

## COVID19: Risk Assessment

Redwell Primary School

Head Teacher - Anne Ansell

Chair of Governors – Trevor Kendrick

Date: September 2020 – Reviewed 9<sup>th</sup> October 2020 – Reviewed 17<sup>th</sup> December 2020

Reviewed 4<sup>th</sup> January 2021 Reviewed 25<sup>th</sup> January 2021 Reviewed 27<sup>th</sup> April 2021 Reviewed 15.05.21 Reviewed 07.06.21 Reviewed 16.07.21 Reviewed 24.08.2021

To be reviewed continuously following government changes to advice, items removed when become void.

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place in school and to ensure the school continues to operate in a safe way.

Staff and visitors to site have a legal obligation to follow the guidance set out in this risk assessment.

Thresholds for the point at which settings should contact Public Health (PHE via the DfE helpline), they have also restated the need for self-isolation after a positive LFT until a PCR is taken and is negative, please see the exact wording at the bottom of this email:

For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

### **Close mixing**

***For early years, this could include:***

- a childminder minding children, including their own
- childminders working together on the same site
- a nursery class
- a friendship group who often play together
- staff and children taking part in the same activity session together

***For schools, this could include:***

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

**For wraparound childcare or out-of-school settings, this could include:**

- a private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time
- staff and children taking part in the same class or activity session together
- children who have slept in the same room or dormitory together

**Actions to consider once a threshold is reached**

At the point of reaching a threshold, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place.

Settings should also consider:

- whether any activities could take place outdoors, including exercise, assemblies, or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- one-off enhanced cleaning focussing on touch points and any shared equipment

If you have called the DfE helpline and a Director of Public Health (DsPH) or a Health Protection Team (HPT) subsequently judges that additional action should be taken because they have assessed that transmission is likely to be occurring in the setting, they may advise settings take extra measures such as:

1. Strengthened communications to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting
2. Temporarily reinstating face coverings for pupils/students, staff and visitors in indoor and/or communal spaces in secondary schools, FE and HE settings, and for staff in primary, early years, out-of-school, and specialist settings. This should be for two weeks in the first instance, pending regular review
3. Reinstating on-site rapid LFD testing in secondary schools, colleges and universities for a two-week period to encourage uptake of twice weekly testing
4. Increased frequency of testing

**In the event that PHE instructs / DfE guides the school to increase its measures, we will have an outbreak management plan which will reintroduce bubbles where required, increase cleaning regimes where necessary and social distancing measures.**

Theme	Control Measures & Considerations	Risk Level Pre-Action	Action Required / Decision Made	Action	Risk Level Post-Action
Close Contacts & self isolation	<p>From Monday 19 July, schools will no longer carry out routine contact tracing. From this point onwards, close contacts will be identified and contacted by NHS Test and Trace.</p> <p>If your child has symptoms, they and other members of the household should self-isolate – and you should school immediately. You should immediately order a PCR test for them. If the PCR result is negative, they and</p>		<p><b>From 16 August</b>, if the close contact is <b>under 18</b>, they <b>will not have to self-isolate</b> (in line with the policy for fully vaccinated adults) but will be asked to take an PCR test immediately, other than for very young children identified as non-household contacts, and they will not need to self-isolate while awaiting the results of the test.</p>	16.07.21	L

	<p>other members of their household can stop self-isolating (unless instructed to self-isolate for other reasons). If the PCR result is positive, they, other members of their household and any close contacts identified by NHS Track and Trace must self-isolate until 10 days after the onset of symptoms.</p>		<p>If the PCR test is positive, they will be required to self-isolate for 10 days from the date of the test. NHS Test and Trace will then get in touch to identify close contacts (see points 5 and 6 above).</p> <p>School will maintain a register of staff who are double vaccinated and therefore will not need to isolate if had close contact.</p> <p>Staff not yet double vaccinated will be advised to continue to maintain social distancing with all adults at all times or wear a face covering where this is not possible and maintain social distancing with pupils wherever possible. There will be an expectation that those staff do not put themselves at high risk due to the impact in the working environment.</p> <p>All staff may wish to wear face coverings at points where they feel more vulnerable, e.g. at the start and end of the day with parents or when with a colleague who has yet to be double vaccinated.</p> <p>If your child has a positive result from a lateral flow device (LFD) test, they and other members of the household should self-isolate – and you should inform their education or childcare setting. You should immediately order a confirmatory PCR test. If the confirmatory test is taken within two days and the result is negative, they and other members of their household can stop self-isolating (unless instructed to self-isolate for other reasons). If the confirmatory PCR test is positive (or is taken more than two days after the LFD), other members of their household and any close contacts identified by NHS Track and Trace must self-isolate until 10 days after the LFD test.</p>		
Measures within the classroom	<p>Improving natural ventilation You can improve natural ventilation by fully or partly opening windows, air vents and doors. Don't prop fire doors open.</p> <p>Purging (airing rooms) Airing rooms as frequently as you can improves ventilation. Opening all the doors and windows maximises ventilation in a room. It may be better to do this when the room is unoccupied.</p>	H	<p>If you identify an area that needs improvement, inform SLT so a review can be taken. Don't close doors or windows completely when people are in a naturally ventilated area. This can result in very low levels of ventilation.</p> <p>Cooler, windier weather increases natural ventilation through openings. This means you don't need to open windows and doors so wide.</p> <p>Rooms are to be ventilated by opening windows to allow air flow whilst the room is occupied. If the temperature is too low and not conducive for learning with windows open, the door to the classroom must be left open for increased air flow and windows left open during break times.</p>	01.06.20	L

			Spaces where air conditioning is fitted can be used, we have been advised it is safe to do so.		
Measures for arriving at and leaving school	<p>Travel to school patterns differ, parents / pupils walk, and drive.</p> <p>The one way system will be removed with all gates open for exit and entry.</p> <p>External visitors to site during the school day.</p>	H	<p>Clear communication to parents about the process that has been agreed for drop off and collection.</p> <p>Parents/ carers may choose to wear a face covering when on school site.</p> <p>No gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p> <p>Visitors for short appointments will be required to wear a face covering when inside the building if unable to maintain social distancing (2m).</p> <p>Visitors spending ½ day or more within the school staff / pupils areas will be required to do a LFT (no sooner than 12 hours before) and show the negative result on entry.</p>	16.07.21	L
Test and Trace for Primary Staff	<p>All guidance provided by DfE to be shared with staff including;</p> <ul style="list-style-type: none"> <li>• How to Guide</li> <li>• FAQs</li> <li>• NHS Test and Trace Letter for staff</li> <li>• NHS Step by step guide for C-19 self-testing</li> <li>• How to do a rapid C-19 self-test (pictures)</li> <li>• T&amp;Cs for C-19 testing (primary schools)</li> <li>• Video tutorial</li> </ul>	L	<p>Share information with all staff through recorded staff training session, this was emailed to all staff to view with all attachments provided.</p> <p>Staff provided with links for reporting to school and Test and Trace.</p> <p>Covid co-ordinator assigned as SG, with JT supporting for distribution of staff tests and collection of data.</p> <p>Staff directed to test on Monday &amp; Thursday to help SLT to maintain safe staffing levels in school.</p> <p>Reminders set on staff calendar for test days.</p> <p>Staff opting out to inform AA or CH.</p> <p>Testing during summer holiday to cease, with the exception of staff coming on site. Test to be taken the day before to keep staff on site safe.</p> <p>Social distancing - We would like to encourage all staff and colleagues to follow social distancing guidelines in our schools; to maintain social distancing and to exercise their own judgement. This applies to all staff regardless of their vaccination status.</p>	21.01.21	L

Clean hands thoroughly, more often than usual.	<p>Ensure the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly.</p> <p>Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly.</p> <p>Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.</p>	H	<p>Staff must ensure that pupils clean their hands regularly, including;</p> <ul style="list-style-type: none"> <li>when they arrive at school – anti bac at the door on entry to the classroom</li> <li>when they return from breaks</li> <li>when they change rooms</li> <li>before and after eating</li> <li>Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> </ul>	01.06.20	L
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<p>The 'catch it, bin it, kill it' approach continues to be very important, ensure we have enough tissues and bins available in the school to support pupils and staff to follow this routine.</p> <p>Staff must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.</p>	H	<p>COVID19 information posters are in place. Regular reminders/ awareness for children.</p> <p>Posters will be displayed for:</p> <ul style="list-style-type: none"> <li>Hand washing</li> <li>Catch It, Kill It, Bin It</li> <li>Social distancing</li> </ul> <p>We will not restart whole school assemblies until the autumn half term, depending on the rates of infection on the community once school is reopened.</p>	01.06.20	L
Enhanced cleaning	<p>Continue cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Cleaning schedules not being adhered to increases risk of infection.</p>	H	<p>Continue the cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> <li>more frequent cleaning of shared areas that are used by different groups</li> <li>frequently touched surfaces being cleaned more often than normal</li> <li>pupils must be encouraged to clean their hands thoroughly after using the toilet</li> </ul> <p>Hand towels and hand wash are to be checked daily and replaced as needed by site team and cleaning staff</p> <p>Hand sanitiser available in each space for use on entering and leaving the space</p>	01.06.20	L

Where necessary, wear appropriate PPE	The majority of staff in education settings will not require PPE beyond what they would normally need for their work.	H	<p>PPE is only needed <b>in classrooms</b> in a very small number of cases, including;</p> <ul style="list-style-type: none"> <li>• where an individual child or young person becomes ill with Coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained</li> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in</li> <li>• which case the same PPE should continue to be used</li> </ul> <p>Although face coverings are no longer a legal requirement, the government guidelines encourage everyone to wear a face covering in crowded areas.</p>	01.06.20	L
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Educational day visits	<p>In line with the roadmap, schools can resume educational day visits from 12 April.</p> <p>Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p>	M	<p>Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</p>	<p>27.04.21</p> <p>EVC / Year group leads</p>	L
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