p> <p>Prevention 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</p>	<p>Virus could be present on hard surfaces in the school building which could be a source of transmission.</p> <p>If the virus is present and staff or children come in to contact with this, then they could become infected with COVID-19.</p>	<p>Tables to be wiped down before and after snack time and lunch time</p> <p>Staff to be provided with sanitising stations (hand gel, appropriate cleaning sprays and cloths) in order to wipe down surfaces/door handles throughout the day. Bottles to be taken to reception at the end of the day and will then be refilled for the following day</p> <p>Enhanced cleaning regime to be in place at the end of each day. Particular attention given to all surfaces and areas such as sinks, toilets, door handles and light switches.</p> <p>**If a child or member of staff display symptoms, Clare Stevens must be notified immediately as bins/rubbish for that day must be disposed of appropriately following the recommended guidelines**</p> <p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked by premises team and additional supplies requested as necessary.</p> <p>Shared materials and surfaces are cleaned/wiped daily</p>		<p>Admin</p> <p>All staff and pupils</p> <p>Estates team</p> <p>Catering team</p> <p>Cleaning team</p>
<p>Sanitisation practices of occupants / Visitors</p> <p>Prevention 2. Clean hands thoroughly more often than usual</p> <p>3. Ensure good respiratory hygiene by promoting the catch it, bin it, kill it approach</p>	<p>Staff, pupils or visitors may be COVID-19 positive and not be aware of this.</p> <p>Staff and pupils need sufficient opportunity throughout the day to implement effective hand washing.</p>	<p>PLAN A</p> <p>Pupils and staff to use hand sanitiser dispensers or wash hands as they enter school</p> <p>Ensure soap and water/hand sanitiser is available and that all ensure hand cleanliness on entry into classrooms.</p> <p>All staff and pupils to wash hands frequently throughout the day as part of the daily routine. This should include the following</p> <ul style="list-style-type: none"> • Entry to the building • Before eating • After eating • Before leaving the class base to access other areas of the school • When returning to the class base having accessed the outdoor area or other areas of the school • After using the toilet • Before exiting the building to get in the taxi <p>All visitors to be asked to wash hands and/or use hand sanitiser on entry to the building and when leaving.</p> <p>Pupils will be reminded to ‘catch it, bin it, kill it’ Sneezing into a tissue, NEVER into hands. Washing hands immediately after. Used tissues put in a bin immediately. Catch it, bin it, kill it posters to be on display in all areas of the school</p> <p>Alcohol based hand cleansers/gels (containing at least 70% alcohol) can be used but this not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION.</p> <p>Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.</p> <p>Staff, children and visitors will be reminded to wash their hands on arrival at the premises and at points throughout the day (see bullet points above)</p>		<p>All staff and pupils</p> <p>Estates team</p> <p>Catering team</p> <p>Cleaning team</p> <p>Parent/carers</p>

		<p>Pupils reminded of how to wash hands thoroughly with liquid soap & water for a minimum of 20 seconds. Posters displayed by all sink areas to act as reminders Staff should supervise young children to ensure they wash their hands for 20 seconds</p> <p>Some of our pupils, may need more frequent reminders to wash hands or/and how to do this properly. It is important staff remind and support such need. Also, indicate in the “Handover book”, any issues of this nature.</p> <p>Follow Hand Washing protocol below https://www.who.int/gpsc/clean_hands_protection/en/</p> <p>Soap and water, and regular handwashing for at least 20 seconds, is the best way of staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.</p> <p>PLAN B</p> <p>All plan A mitigations plus additional mitigations as below</p> <p>All pupils and staff to use allocated zone entrances and exits (as directed by SLT) to reduce risk of staff and pupils from different zones having contact. Hands to be washed/sanitised on entering and exiting the zone.</p> <p>Staff to wash hands as they enter and exit each zone using the sink in the shared area</p>		
<p>Spread of Coronavirus</p> <p>Prevention 5. Minimise contact between individuals and maintain social distancing where possible</p>	<p>Individuals who are visiting multiple places may be in contact with someone who has the virus and could transmit this to school.</p> <p>Pupils/staff or visitors could be asymptomatic and therefore spread the virus to others</p> <p>New variants of the virus could be more transmissible</p>	<p>PLAN A</p> <p>Staff to ensure rooms are well ventilated with windows open. Co2 monitors to be in every classroom and class teachers to report and concerns to SLT.</p> <p>Posters to be displayed in all classrooms and other key areas to remind people of the correct hand washing procedures</p> <p>PLAN B</p> <p>All visitors will follow strict hand washing protocols and wear a face mask for the duration of the visit</p> <p>All staff will remain in allocated key stage bubbles, with the exception of SEMH LPs and SLT, who will follow hygiene procedures when leaving and entering different key stage zones. Staff may need be required to change zone based on staffing level/needs of the school but this will be as directed by SLT and following a negative Lateral flow test.</p> <p>All staff training and briefings will be either within Key stage bubbles or virtual</p> <p>Only office staff and SLT to be in the main office – photocopying to be delivered to outside of zones for staff to collect</p>		
<p>H&S and behaviour protocols</p>	<p>Staff may not have appropriate knowledge on virus transmission and risk.</p> <p>New systems in school that staff are unfamiliar with could cause confusion.</p>	<p>All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>All staff to be briefed on risk assessment following any updates</p> <p>Staff and pupils to be regularly reminded about hygiene</p>		<p>SLT</p> <p>All</p>

		<p>Updated guidance shared with parents so that they understand when they should keep their child at home</p> <p>Use of RPI – staff have a duty of care to keep pupils safe and therefore normal practice to resume</p>		
First Aid	If First Aiders need to administer First Aid social distancing may not be possible	First Aider to risk assess each situation and act accordingly. PPE to be worn where identified as necessary		All
Availability of safety equipment / supplies Prevention 6. Where necessary, wear appropriate PPE	Staff member may come in to contact with a child who is displaying symptoms of COVID-19.	Emergency PPE kits will be available and need to be worn by a member of staff if a child becomes unwell with symptoms of coronavirus in school when the pupil cannot be left alone in the designated isolation room If contact with the child is necessary, then gloves, an apron, a face mask and plastic goggles should be worn by the supervising adult.		All
Physical Environment				
Ventilation	Inadequate ventilation will restrict air flow which may contribute to circulation of the virus if it is present in the building.	<p>Ventilate spaces with outdoor air. All classroom, shared area and office windows to be open</p> <p>Designated isolation room to have windows open and to remain open if in use.</p>		All staff
Common space management	Children and staff may inadvertently be exposed to different places in school thus increasing potential spread of any virus.	<p>PLAN A</p> <p>Ensure classrooms and shared spaces are thoroughly cleaned at the end of the day</p> <p>PLAN B</p> <p>Food Tech room only to be used by one KS zone per day to allow for cleaning between groups. Windows to be open</p>		All
Covid Symptoms Prevention 1.Minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or who have someone in their household who does, do not attend the setting Response to any infection 1.Engage with the NHS Test and Trace process 2.Manage confirmed cases of coronavirus amongst the settings community 3. Contain any outbreak by following local health protection team advice	<p>Individuals may develop symptoms of COVID-19.</p> <p>Individuals may not understand guidance or engage with the NHS Test and Trace procedure</p> <p>Parent/carers may not be able to collect a pupil with symptoms</p>	<p>Pupils, parents, carers or any visitors, such as suppliers, are asked not to attend or enter the school if they are displaying any symptoms of coronavirus or have had a positive test. Most recent guidance to be followed</p> <p>Pupils</p> <ul style="list-style-type: none"> Pupils not to attend school if they have a high temperature. They may return to school when temperature has returned to normal If a pupil has a positive Covid test then they should stay at home for 3 days after the day of the positive test and then may return to school on the 4th day if they are well enough and no longer have a temperature If a pupil develops a temperature during the school day, pupil to be isolated in the Covid isolation room and parents contacted and asked to collect as soon as possible. <p>Updated guidance sent to parents</p> <p>Staff</p> <ul style="list-style-type: none"> Staff not to attend work if they have a high temperature. They may return to work when temperature has returned to normal If a staff member has a positive Covid test then they should stay at home for 5 days after the day of the positive test and then may return to school on the 6th day if they are well enough and no longer have a temperature <p>Emergency PPE is available for staff supervising pupils</p> <p>In the event of any confirmed case admin team to add details to Covid spreadsheet. LAD to inform local HPT and follow guidance and advice. The contact number for the DFE helpline is 08000468687 and the number for Lincolnshire is 03442254524 (option 1).</p> <p>**If a child or member of staff display symptoms, Clare Stevens must be notified immediately so that cleaners are informed and deep clean of identified areas can be completed</p>		All

Staffing				
<p>Response to any infection 1.Engage with the NHS Test and Trace process 2.Manage confirmed cases of coronavirus amongst the settings community 3. Contain any outbreak by following local health protection team advice</p>	<p>Staff may come in to contact with many people thus potentially exposing greater risk if any of those people are COVID-19.</p>	<p>All to remain vigilant about potential symptoms of COVID-19 and highlight these if they have any concerns about pupils All staff MUST notify AP immediately if they develop symptoms and follow the guidance above</p>		<p>All</p>
	<p>Staff may be unwell and we may have insufficient numbers to be able to safely cater for the pupils on site.</p>	<p>Any concerns re. staffing levels to be discussed with the Executive Principal at the earliest opportunity Alternative education plans virtual/home learning and work packs to be prepared in case of key stage/full school closures. Please see Home Learning guidance and flowcharts for more detailed information</p>		<p>SLT</p>
Possible or confirmed infection				
<p>Response to any infection 1.Engage with the NHS Test and Trace process 2.Manage confirmed cases of coronavirus amongst the settings community 3. Contain any outbreak by following local health protection team advice</p>	<p>Someone on school site may develop symptoms</p>	<p>Everyone is advised not to attend school if they have a high temperature If anyone develops symptoms, the AP MUST be notified ASAP. The AP will contact the EP or EVP who will notify Clare Stevens If anyone develops a high temperature while at school they are to be isolated and then sent home. They may return to school as soon as they no longer have a high temperature If a pupil is awaiting collection, they must be isolated in a designated isolation room, where possible adult supervision should be behind a closed door. If this is not possible and at least 2 metres cannot be safely achieved, PPE (PPE Emergency pack) must be worn by staff. If the child needs to go to the bathroom while waiting to be collected, they should use the nearest toilet. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. If it cannot be cleaned, it must be closed, locked AP/EVP informed and logged in the cleaning log. If a designated isolation room is used, this must be passed on to Clare Stevens who will ensure that the cleaning company are informed. If a member of staff has helped someone who was unwell with a high temperature they do not need to go home unless they develop a high temperature themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>		<p>All</p>
Services				
<p>Home-school transport</p>	<p>Less control over school transport and the arrangements of the private hire vehicles who may be transporting other passengers.</p>	<p>LA transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers.</p>		<p>LA Transport</p>

		<p>It is the responsibility of individual transport companies to ensure appropriate actions are taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting pupil and they remove seatbelt or demonstrate unsafe behaviour. Any concerns to be reported to LCC TSG</p>		
<p>Estates and cleaning teams</p>	<p>There could be insufficient cleaners to keep the building safe.</p>	<p>Assurances sought that cleaners are available; early notification where this is not the case and a judgement call to be made by SLT about the safety or otherwise of the building in the absence of the cleaning.</p>		<p>Estates Team SLT</p>