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| **Ref No:** | **Risk Assessment Title** | | **Assessor name** | **Assessment date** | **Review date** |
|  | **Covid – 19 - Risk Assessment –** | | **N White/C Leach** | **1st September 2021** | **Monthly** |
| **How communicated to staff** | | **Emailed/Website/staff folder** | | **Date communicated** | **2nd September 2021** |

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| **Ref** | **Tasks, Issue** | **People carry out tasks or those at risk** | **Our Safety Measures** |
| (a) | Awareness of policies and procedures | Staff, visitors, pupils, contractors, parents, governors | All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:  \*Health and Safety Policy  \*First Aid Policy  All staff have regard to all relevant guidance and Government legislation including, but not limited to, the following:  \*Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’  \*DfE and PHE (2020) ‘COVID-19: guidance for educational settings’  The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. bodily spillage training.  The school keeps up-to-date with advice issued by, but not limited to, the following:   * + DfE   + NHS   + Department for Health and Social Care   + PHE   + Hampshire County Council - Local Authority   + RW Safety Solutions – Consultant on Management of Health and Safety   Staff and governors are made aware of the school’s infection control procedures in relation to coronavirus via email and contact the school as soon as possible if they believe they may have been exposed to coronavirus or are displaying any symptoms.  All staff have completed Infection Control training.  The Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus |
| (b) | Poor hygiene practice | Staff, visitors, pupils, contractors, parents | Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s.  Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.  Visitors are permitted on to site. They must wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE’s Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>    Sufficient amounts of soap, clean water, paper towels and sanitizer are supplied in all toilets, wet areas, classrooms and kitchen areas.  Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. (This will be demonstrated daily along with hygiene expectations by the class teacher)  Pupils are able to use hand sanitiser, under the supervision of a member of staff.  Cleaners are employed by Moore Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.  All classes to have cleaning kits to clean tables, touch points etc throughout the day.  The SBM supported by Moores Cleaners arranges enhanced cleaning to be undertaken where required, for example in a class where a confirmed case of Covid 19 has been reported |
| (c) | Ill health | Staff, visitors, pupils, contractors, parents | Staff and parents are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of, or change in, their normal sense of taste of smell (anosmia) 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 Coronavirus are advised to follow the https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ which sets out that they should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Whilst awaiting the test result they should self-isolate. Other members of their household/support bubble (including any siblings) do not need to isolate if they are under 18 or adults that are fully vaccinated, unless they develop symptoms themselves.  The isolation period for the positive case following a positive result includes the day symptoms started for the symptomatic person, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms they will need to start their 10 day isolation period and book a test.  If a pupil displays symptoms whilst in school. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Unwell pupils who are waiting to go home are kept in the medical room where they can be isolated behind a closed door, and with appropriate adult supervision. Ideally, a window should be opened for ventilation.  If unwell pupils and staff are waiting to go home, they are instructed to use the staff disabled toilet to minimise the spread of infection. The toilet will be put out of use and closed until the toilets are able to be cleaned and disinfected using standard cleaning products before being used by anyone else.  Areas used by unwell staff and pupils who need to go home will be appropriately cleaned once vacated. See the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).  Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. They are also requested to get the pupil tested.  Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.  If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves. |
| (d) | Confirmed Case of Covid- 19 |  | All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested.  Where the child, young person or staff member tests negative, they can return to their setting.  If a staff member or pupil tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and must continue to self-isolate for at least 10 days from the day after the onset of their symptoms or the day after their test was taken if they did not have symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. A cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day after they first became ill . If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.  Other members of their household do not need to self isolate if they are under 18 or adults that are fully vaccinated, unless they develop symptoms themselves.  From the 16 August, the legal requirement to self-isolate for contacts of a positive case will end for everyone aged under 18, and for adults who have been fully vaccinated.  Staff who come into contact with a positive case are advised to have a PCR test. |
| (e) | Spread of infection | Staff, visitors, pupils, contractors, parents | Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the bodily spillage procedure, using PPE at all times.  The **‘catch it, bin it, kill it’** approach continues to be communicated to children through class assemblies, PSHE.  Younger children and those with complex needs are helped with their respiratory hygiene and staff may need to wear PPE.  Bodily spillage kits are available in the medical room.  Cleaning kits are available in all classrooms.  Pupils required to come into school in PE kits on the day they will be doing PE. |
| (f) | Poor management of infectious diseases | Staff, visitors, pupils, contractors, parents | Everyone is instructed to monitor themselves and others and look out 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 a pupil’s symptoms to the Headteacher’s or SBM.  The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.  The Headteacher’s or SBM is informed by pupils’ parents immediately once a pupil has tested positive for coronavirus.  Staff inform the Headteacher’s or SBM immediately once a pupil has tested positive for coronavirus.  The SBMmonitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. |
| (g) | Lack of communication | Staff, visitors, pupils, contractors, parents | School to keep staff, pupils and parents adequately updated about any changes in relation to guidance/procedures around coronavirus. |
| (h) | PPE/Face Coverings | Staff, visitors | Most staff in schools will not require PPE/face coverings beyond what they would normally need for their work.  PPE is provided for all staff to wear if desired.  From 1st September 2021 a face covering is not required to be worn by school staff, but may be re-introduced if an outbreak occurs.  The guidance on the use of PPE in education, childcare and children’s social care settings provides more information on the use of PPE for COVID-19. |
| (i) | Managing Entrance and Egress | Staff, pupils, parents | Year groups to arrive and depart from school at the same time. |
| (j) | Class sizes and layout | Staff, pupils | Mixing is permitted.  Class groupings to resume. Children no longer required to sit in rows and face the front.  Tables, touch points to be cleaned throughout the day by TA/Teacher.  Lunchboxes to be kept in pupil lockers. |
| (k) | Social Distancing |  | Social distancing will come to an end when we move to step 4 on the 19th July.  From 1st September 2021, children can mix. Consistent groups (Bubbles) will no longer be required.  In the event of an outbreak social distancing measures, including bubbles, may temporarily be put back in place. This will be reviewed in the light of any outbreaks.. |
| (l) | Visitors |  | Visitors wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE’s Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Contact details are no longer needed to comply with track and trace. |
| (m) | Home Learning |  | Will be available from day 2 of a reported positive case of Covid 19, available on Microsoft Teams. |
| (n) | Physical Environment/Ventilation | Staff, pupils | Ventilate all spaces using natural ventilation where possible. Children can wear extra layers, that are not uniform, during the winter months.  Open windows, prop open doors where possible.  Class Teachers opens windows/vents in classrooms when arriving in school.  Heating to be on throughout the day.  All classrooms can adjust the temperature of their radiators.  Windows/doors to be open to capacity when children aren't in the classroom to give a ventilation blast.  Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus.  The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low.  Stand alone fans maybe used.  Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans, desk fans or opening windows. <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>  You should balance the need for increased ventilation while maintaining a comfortable temperature. |
| (o) | Face Masks | Pupils/  Staff/  Parents/  Visitors | Staff and Visitors do not need to wear face masks.  Parents/carers are not required to wear a face mask when entering the school site.  Staff will not be required to wear face coverings when on the playground at pick up and drop off.  In the event of an outbreak face coverings measures may temporarily be put back in place. |
| (p) | Off Site Activities/After School Clubs | Staff, Pupils | All Offsite Activities can take place.  After school clubs can take place  Wrap Around Provision is available |
| (q) | Lateral Flow Testing | Staff | Asymptomatic testing remains important in reducing the risk of transmission of infection within schools.  Staff should undertake twice weekly home testing in September. This will be reviewed at the end of September.  Primary age pupils (those in year 6 and below) will not test.  Confirmatory PCR tests are required for Staff with a positive LFD test result. Whilst awaiting the PCR result, the individual should continue to self-isolate.  If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and individual can return to school, as long as the individual doesn’t have COVID-19 symptoms. |
|  | Contact Tracing | Staff | From Step 4, close contacts will be identified via NHS Test and Trace. |

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| **Additional actions taken to manage this risk** | | | | | | |
| **No.** | **Action required** | **Action target date** | **Person responsible** | **Notes Comments** | **Date completed** | |
| **1.** |  |  |  |  |  | |
| **Notes of ongoing issues or concerns relating to this assessment.** | | | | | |