

## January 2022 COVID 19 Risk Assessment

“You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as ‘living documents’, as the circumstances in your setting and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of setting leaders in relation to health and safety risk assessments and managing risk, see [health and safety responsibilities and duties for schools.](#)”, [Actions for Schools during the Covid-19 Pandemic](#)

What are the hazards?	Who might be harmed and how?	What are you doing already/what are you planning to do ?	What further action is necessary?	Action by whom?	Action by when?	Done
Workforce contracting Covid-19	All staff Pupils Visitors to school site	<ul style="list-style-type: none"> <li>Staff are encouraged to take up the vaccine and enabled to attend vaccine appointments where practical. Further details here <a href="https://www.thevaccinators.co.uk/">https://www.thevaccinators.co.uk/</a></li> <li>Staff are encouraged to notify the setting when they have completed their vaccine course (to enable long term planning) – <i>please note staff do not have to share medical information with their employer if they do not wish to</i></li> <li>Staff will be encouraged to take Lateral Flow Tests twice a week and to share results with the setting and report them to the national system online</li> <li>Staff/children that meet the criteria of clinically vulnerable or clinically extremely vulnerable, have a risk assessment completed to identify any suitable control measures that must be in place to keep them safe in the setting. This should be completed with reference to the HSE guidance <a href="#">Protect Vulnerable Workers during the Coronavirus (Covid-19) Pandemic</a></li> <li>Risks to new and expectant mothers in the workplace should be considered and added to this risk assessment. These should be reviewed if a member of staff notifies the provider that they are expecting. Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the <a href="#">guidance for pregnant employees</a></li> </ul>	<p>Staff members are encouraged to be double vaccinated and to have booster vaccinations.</p> <p>All staff to continue with testing each Wed and Sun and this should be reported via the school reporting link and with NHS.</p> <p>Individual risk assessments reviewed as required</p> <p>Review as necessary</p>	<p>All staff</p> <p>HT and appropriate staff members</p>	<p>Sept 2021</p> <p>Twice weekly</p> <p>Sept 2021</p>	

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Children who are clinically extremely vulnerable contracting Covid-19	CEV Pupils	<ul style="list-style-type: none"> <li>All children who are CEV should attend their setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</li> </ul>	Continue to maintain contact with parents and specialists to ensure that any information related to condition is incorporated into individual HCP and continue to respond to any updates in government or medical guidance	HT	Ongoing as required	
Children and staff travelling from abroad	Whole School community	<ul style="list-style-type: none"> <li>Staff members should notify management if they plan to travel abroad so that contingency plans can be put into place ahead of travel in case they have to self-isolate on their return</li> <li>Children and staff members travelling abroad should follow government guidance on self-isolation on return and should refer to the appropriate <a href="#">list</a> of countries for more information</li> </ul>	Current government guidance should be followed should this situation occur.	Staff members / parents to inform HT	If/ when appropriate	
Positive case within the setting	Whole School community	<ul style="list-style-type: none"> <li>Close contacts will be identified by the NHS Test and Trace service and advised on requirements to self-isolate. From 16<sup>th</sup> August only adults over 18 years who have not received two vaccinations will be required to self-isolate on contact with a positive case. Children under the age of 18 and adults who have received two doses of an authorised Covid-19 vaccine more than two weeks previously will no longer have to self-isolate if they are in close contact but will be advised to take daily LFTs for 7 days.</li> <li>If you require further support or help, please email <a href="mailto:EmergencySchool.Closure@cambridgeshire.gov.uk">EmergencySchool.Closure@cambridgeshire.gov.uk</a></li> <li>If advised by Public Health via a supportive call the setting should implement their Outbreak Management Plan, which could result in re-instating further protective measures (Such as the use of face coverings, ring-fenced classes, staggered start and finishing times etc).</li> </ul>	Outbreak management plan to be implemented. Remote learning policy to be implemented as necessary. All actions should be discussed with the LA and guidance followed. Any positive cases to be logged with LA. School should assist NHS Track and Trace in identifying close contacts as needed.	HT	If/ when appropriate	

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		<ul style="list-style-type: none"> <li>If an individual becomes unwell in school, minimise the contact by seating them in the isolation room and sending them home immediately.</li> </ul>				
Spread of Covid 19 within the setting - hygiene	Pupils and staff	<ul style="list-style-type: none"> <li>The setting has a suitable supply of soap and access to warm water for washing hands.</li> <li>Appropriate controls are in place to ensure the suitable sanitisation of children's hands on arrival at the setting, following outdoor play, before meals and following the use of toilets.</li> <li>Monitor the use of hand sanitiser with young children to ensure it is not ingested</li> <li>Staff will encourage children to learn and practise good hygiene habits through games, songs and repetition.</li> <li>Staff will model the use of "catch it, bin it, kill it" to the children. <a href="#">Information about the Coronavirus (e-bug.eu)</a></li> </ul>	<p>Each class to have soap, hand sanitiser and hand towels and clear sink areas.</p> <p>Pupils to be explicitly taught about the importance of good hand hygiene.</p> <p>Children to wash their hands on arrival in class, following outdoor play, PE lessons, before and after lunch and following the use of toilets.</p>	Class teachers	From start of term and ongoing	
Spread of Covid-19 within the setting – ventilation	Pupils and staff	<ul style="list-style-type: none"> <li>Keep windows open as much as possible to ensure good ventilation throughout the setting. Thought should also be given to thermal comfort e.g. use of higher level windows or opening windows when the room is not in use</li> <li>During colder weather windows and doors to classrooms to be opened before children arrive in school and when the room is empty during break and lunchtimes.</li> <li>Identify any poorly ventilated areas and take steps to ventilate these as well as possible</li> <li>Plan to use outdoor space as often as possible during the day</li> <li>Consider referring to Health and Safety Executive guidance on <a href="#">ventilation and air conditioning during the coronavirus (COVID-19) pandemic</a></li> <li>Initially to conduct virtual assemblies; return to face to face assemblies as soon as possible in Key Stages, rather than whole school to reduce numbers in one place.</li> </ul>	<p>Windows to be opened in classrooms as much as possible to ensure good ventilation.</p> <p>Consider applying for Air Cleaning Units for any area poorly ventilated.</p>	Class teachers	Immediately and ongoing	

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Spread of Covid-19 within the setting- ERA	Pupils and staff	<ul style="list-style-type: none"> <li>• Masks to be worn in communal areas</li> <li>• Staff room limited to 4 persons at a time</li> <li>• Reprographics room limited to 1 person at a time</li> <li>• ERA status to be communicated with parents and staff</li> <li>• Reduce mixing where possible</li> <li>• Maintain social distancing between staff.</li> <li>• Where positive cases occur- notify LA and follow guidance. Communal events eg assemblies should be adjusted in response to positive cases (held in classes or key stages as appropriate and at the decision of the HT)</li> </ul>	Continue to observe latest LA and government guidance in relation to ERA status	All staff	From Nov 2021 following instruction from LA up to and including 10 <sup>th</sup> Dec unless extended further	
Spread of Covid-19 within the setting – enhanced cleaning	Pupils/ staff/ visitors to the school	<ul style="list-style-type: none"> <li>• Follow the guidance for cleaning in non-healthcare settings <a href="https://www.gov.uk/government/guidance/covid-19-cleaning-of-non-healthcare-settings-outside-the-home">COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a></li> <li>• Regular cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>○ Taps and washing facilities,</li> <li>○ Toilet flush and seats, door locks, bins, sanitary bins, lavatory brush and toilet roll dispenser</li> <li>○ Door handles and push plates,</li> <li>○ Handrails on staircases and corridors,</li> <li>○ Lift and hoist controls,</li> <li>○ Machinery and equipment controls,</li> <li>○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles.</li> <li>○ Telephone equipment,</li> <li>○ Keyboards, photocopiers and other office equipment, tables and chairs.</li> </ul> </li> <li>• Where possible ensure surfaces are kept clear to enable cleaning</li> <li>• Consider having clear signage in each room laminated (so that it is wipeable) detailing touch points.</li> <li>• If you have been informed that someone has tested positive with covid-19 then any</li> </ul>	<p>Cleaning staff to continue to complete the cleaning checklist daily to include additional cleaning procedures. Additional cleaner to work additional hours to ensure that this is maintained</p> <p>Antibacterial wipes to be available in shared areas for staff to use to wipe down surfaces, door handles, toilet flush etc in between users.</p>	<p>Cleaning staff</p> <p>All staff</p>	Daily	

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		<p>area/room they have accessed should undergo a thorough clean.</p> <ul style="list-style-type: none"> <li>• Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</li> <li>• Surfaces should be washed with hot soapy water, then sprayed with disinfectant and left for at least 60 seconds (or the manufacturers recommendations should be followed) prior to wiping. Care should be taken to ensure children cannot access the surfaces during this time.</li> </ul>				
Child or staff member displaying symptoms whilst in the setting	Pupils/ Staff	<ul style="list-style-type: none"> <li>• Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond: <ul style="list-style-type: none"> <li>○ A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature)</li> <li>○ A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual)</li> <li>○ Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal</li> </ul> </li> <li>• Adults who are displaying symptoms should self-isolate and get a PCR test. A poster will be displayed at all entrances advising adults of this.</li> <li>• If a member of staff has tested positive using a home based or workplace testing Lateral Flow Device test they should self-isolate immediately. If there are no symptoms, from the 11<sup>th</sup> January 2022 guidance there is no need to book a PCR test.</li> <li>• If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to get a PCR test. If the test is positive they should isolate for</li> </ul>	<p>PPE to be regularly stock checked and should be used by adults who are tending to child displaying symptoms.</p> <p>Pupils awaiting collection in school due to symptoms should wait in the lobby area with an adult- signage should be placed on doors to notify others that the area is inaccessible. This area should be thoroughly cleaned after use.</p> <p>All guidance in relation to testing and isolation should be followed.</p>	Staff and pupils	As required	

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		<p>up to the 10 full days from the day their symptoms started. All</p> <ul style="list-style-type: none"> <li>Regarding fellow household members:</li> <li>If you are aged 18 years 6 months or over and you are not fully vaccinated*, and you live in the same household as someone with COVID-19, you are legally required to stay at home and self-isolate</li> <li>If you are fully vaccinated or aged under 18 years and 6 months, and you live in the same household as someone with COVID-19, you are not legally required to self-isolate. However, you are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results is positive.</li> <li>All children and staff will be directed to the NHS Test and Trace portal if they display symptoms of coronavirus to book a test and tracing of contacts to take place: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> </ul> <p>If a child/ adult child has had Covid, the isolation period can be reduced to 7 days providing two negative lateral flow tests on days 6 and 7 are returned and they do not have a temperature. (see flow chart Jan 2022)</p> <ul style="list-style-type: none"> <li>The isolation period includes the day the symptoms started and the next 6 full days. LFD tests need to be taken on days 5 and 6, at least 24 hours apart. If both tests are negative, self-isolation can end and the child/ staff member can return to school provided they do not have a raised temperature.</li> <li>The office will support the family/staff member and ensure the outcome of the test is passed to the setting without delay.</li> <li>Identify an area where any child displaying symptoms can be isolated whilst they are waiting for collection. Ensure a familiar adult, with appropriate PPE stays with them.</li> </ul>	<p>Ensure child/ young person isolates at home for at least 5 full days (negative LFT on day 5 and day 6)</p> <p>If any of the individual's household members are also present at the setting, we will recommend that a PCR test is taken (If symptomatic) and LFTs taken for 7 days.</p> <p>Parents can choose if their child completes the 10 day isolation period if they prefer which will be classed as an authorised absence.</p> <p>If a member of staff returns to work on or after day 6 (but before day 10) staff will be made aware of the early release, especially vulnerable members of staff.</p>			

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		<ul style="list-style-type: none"><li>• Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly.</li><li>• Consider how the isolation area can be easily cleaned after use.</li></ul>				

