

# **COVID19: Risk Assessment**

**Redwell Primary School**

Principal – Claire Head

Chair of Governors – Fiona Butlin

Date: September 2020,

**Dates Reviewed:** 09.10.20, 17.12.20, 04.01.21, 25.01.21, 27.04.21, 15.05.21, 07.06.21, 16.07.21, 24.08.2021 05.10.21  
03.11.21, 14.12.21, 02.01.22, 06.01.22, 14.1.22, 17.01.22, **19.1.22**

**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.

## **Threshold**

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 schools, this could include:*

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

*Close mixing, 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 staff / 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

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
Face coverings & social distancing	Staff to reduce the risk of transmission.	H	All staff to wear a face coverings in communal and crowded areas. Face covering stock to be available in the front office.  Unvaccinated staff to maintain social distancing or wear a mask where social distancing is not possible.	02.01.22	L
Close Contacts & self-isolation	From Monday 19 July 2021, 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.  A child or member of the household has symptoms or a positive LFT or PCR test		Confirmatory PCR tests to be temporarily suspended for positive lateral flow device (LFD) test results from 11.01.22 Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result but has no COVID-19 symptoms (11.01.22) will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.	17.01.22	L

		<p>to take a PCR to confirm the result. This will be effective from Tuesday 11 January.</p> <p><del>Up to 10.01.22 then use the advice above.</del> If a child/member of staff tests positive using a LFT, that a PCR test is sought as soon as possible and that the child/member of staff remains at home until the result of the PCR is known. On receipt of a positive LFT/PCR test, that any school age siblings of the case also seek an urgent PCR test and return to school taking a daily LFT for 7 days thereafter to ensure no transmission into other school years/other school settings occurs</p> <p><u>Changes to the self-isolation period for those who test positive for COVID-19</u> This change came into effect in England on Monday 17 January and applies to all positive cases, regardless of vaccination status From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6. The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be <a href="#">reported to NHS Test and Trace</a>. If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest. Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.</p> <p>Health and social care workers, including those working in education settings, should follow guidance for their sector on taking LFD tests on day 8, 9 and 10. For more information, visit <a href="#">COVID-19: management of staff and exposed patients or residents in health and social care settings</a>. Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation. Further information is available in the <a href="#">stay at home: guidance for households with possible or confirmed COVID-19 infection</a>.</p>		
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			<p>Further <a href="#">information on self-isolation for those with COVID-19</a> is available</p> <p><u>Daily testing for close contacts of COVID-19</u>          People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.          Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is positive, they should follow the <u>stay at home: guidance for households with possible or confirmed COVID-19 infection</u>.</p> <p>Unvaccinated staff are expected to follow the guidance for unvaccinated people and to isolate for 10 days, unless told otherwise once sort advice from 119.</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>	02.01.22	L

			<p>Spaces where air conditioning is fitted can be used, we have been advised it is safe to do so.</p> <p>CO2 monitors to be placed in least ventilated areas and windows and doors to be opened further if the ventilation goes above 1500ppm CO2 concentration.</p>		
Measures for arriving at and leaving school	<p>Travel to school patterns differ, parents / pupils walk, and drive.</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>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>	02.01.22	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 Sunday &amp; Wednesday to help SLT to maintain safe staffing levels in school. Even if someone has tested positive for COVID-19 within the last 90 days, they are strongly encouraged to take part in LFD testing on-site through ATS or at home once they have completed their isolation period for their prior infection.</p> <p>Staff opting out to inform SLT.</p>	02.01.22	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>	H	<p>Staff must ensure that pupils clean their hands regularly, including;</p> <ul style="list-style-type: none"> <li>• anti bac at the door on entry and exit to the classroom</li> <li>• when they return from breaks</li> <li>• when they change rooms</li> <li>• before and after eating</li> </ul>	19.01.22	L

	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.		<ul style="list-style-type: none"> <li>Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> </ul> <b>19.1.22 – Health Protection Team have advised hand washing is vital for the spread of any infection.</b> <ul style="list-style-type: none"> <li><b>KS1 should receive supervised handwashing after lunch times</b></li> <li><b>Reinforce hand washing with KS2 children</b></li> </ul>		
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> </ul> <p>We will review whole school assemblies' regularly, depending on the rates of infection on the community.</p>	02.01.22	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>	02.01.22	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 in classrooms 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>	02.01.22	L

Educational day visits	<p>In line with the roadmap, schools can resume educational day visits from 12 April 2021.</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>	27.04.21	L
Protecting Staff	<p>Ensuring key staff are protected to ensure day to day running of school</p>		<p><b>Health Protection Team have advised us that we need to protect SLT &amp; Office based staff to ensure day to day running of the school can continue.</b></p> <ul style="list-style-type: none"> <li>• <b>Advised that SLT are only used for cover as a last resort.</b></li> <li>• <b>Staff working across the offices should have limited contact with the rest of the school – radios to be used, signage on doors to warn children/staff not to enter unless absolutely necessary.</b></li> </ul>	19.01.22	L

Primary School