



Risk Assessment Covid-19

School: Normanton All Saints CE(A) Infant School

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29.11.21, 14.3.22

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Control measures (Based on the DfE document: Restricting attendance during the national lockdown: schools. February 2021, Updated April 2021, Schools Coronavirus (Covid 19) Operational Guidance- August 2021) and Contingency framework: education and childcare settings (August 2021)

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Always keeping occupied spaces well ventilated.
- 8) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5, and number 7, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 8 applies in specific circumstances.

Response to any infection

- 9) Engage with the NHS Test and Trace process.
 - 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
 - 11) Contain any outbreak by following local health protection team advice.
- Numbers 9 to 11 must be followed in every case where they are relevant.

20.10.21: Letter received from Wakefield LA (Attached) outlining recommendations for additional measures from the 1st November 2021 due to the increasing rates in the local area. Control measures will be reviewed in two weeks. 27.11.21 Advice from WPH remained the same.

28.11.21: DfE daily email to headteachers in response to the Omicron variant of Covid 19 in the UK.

Face Coverings: "Face covering should be worn in communal areas in all settings by staff, visitors or students in year 7 and above, unless they are exempt.

24.2.22: All legal requirements for Covid isolation removed.

	<ul style="list-style-type: none"> • Frequent and thorough hand cleaning should be regular practise and staff and pupils should continue to apply hand sanitiser when entering and leaving the school and after playtimes, before and after lunch. • Ensuring good respiratory hygiene- promote the 'catch it, bin it, kill it' approach. • Each classroom to have designated tissue bins that are emptied daily. • Maintain an appropriate cleaning schedule using standard cleaning products such as detergents. 	<p>use hand sanitiser ensuring all parts of the hand are covered. New pupils and staff should be taught how to effectively wash their hands and where the soap and hand gel dispensers are . Returning pupils to be reminded of good hand hygiene.</p> <ul style="list-style-type: none"> • Educate pupils how to use tissues or to sneeze into elbow area of arm. • Regular cleaning of areas and equipment with a particular focus on frequently touched surfaces such as door handles, light switches, work surfaces and regularly used equipment. As a minimum , touched surfaces should be wiped down twice a day and one of these should be at the beginning or end of the working day. The nursery equipment and provision should be cleaned in between sessions using appropriate detergent. • Two members of staff must be present at all times when undertaking home visits, If Covid19 postal tests are required then the pastoral team are to 	
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	<ul style="list-style-type: none"> • It is recommended that children displaying any symptoms of Covid-19 should not attend school, given the potential risk to others. • Any pupil requiring first aid should continue to receive care in the normal way. No additional PPE is needed because of Covid-19 for anyone who does not have Covid 19 symptoms. • Home visits undertaken by staff should only be conducted if absolutely necessary, these are to be conducted on the doorstep or via an open window. 	<p>deliver the test and post this following rigorous safety measures, gloves, mask, hand washing/gel disposal of used PPE. These will be recorded using the schools' template (see admin team).</p> <ul style="list-style-type: none"> • To balance the need for increased natural ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> ➤ Opening high level windows in preference to low level to reduce draughts. ➤ Increasing ventilation while spaces are unoccupied (e.g., playtime, worship time, lunchtimes). ➤ Provided flexibility to allow additional indoor clothing when the weather becomes cooler. ➤ Rearranging furniture where possible to avoid direct drafts. • Communicate this to staff. • Consider minimising parental attendance / additional measures that can be put in place in school unless fulfilling statutory obligations and ensure social 	<p>Headteacher / SLT</p> <p>All staff</p> <p>SLT</p>
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	<ul style="list-style-type: none"> • Ensure all areas are well ventilated and that comfortable teaching environment is maintained. • Door to be propped open (excluding fire doors) as rooms need to be well ventilated with windows open:- Natural ventilation- opening windows (in cooler weather they should be opened just enough provided constant background ventilation, and opened more fully during break to purge the air in the space). Opening internal doors can also assist with creating increased circulation of air. When safe to do so (exc fire doors) external doors may also be opened. • Consider which lessons or classroom activities could take place outdoors. • Social distancing to be in place for parental events / external visitors 	<p>distancing is maintained at meetings with parents / external visitors. Review at the end of each half term or sooner depending on infection rates.</p> <p>Staff meetings to be, socially distanced in a well-ventilated room.</p> <p>If non-symptomatic pupils present behaviours which may increase the risk of droplet transmission or require care that cannot be provided without close hands on contact, they should continue receiving care in the same way, including any existing routine use of PPE.</p> <ul style="list-style-type: none"> • Schools must undertake a full and thorough risk assessment in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of the risk assessment. • Regularly clean common contact surfaces in the reception area and maintain the 'clean' and 'used' pen pots. • Regularly clean common contact surfaces in the reception area and maintain the 'clean' and 'used' pen pots. 	<p>Headteacher</p>
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	<ul style="list-style-type: none">• At present the DfEs schools operational guidance states that: <i>We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</i> <i>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</i> <ul style="list-style-type: none">• Staff meetings to take place socially distanced in the staffroom.• Review of the school's behaviour policy to ensure it covers Covid 19 related incidents • Educational visits will continue and risk assessments will reflect Covid-19 measures in place by the school and the external provider. • Staff, children, visitors, contractors or parents will be asked to follow the current recommendations for contact if they have any symptoms before entering the building.• Schools should have discussions with key contractors about the school's control measures and ways of working. Site guidance and hygiene should be explained to visitors on or before arrival. Where visits can happen outside of school hours they should.		SLT
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	<ul style="list-style-type: none"> Governor meetings will return to in person meetings where the governing body feel safe to do so. The room will be well ventilated, social distancing will be encouraged, Governors will be able to wear masks if they wish to do so, the space will be cleaned before and after the meeting, hand gel will be applied on entry to the room. 		SLT and SBM
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Personal Protective Equipment (PPE) including face coverings

Direct and indirect transmission of the virus

Who may be harmed?	Control measure already in place	Additional control measures required to reduce the risk	Control measures by
Pupils Staff Wider community	<ul style="list-style-type: none"> Face coverings no longer need to be worn in communal areas in all settings by staff, visitors and pupils or students in year 7 or above however if staff wish to do so they can do. If a child has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. 	<ul style="list-style-type: none"> Staff no longer have to but can choose to wear face masks on the doors and gates. Additional PPE for Covid 19 is only required in a very limited number of scenarios: <ul style="list-style-type: none"> ➤ If a child become ill with Covid 19 symptoms and only if close contact is necessary ➤ When performing aerosol generating procedures (AGPs) 	All staff

Child / staff/ visitors becoming unwell with symptoms of coronavirus and needs direct personal care until they can be collected from school.

Who may be harmed?	Control measure already in place	Additional control measures required to reduce the risk	Control measures by
Pupils Staff Wider community	<ul style="list-style-type: none"> The following PPE will be available for staff to use: face masks, disposable gloves and disposable aprons. 	<ul style="list-style-type: none"> If there is a risk of splashing to the eyes from coughing, spitting or omitting then eye protection should also be worn. Face shields are available in school. 	SLT

Pupils who are clinically extremely vulnerable

Direct and indirect transmission of virus amongst individual deemed to be at a higher risk of severe illness.

Who may be harmed?	Control measure already in place	Additional control measures required to reduce the risk	Control measures by
Pupils	<ul style="list-style-type: none"> All clinically extremely vulnerable (CEV) children should attend school unless they are one of the very small number of children under paediatric or other specialist care who have been advised not to. 	<ul style="list-style-type: none"> Where a pupil is unable to attend school because they are complying with clinical or public health advice, schools must be able to offer them access to remote education. 	Headteacher

School workforce- Clinically Extremely Vulnerable (CEV)

Direct and indirect transmission of virus amongst individual deemed to be at a higher risk of severe illness.

Who may be harmed?	Control measure already in place	Additional control measures required to reduce the risk	Control measures by
Staff Wider community	<ul style="list-style-type: none"> Those who are pregnant , as a minimum, should follow the same guidance on Covid 19 as everyone else (for example about testing and self-isolation) , though some pregnant women may wish to take extra precautions. <p>UK government recommendation that all pregnant women should pay particular attention to social distancing measures and good hygiene and that is particularly important at 28 weeks' pregnancy and beyond.</p> <p>This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus.</p>	<ul style="list-style-type: none"> Individual at a higher risk of becoming seriously ill from Covid 19 may wish to think particularly carefully about additional precautions they might wish to continue to take. A risk assessment should be conducted for pregnant women. <p>Key advice for pregnant women during the pandemic:</p> <ul style="list-style-type: none"> ➤ Vaccination is recommended in pregnancy. You can get vaccinated against Covid 19 if you're pregnant and aged 18 or over. Receiving two doses of the vaccine is the safest and most effective way of protecting you and your baby from Covid 19 infection <ul style="list-style-type: none"> As Covid 19 restrictions end across the UK, pregnant women 	All Staff

	<ul style="list-style-type: none"> • Some people with particular characteristics (inc BAME) may be at comparatively increased risk from Covid 19- these staff can attend school and should follow the systems of controls implemented in the risk assessment. • Any member of staff required to stay at home under government guidance, for example due to having Covid 19 symptoms or contact with a Covid 19 case, must inform their headteacher following the sickness reporting procedure. • All Staff have access the school SAS service. This includes access to confidential counselling services. (More information available from the SBM). 	<p>who are unvaccinated or not fully vaccinated , may choose to limit the close contact they have with those they do not usually meet with in order to reduce the risk of catching or spreading Covid 19, particularly if they are in their third trimester and when Covid 19 disease levels in the general community are high.</p> <ul style="list-style-type: none"> • Employees who are self-isolating and who are fit to work may work from home in agreement with the headteacher. • Staff should not knowingly book/attend holidays to destinations that require quarantine upon return. If this happens, staff may be asked to take unpaid leave upon their return for the quarantine period if it in term time. • Anyone arriving from a red list country , or having transited through one in the past 10 days must follow government quarantine regulations. 	
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If someone becomes unwell in your school

If someone shows symptoms of the virus, there is a risk of transmission to others.

Who may be harmed?	Control measure already in place	Additional control measures required to reduce the risk	Control measures by
Staff Pupils	<ul style="list-style-type: none"> • If someone becomes unwell with a new continuous cough or a high temperature or a 		SLT and all staff

Wider community	<p>loss of, or change in, their normal sense of taste or (anosmia), they must be sent home and should follow public health advice.</p> <ul style="list-style-type: none"> • If a child is awaiting collection, they should be moved , is possible, to a room (Headteacher office) where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. If it is deemed inappropriate to , leave the door open within the ventilated space and staff to sit outside/ at a distance wearing face mask, apron, plastic gloves. • If they need to use the bathroom while waiting to be collected, they should use the disabled bathroom. • Appropriate PPE should be worn by staff caring for the child while they await collection if close contact is necessary (i.e. a very young child or a child with complex needs). • Any member of staff who has provided close contact care to someone with symptoms , even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms do not need to go home to self-isolate . • Cleaning the affected area(s) with an approved cleaning product after someone with symptoms has left to reduce the risk of passing the infection onto others. 	<p>A window should be open for ventilation. PPE should be available and easily accessible.</p> <ul style="list-style-type: none"> • The bathroom should be cleaned and be disinfected before being used by anyone else. • Wash their hand thoroughly for 20 seconds after any contact with someone who is unwell. 	
Individual being severely ill on your premises.			
Who may be harmed?	Control measure already in place	Additional control measures required to reduce the risk	Control measures by
Staff Pupils	<ul style="list-style-type: none"> • In an emergency call 999 if seriously ill or injured or their life is at risk. 	<ul style="list-style-type: none"> • Do not visit the GP, pharmacy, urgent care centre or hospital 	All staff

Wider community			
If there is a conformed case of Covid 19 in your school			
Direct and indirect transmission of the virus			
Who may be harmed?	Control measure already in place	Additional control measures required to reduce the risk	Control measures by
Staff Pupils Wider community	<ul style="list-style-type: none"> If a child or a member of staff develops symptoms compatible with Coronavirus, they should be sent home and advised to follow government / PH guidance. <p>Close contacts of a positive case do not need to isolate and should continue to attend school as normal.</p>	Individuals are not required to self-isolate by law however it is recommended that people self-isolate for 5 days if the test positive.	SLT
Engage with the NHS Test and Trace process			
Transmission risk is potentially higher if NHS Test and Trace process is not adhered too.			
Who may be harmed?	Control measure already in place	Additional control measures required to reduce the risk	Control measures by
Staff Pupils Wider community	<ul style="list-style-type: none"> It is recommended that staff or pupils with a positive LFT result self-isolate Anyone who displays symptoms of Coronavirus can and will be encouraged to get PCR test. Parents and staff should inform school immediately of the result of a positive test and follow public health guidance. <ul style="list-style-type: none"> The school will have an Outbreak Management Plan which they will implement if advised to do so by the Local Authority, Directors of Public Health, Public Health protection teams or the national government. 	<p>If the LFT / PCR is positive the individual will be advised to self- isolate.</p> <p>The school will continue to open the back gate to continue to reduce contact at the start and end of the day. The need for this to continue based on current recommendations / the schools outbreak management plan / current rates of cases in school.</p>	<p>All staff</p> <p>Headteacher</p>
Cleaning and Hygiene			
Follow the Covid 19: cleaning in no healthcare settings guidance.			
Potential exposure to Covid 19			
Normal cleaning routine.			
Who may be harmed?	Control measure already in place	Additional control measures required to reduce the risk	Control measures by

<p>Staff Pupils Wider community</p>	<p>Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.</p> <p>Follow UK Government guidelines in reducing the likelihood of exposure</p> <p>Personal protective equipment (PPE):</p> <ul style="list-style-type: none"> • Disposable gloves • Disposable Apron • <p>Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p> <ul style="list-style-type: none"> • Clean and disinfect frequently touched objects and surfaces twice per day • Do not touch your eyes, nose or mouth if your hands are not clean. 	<p>In the case of an outbreak: Additional cleaning products (Zoono) introduced to bolster the impact of routine cleaning.</p> <p>Internal deep cleans</p> <p>Accurate recording of routine cleaning undertaken in all areas- ALL</p> <p>Zoono Fogging to be used at each school at termly intervals and following any confirmed cases</p> <p>Availability of appropriate PPE</p> <p>Increase order quantities of skin friendly hand soap</p> <p>Cleaning routine to be extended to door handles and access keypads</p> <p>Wash hands after cleaning task</p>	<p>Caretaker, ENGIE cleaning staff and ENGIE MDS.</p>
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**Potential Exposure to Covid 19:
Cleaning after symptomatic individual has passed through and spent minimal time.**

Who may be harmed?	Control measure already in place	Additional control measures required to reduce the risk	Control measures by
<p>Pupils Staff Wider community</p>	<ul style="list-style-type: none"> • All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected including: <ul style="list-style-type: none"> ➢ Objects which are visibly contaminated with body fluids ➢ All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors / toilets, storage cupboards. • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: 	<p>Fog area is suspected symptomatic person has come in contact.</p> <p>When suspected it is Covid 19 additional PPE measures to be taken i.e. face mask and eye protection. Training on the PPE to be given by service provider e.g. ENGIE</p>	<p>ENGIE, Cleaners and Caretaker</p>

	<ol style="list-style-type: none"> 1. Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine; Or 2. A household detergent followed by disinfectant (1000 ppm av.cl). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants <p>Or</p> <ol style="list-style-type: none"> 3. If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses. <ul style="list-style-type: none"> • Avoid creating splashes and spray when cleaning. Any mop heads must be exposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. • If possible keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially , and you can clean as normal with your usual products. 	<p>Wet wipe surfaces. Apply chosen cleaning chemical and wipe with warm wet cloth.</p> <p>Fogging and External cleaning specialists to be organised as additional precautions at agreed intervals as required.</p>	
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Waste

Normal removal of waste (including disposable cloths and tissues)

Who may be harmed?	Control measure already in place	Additional control measures required to reduce the risk	Control measures by
Pupils Staff Wider community	Waste should be put in a plastic rubbish bag and tied when full. <ul style="list-style-type: none"> • PPE: 	Availability of PPE and increased orders of skin friendly hand soap and sanitiser.	ENGIE, cleaners, caretaker

- Disposable gloves
- Disposable apron

Hands should be washed with soap and water for 20 seconds after all PPE has been removed.
Clean and disinfect frequently touched objects and surfaces
Do not touch your eyes, nose or mouth if your hands are not clean.