|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Woodthorne Primary School – December 2020 - COVID-19 Risk Assessment**  **Safety and Hygiene** | | | | | | |
| **HAZARD** | **RISK GROUP** | **RISK** | **CONTROL MEASURES**  **(Describe the existing workplace precautions and**  **risk control systems in place)** | **Residual Risk Rating**  **HIGH**  **MED**  **LOW** | **Are Existing Controls Adequate?** | |
| **Yes** | **No\*** |
| Awareness of policies / procedures / Guidance | Staff  Pupils  Others | Inadequate information | * All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. * All staff are able to access the following information on-line for up to date information on COVID-19 * Public Health England * Gov.co.uk * NHS * DfE * Department for Health and Social Care * The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) * 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, posters or 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 school’s infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. * Staff to read shared guidance on NHS Test and Trace procedures and inform Head of School immediately if notification received. * Individual risk assessments have already been undertaken for staff in schools based on current government guidance, these will be reviewed as guidance is updated | LOW | **Y** |  |
| Poor hygiene practice | Staff  Pupils  Others | Ill Health | * Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. * Pupils, staff and visitors are encouraged to wash their hands with soap and follow infection control procedures in accordance with the DfE and PHE’s guidance. * Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. * Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. * Pupils are forbidden from sharing cutlery, cups or food. * All cutlery and cups are thoroughly cleaned before and after use. * Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. * Teaching & support staff to clean down surfaces and equipment where possible during the school day, with a focus on EYFS.Toys to be cleaned with Milton solution daily. * A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England | MED | **Y** |  |
| Ill health | Staff  Pupils  Others | Coronavirus  Symptoms | * Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. * Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, loss of taste or smell and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.   + If weather permits, pupil can sit under shelter outside the KS1 hall with a staff member supervising; keeping at a distance of 2m   + If weather deems it is not appropriate to sit outside, then pupil sits in deputy head’s office with window open and door shut. Staff member to supervise at all times keeping 2m distance (outside of room). Room not to be used as an office until it has been thoroughly disinfected. * The relevant member of staff calls for emergency assistance immediately if pupils’ symptoms worsen. * The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. * Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. * Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others (See above). * Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. * If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.   + Pupils to use Year 2 toilets in an emergency. Toilets should be closed until cleaned. Cleaners should be notified by staff who have dealt with any incidents. * Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. * 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. * As essential workers staff would be able to request a test on line via the GOV.UK site following the Coronavirus (COVID-19) getting tested link. The results of this test should be shared with line managers.   Any medication given to ease the unwell individual’s symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.   * Engage with the test and trace process * Ensure staff and parents understand they will need to be ready and will to:   + Book at test if they or their child are displaying symptoms   + Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace   + self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) * Staff to report to Headteacher immediately if they are made aware of someone who has attended has tested positive for Coronavirus. Headteacher or delegated individual in absence to contact PHE on 0800 046 8687, and selecting option 1. Headteacher (or delegated individual in absence) to contact local health protection team to seek advice if needed following initial call to PHE **(01902 553957).** | MED | **Y** |  |
| Spread of infection | Staff  Pupils  Others | Lack of infection control | * Face coverings worn by all staff when not in a classroom with children (moving around the school building) * Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times, which must be disposed of in allocated PPE bin. * 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. * 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. | MED | **Y** |  |
| Poor management of infectious diseases | Staff  Pupils  Others | Lack of infection control | * Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. * Staff are vigilant and report concerns about their own, a colleague’s or a pupil’s symptoms to the Headteacher or SLT as soon as possible. * The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. * Staff to read shared guidance on NHS Test and Trace procedures and inform Head of School immediately if notification received. * When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 10 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario. * Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. * Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. * As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. * The school is informed by pupils’ parents when pupils return to school after having coronavirus – the school informs the relevant staff. * Staff inform the headteacher when they plan to return to work after having coronavirus. * A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. | LOW | **Y** |  |
| Emergencies | Staff  Pupils | Infection Control | * All staff and pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required. * Pupils’ parents are contacted as soon as practicable in the event of an emergency. * Staff and pupils’ alternative contacts are contacted where their primary emergency contact cannot be contacted. | LOW | **Y** |  |
| Staff receiving LFD Tests | Staff | Risk of infection | All schools and colleges should offer regular twice weekly testing to their staff (see Testing and Results RA). Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school or college in person, although participation in testing is strongly encouraged.  Anyone with a positive result will need to leave school, take a confirmatory Polymerase Chain Reaction  (PCR) test and follow the self-isolation guidelines (currently 10 days).  This is in-line with the guidance for all other sectors of the community and NHS Test and Trace guidelines |  |  |  |
| Pupils and Staff Car Sharing | Pupils  Staff | Risk of Infection | * If pupils or staff need to share a car to school with someone outside of their support bubble or household, they should: * Share with the same people each time * Open the windows for ventilation * If they are aged 11 or over, wear a face covering |  |  |  |
| Mental Health and well being | Staff |  | * Have regular keep in touch meetings/calls with * people working at home to talk about any work issues * Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through * Involve workers in completing risk assessments so they can help identify potential problems and identify solutions * Keep workers updated on what is happening so they feel involved and reassured * Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren’t working long hours |  |  |  |
| Staff who are extremely clinically vulnerable. | Staff | Ill Health | * Those who are clinically extremely vulnerable should not attend work, and must work from home. * If they can’t work from home they must look at alternative financial assistance. * A risk assessment must be put in place (see separate risk assessment) |  |  |  |
| Staff who are clinically vulnerable | Staff | Concerns  Worry | * Advice for those who are clinically-vulnerable, including pregnant women, is available. * School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. * People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. |  |  |  |
| Pregnant Staff | Staff | Concerns  Worry | * As a general principle, pregnant women are in the **‘clinically vulnerable’** category and are advised to follow the relevant guidance available for clinically-vulnerable people. * Staff and pregnant Pupils who are 28 weeks pregnant and beyond are at an increased risk * Expectant mothers risk assessments must be carried out and risk control measures put in place. * <https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/> |  |  |  |
| Staff who may otherwise be at increased risk from COVID 19 | Staff | Concerns  Worry  COVID 19 | * Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. * People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. |  |  |  |