

RISK ASSESSMENT FORM

Assessor's Name (Print):	Barney Thornton / Anjela Jay	Dept:	Whole School
Activity and Location:	Overarching COVID-19 (and other infectious diseases) Generic RA – Generic RA-27	Date:	September 2021
		Review Date:	October 2021

What are the hazards?	Who might be harmed and how?	Control Measure / Action (measures taken to reduce the risk)	Comments/ Actions	Residual Risk Rating Low / medium / high
Unsatisfactory hand and/or respiratory hygiene practices	Staff, pupils and visitors Infection control for COVID-19 and other viral and bacterial illnesses	<ul style="list-style-type: none"> Government advice is to be followed regarding hand and respiratory hygiene; 'Catch it, bin it, kill it.' Notices and posters are displayed in the school as reminders Plentiful supplies of tissues and hand sanitiser are available in all classrooms Sufficient hand washing facilities are available with hot and cold running water, soap and paper towels for drying (with lidded bins available for disposal) Everyone is advised to washing hands regularly for a minimum of 20 seconds with soap. As a minimum, pupils will wash their hands or use sanitiser upon arrival at the school, after breaktimes, before eating, after using the toilet and after blowing their nose Hand washing facilities to be cleaned and checked regularly Children to be reminded to resist touching their face where possible Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins Younger pupils and those with complex needs are supported to ensure they can adopt good hygiene practices Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any Face coverings are no longer advised for staff and visitors in classrooms or communal areas. It is, however, recommended 		

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		that they are still worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport		
Close contact with others	Staff, pupils and visitors May lead to increased virus exposure	<ul style="list-style-type: none"> It is no longer recommended that children should be kept in 'bubbles' and therefore this infection control measure will no longer be used, except as part of a local outbreak management plan, if necessary 		
Inadequate cleaning of the school	Staff, pupils and visitors Infection control Regular and effective cleaning of surfaces will reduce the risk of spreading viruses	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis by the cleaning staff, these will include; desks, chairs, door handles, light switches, etc All classrooms will have spray disinfectant and, where possible, disposable cloths. Cleaning substances are to be stored well out of reach of all pupils. If disposable cloths are not available cleaning cloths should be used washed regularly. Shared equipment will need to be cleaned regularly - this will be the responsibility of all staff, not just cleaning staff There should be no sharing of cups, eating utensils, food or drinks Parents are asked to provide their child with a water bottle for use in school, which can be refilled using the designated potable water facilities (these are contact points and will be sanitised regularly) 		
Poor ventilation in classrooms or offices	Staff, pupils and visitors infection control	<ul style="list-style-type: none"> Identify any poorly ventilated spaces and take steps to improve the fresh air flow Where appropriate open external windows, internal doors and external doors to improve natural ventilation If external doors are opened, ensure that they are not fire doors and it is safe to do so 		

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		<ul style="list-style-type: none"> the need for increased ventilation should be balanced with the consideration of maintaining a comfortable temperature especially during colder winter months 		
Inadequate First Aid, Nursing Provision or related equipment	Staff, pupils and visitors Infection control	<ul style="list-style-type: none"> First aid kits are always equipped with appropriate PPE for the purposes of infection control, including plentiful gloves and plastic aprons The Nurses' room is equipped with an isolation area to ensure that pupils awaiting collection can be separated from other individuals Where pupils enter the Nurses' Room to be treated, the room will be cleaned with a disinfectant between pupils by the Nurses Nurses will wear tunics/scrubs which they will change into on arrival at the school and will be bagged at the end of the day to be taken home for laundering Where teaching staff are not able to deal with any pupil medical issues and the pupil needs to see the Nurses, staff should telephone through to Nurses' Room in first instance (unless it is an emergency) to organise the best course of action. The Nurse will always separate a pupil from the rest of the group for treatment, to avoid unnecessary contact with others in that year group Temperatures of pupils complaining of feeling unwell will be checked; strict hygiene measures will be in place; handwashing will be essential; only one pupil or member of staff at a time will be allowed in Nurses room 		
Pupil becomes unwell with COVID (or another infectious illness) during the school day, developing symptoms and	Staff, pupils and visitors Infection may spread to others	<p>Procedure for any pupil who develops suspected COVID symptoms during the school day (including a high temperature, a new, continuous cough and a loss or change of smell or taste)</p> <ul style="list-style-type: none"> Parents to be asked to ensure that all emergency contact details are up-to-date 		

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potentially spreading the infection to others		<ul style="list-style-type: none"> • If a pupil starts to feel unwell during the day, arrangements will be made for their collection as soon as possible. Parents will be encouraged to arrange a PCR test for their unwell child • Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area that is at least 2m away from others. Depending on the age and needs of the pupil, they are supervised if needed • A window should be opened in the room to ventilate it while the child waits, if possible • If the pupil needs to use the toilet while awaiting collection, they should use a separate facility. This bathroom should then be cleaned and disinfected using standard cleaning products before being used by anyone else • The parent will be asked to telephone from the car park on arrival and the child will be brought down to them • Once the pupil has gone home, the waiting area should be cleaned with the school's normal cleaning products 		
Suspected Covid infections or ill health in staff	<p>Staff, pupils and visitors</p> <p>Covid-19 infection control</p>	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, eg: <ul style="list-style-type: none"> - a high temperature - a new, continuous cough - a loss or change to your sense of smell or taste <p>and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus</p> <ul style="list-style-type: none"> • 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 		

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Wider spread of infection	Staff, pupils and visitors 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 are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus • 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 • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections • The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections • Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary 		
Lack of, or insufficient PPE, or lack of instruction in using or disposing of PPE	Staff, pupils and visitors Infection control	<ul style="list-style-type: none"> • Cleaning and nursing staff are required to wear gloves and plastic aprons. Visors are also required for nursing staff treating children and for cleaning staff where they are cleaning up bodily fluids or an area of the school where there was a known or suspected COVID-19 case • First aiders must wear gloves and a plastic apron before providing first aid, and wash hands thoroughly afterwards • All used PPE to be discarded in the yellow lidded bins • Refuse to handled as outlined in the COVID-19 Cleaning Risk Assessment 		

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Classroom management	Staff, pupils and visitors Infection control	<ul style="list-style-type: none"> • It is no longer required that children sit only at forward facing tables etc however care should still be taken on table management in the classroom setting • Outbreak management plans should cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak. • It would be sensible to revert back to previous control measures in the event of a local outbreak • Continue to use a cautious approach with arrangements 		
Asymptomatic testing for COVID-19	Staff, pupils and visitors Infection control	<ul style="list-style-type: none"> • Staff should undertake twice weekly home tests whenever they are on site until the end of September when this will be reviewed • Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19 • 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 the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms 		
Contact Tracing for COVID-19	Staff, pupils, visitors and the wider community Infection control	<ul style="list-style-type: none"> • The school no longer needs to do contact tracing as close contacts will be identified via NHS Test and Trace where necessary, which the school will support when required to help identify close contacts • From 16 August 2021, children under the age of 18 years old have no longer been required to self-isolate if they are 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 have been in close contact with a positive case and 		

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		<p>advised to take a PCR test - we would encourage all individuals to take a PCR test if advised to do so</p> <ul style="list-style-type: none"> Staff / Pupils 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. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self test and the pupils/staff can return to school as long as the individual doesn't have COVID-19 symptoms 		
Assemblies and other school gatherings	<p>Staff, pupils and visitors</p> <p>Covid-19 infection control</p>	<ul style="list-style-type: none"> There are no restrictions in place for holding assemblies and singing in the school theatre or other school locations 		
Clinically extremely vulnerable Staff (CEV)	<p>Staff</p> <p>Infection control</p>	<ul style="list-style-type: none"> CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus The school will follow all updated guidance 		
Clinical Extremely Vulnerable pupils	<p>Pupils</p> <p>Infection control</p>	<ul style="list-style-type: none"> All CEV pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend 		
Educational visits	<p>Staff, pupils and the wider community</p> <ul style="list-style-type: none"> Financial risk Infection control 	<ul style="list-style-type: none"> If booking new visits, ensure that the school has adequate financial protection in place to cover COVID related contingencies International visits are now permitted however the travel lists and UK international travel policies must be adhered to and are subject to sudden change. Contingency plans should be put into place to account for these changes 		

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		<ul style="list-style-type: none"> • Full risk assessments must be undertaken for any educational visit, to include control measures relating to infectious diseases 		
When to self-isolate	<p>Staff, pupils and visitors</p> <p>Infection control</p>	<p>you should self-isolate straight away and get a PCR test as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss or change to your sense of smell or taste <p>You should also self-isolate straight away if:</p> <ul style="list-style-type: none"> • you've tested positive for COVID-19 – this means you have the virus • someone you live with has symptoms or tested positive (unless you are not required to self-isolate, see below) • NHS Test and Trace have told you to self-isolate following contact with someone who tested positive • Self-isolation, or quarantine may also be required when returning to the UK from abroad <p>When you do not need to self-isolate</p> <p>If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> • you are fully vaccinated (14 days have passed since the second dose) • you are below the age of 18 years 6 months • you have taken part in or are currently part of an approved COVID-19 vaccine trial • you are not able to get vaccinated for medical reasons 		

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		<p>You are advised to take a PCR test as soon as possible.</p> <p>The guidance also advises that you should still consider taking steps to prevent the possible spread of COVID-19 to others for 10 days after your last contact with the affected individual including:</p> <ul style="list-style-type: none"> • limiting contact with individuals outside of your household, especially in enclosed spaces, • wearing a mask in enclosed spaces • and avoiding contact with the clinically vulnerable • continuing twice-weekly LFT <p>If you test positive for COVID-19 you should still tell people that you've been in close contact with in the last 48 hours that you have tested positive, but they do not need to self-isolate unless they are contacted by NHS Test and Trace.</p>		
Lack of awareness of policies and procedures	<p>Staff, pupils and visitors</p> <p>Infection control</p>	<ul style="list-style-type: none"> • All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures. • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g., infection control training. • The school keeps up to date with advice issued by, but not limited to, the following: DfE, NH, Department for Health and Social Care, PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the need to tell a member of staff if they feel unwell 		

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		<ul style="list-style-type: none"> All decisions relating to COVID-19 procedures are duly logged 		
Disruption to the running of the school in the event of a local outbreak	Staff, pupils, visitors and the wider community Infection control	<ul style="list-style-type: none"> The school has an up-to-date Continuity Plan in place – the plan is reviewed as necessary. 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 HPT or DfE helpline where required. Follow Government advice and follow any instructions 		

Reviewed and approved by	Date
Marcus Cook, Headmaster	31/8/2021
Barney Thornton, School Business Manager	31/8/2021
Anjela Jay, Compliance Manager	31/8/2021

Review after the event

Any follow up or comments to consider for future trips to this venue or general points of safety?
