

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)
 - 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

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 and chairs backs 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>Surfaces that children are touching throughout the day such as doors, tables and chairs and resources such as toys, books, bikes and rackets are wiped clean by staff as regularly as possible.</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>Ensure outdoor play equipment is sprayed/wiped after each use</p> <p>Shared materials and surfaces are cleaned/wiped daily</p> <p>Pupils to have their own pack of equipment/resources in a tray on their individual desk</p> <p>Pupils using electronic devices will keep the same device for the day and this will be wiped clean at the end of the day.</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>All pupils to use allocated zone entrances and exits. Hands to be washed/sanitised on entering and exiting the zone.</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>Staff to wash hands as they enter and exit each zone using the sink in the shared area</p> <p>All visitors to be asked to wash hands and/or use hand sanitiser on entry to the building and when leaving.</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 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>Lunch to be eaten in the classroom</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>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>Spread of Coronavirus</p> <p>Prevention</p> <p>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>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>All visitors will follow strict hand washing protocols and wear a face mask for the duration of the visit</p> <p>All staff will wear a face mask when moving around the school or using shared spaces such as the library/hub areas</p> <p>All pupils Y7-Y11 will be encouraged to wear a face mask when moving around the school or using shared spaces</p> <p>All pupils Y7-Y11 will be encouraged to wear a face mask in taxis.</p> <p>Staff and pupils to be reminded of the correct hygiene procedures when putting on and removing face masks. Posters to be displayed in all secondary classrooms and other key areas to remind people of the correct hand washing procedures</p> <p>Only office staff and SLT to be in the main office – photocopying to be left outside the office for staff to collect</p> <p>Staff to continue asymptomatic LFD testing twice weekly (Wednesday and Sunday evenings) regular reminders to be given in staff briefings and using Arbor text system</p> <p>Pupil LFD testing to take place (where parents/carers have given consent) on Tuesday 4th January Pupils to be regularly given LFD kits to take home for Wednesday and Sunday night testing at home.</p>		<p>Admin staff to communicate via intercom and only allow invited visitor into the building</p>

		<p>Any staff or pupils who are informed by Test and Trace that they are a contact of someone who has tested positive for the Omicron strain will need to share this with the Academy and isolate for 10 days as per Test and Trace advice. If there are any confirmed Omicron cases within school the Executive Principal will liaise with the Local Incident Management Team who will provide advice and guidance for managing an outbreak.</p> <p>Staff movement across sites will be limited to essential visits and must be agreed by the Executive Principal. Any staff with permission to move across site will ensure that they wear a mask and follow social distancing and hygiene procedures. They will also use LFD tests before visiting a different site.</p> <p>Any whole staff briefings to be held in the hall with doors open and staff socially distanced and to be under 5 mins</p>		
H&S and behaviour protocols	<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 and procedures w/b 29th November</p> <p>Staff and pupils to be regularly reminded about hygiene</p> <p>Updated guidance shared with parents so that they understand when they should keep their child at home or access PCR testing</p> <p>Use of RPI – staff have a duty of care to keep pupils safe and therefore normal practice to resume</p>		<p>SLT</p> <p>All</p>
First Aid	<p>If First Aiders need to administer First Aid social distancing may not be possible</p>	<p>First Aider to risk assess each situation and act accordingly. PPE to be worn where identified as necessary</p>		All
Availability of safety equipment / supplies	<p>Staff member may come in to contact with a child who is displaying symptoms of COVID-19.</p>	<p>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</p> <p>If contact with the child is necessary, then gloves, an apron, a face mask and plastic goggles should be worn by the supervising adult.</p>		All
Prevention 6. Where necessary, wear appropriate PPE				
Physical Environment				
Ventilation	<p>Inadequate ventilation will restrict air flow which may contribute to circulation of the virus if it is present in the building.</p>	<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	<p>Children and staff may inadvertently be exposed to different places in school thus increasing potential spread of any virus.</p>	<p>Ensure classrooms and shared spaces are deep cleaned at the end of the day</p>		All
Covid Symptoms	<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 told not to attend or enter the school if they are displaying any symptoms of coronavirus.</p> <p>Guidance has been sent to parents to remind them of the symptoms and the need to isolate and book a PCR test if their child or anyone in their household develops symptoms</p> <p>If a member of staff develops symptoms of Covid-19 whilst at work they will be sent home immediately</p> <p>If a pupil develops symptoms of Covid-19 whilst at school they will be isolated immediately in the identified area. Parents will be contacted immediately to collect them.</p> <p>The identified isolation room is the interview room off reception.</p>		All
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				

<p>who does, do not attend the setting</p> <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>Emergency PPE is available for staff supervising pupils</p> <p>Anyone displaying symptoms is able to access a PCR test.</p> <p>In the event of any suspected or confirmed case we will follow the Covid-19 early outbreak management guidance. Action cards shared with all leadership teams which identify roles and responsibilities. As per the action card below the EP/EVP will contact PHE HPT for advice and follow all 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 as bins/ rubbish for that day must be disposed of appropriately following the recommended guidelines**</p>		
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</p> <p>All staff MUST notify HOS/EVP immediately if they develop symptoms and follow the test, track and trace guidance</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</p> <p>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</p>	<p>Someone on school site may develop symptoms</p>	<p>Everyone is advised not to attend school if they are displaying symptoms and that they must engage with the test and trace process</p> <p>If anyone develops symptoms, the HOS/EVP MUST be notified ASAP. The HOS/EVP will contact the EP who will notify Clare Stevens</p> <p>If anyone develops symptoms of coronavirus, they are sent home and advised to self-isolate whilst waiting for test results.</p>		<p>All</p>

<p>amongst the settings community 3. Contain any outbreak by following local health protection team advice</p>		<p>Where the test is negative, they can return to school.</p> <p>Where the test is positive they must inform the HOS/EVP/EP as soon as possible. They should follow government guidance and the HOS/EVP/EP will follow DFE/PHE advice</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature or loss of sense of taste or smell in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>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.</p> <p>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 HOS/EVP informed and logged in the cleaning log.</p> <p>If a designated isolation room is used, this must be passed on to Clare Stevens who will ensure that the cleaning company are informed.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature or loss of sense of taste or smell, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</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>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>LA Transport</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>