SCHOOLS COVID -19 RISK ASSESSMENT FORM – suggested guidance Autumn 2021

DIRECTORATE AND SECTION	People Services
LOCATION	Becket Primary School
ASSESSMENT DATE	Autumn term 2021
NAME OF ASSESSOR/S	Originated by the DCC Corporate H&S Team. Ashley Guest - Headteacher

WORK ACTIVITY AND/OR ENVIRONMENT

The risk assessment explains the actions schools should take to reduce the risk of transmission of COVID-19 for the start of the autumn term 2021. It is based on:

Schools COVID-19 operational guidance – 27 August 2021
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance

and

Contingency Framework: education and childcare settings – August 2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

Separate guidance is available for:

Early years: https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures

and

SEND and specialist settings: additional COVID-19 guidance: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4

List significant hazards – anything that could cause harm	What harm could occur and who might be affected?	What measures are already in place to protect people?	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed, the person responsible for action and the timescales
Staff, pupils, contractors and visitors attending school who are symptomatic or confirmed as positive with COVID-19 – transmission of COVID-19	Staff & pupils COVID related illness	Any member of staff or pupil who have symptoms of COVID-19 or are confirmed as positive must not attend school and must isolate for 10 days. Individuals who have symptoms they must book a PCR COVID test to establish COVID status. https://www.gov.uk/get-coronavirus-test See Derby City Council (DCC) COVID-19 pages for all COVID-19 updates. This includes the link to the local outbreak plan – https://www.derby.gov.uk/environmental-health-licensing-trading-standards/environmental-health/health-and-safety/employees-and-public/novel-coronavirus/ Where a COVID-19 infection (staff only) has occurred as a result of a person's work then this requires reporting to the HSE under **RIDDOR**. If this is the case, contact CHST for further advice and support. Schools outside DCC control should contact their own H&S consultant for advice. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.	Cases & transmission may still occur	Although many of the COVID-19 control measures have been removed caution should still remain. Continue to monitor controls and cases and move to your **contingency plan** as appropriate.
Transmission of COVID-19 within the school environment	Staff & pupils COVID related illness	**Ensure good hygiene:** **Hand hygiene –** Robust hand should be in place to help prevent the spread of coronavirus. Clean hands thoroughly and more often than usual ensuring ample hand washing stations/hand sanitiser are available in classrooms and key locations.	Cases & transmission may still occur	

| | | The school should ensure they have enough tissues and bins to manage additional waste.

Empty bins frequently to avoid overflowing.

Display hand wash signage to remind children and staff of good hand hygiene techniques.

Schools must ensure younger children and those with complex needs are supported to ensure appropriate hand hygiene is maintained.

https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm

Respiratory hygiene –

Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

See link below:
https://ebug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus

Cleaning:

Maintain robust cleaning schedules. This should include regular cleaning of areas and equipment (e.g., twice per day), with particular emphasis on frequently touched surfaces.

More frequent cleaning depending on the number of people using the space and equipment within it. For example, gym equipment, door keypads etc.

Remove clutter and difficult items to clean.
Appropriate cleaning materials should be used ensuring required dilution rates are used.

See government guidance on the cleaning of non-healthcare settings:
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings | | |
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		and HSE guidance https://www.hse.gov.uk/coronavirus/cleaning/cleaning-workplace.htm **Ventilation:** Keep occupied spaces well ventilated by: Opening doors and windows. External opening doors may be opened if safe to do so. **Internal fire doors must not be wedged open to improve ventilation**. Identify poorly ventilated spaces – take steps to improve fresh air flow giving particular consideration when holding events where visitors such as parents are on site, for example, school plays and assemblies Mechanical ventilation should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Where mechanical ventilation systems exist ensure they are maintained in accordance with manufacturers' recommendations. Balance the need for increased ventilation while maintaining a comfortable temperature and teaching environment. See HSE guidance: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm **Asymptomatic testing:** **Pupils -** No need for primary children to test (year 6 and below). **Staff-** Undertake twice weekly home tests and whenever on the school site until the end of September, when this will be reviewed. **PCR test:** Staff and pupils with a positive LFD test result must self-isolate in line with stay-at-home guidance for households with possible or confirmed		The government will provide CO2 monitors to all state-funded education settings from September which can be used to identify where ventilation needs to be improved If you identify an occupied room which you suspect is poorly ventilated contact Property Services via the helpdesk for further advice and guidance or your independent professional adviser

COVID-19 infection. They will need to have a PCR test to check if they have COVID-19.

If the PCR test is taken within 2 days of a positive LFD, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long **as they do not have COVID-19 symptoms.**

Self-isolation:
Pupils, staff and other visitors should not come to school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of passing on COVID-19 (e.g., required to quarantine)
https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/

Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being the close contact.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- They are fully vaccinated (received 2nd vaccination more 14 days prior to being told to self-isolate)
- They are below the age of 18 years and 6 months
- They have taken part in a or are currently part of an approved COVID-19 vaccine trial
- They are not able to get vaccinated for medical reasons

If the above apply NHS T&T will contact you and advise you to take a PCR test. If you are identified as a close contact and do not need to self-isolate as outlined above you are not legally required to wear a face covering within the school but we would encourage you to do so.

However, it is expected and recommended that these are worn when travelling on public or dedicated transport.

		Face coverings:		
		Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.		
		The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.		
		These measures could also be brought back as part of outbreak management plans		
		Managing confirmed cases of COVID-19:		
		If anyone in school develops COVID-19 symptoms, however mild, send them home. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/		
		Contact parent or family member to collect - avoid using public transport		
		Pupils awaiting collection should be separated in a room on their own if safe to do so – open windows, use appropriate PPE especially if being closely supervised – see https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care Clean rooms after they have left – follow principles of cleaning after an individual with symptoms of, or confirmed, COVID-19 has left the setting or area. See link: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings		
Carrying out first aid – fleeting contact under 15 minutes.	First aider, person being treated by the first aider.	No PPE is required for fleeting contact - i.e. applying a plaster to a graze other than good hand washing.	Cases & transmission may still occur	

	Staff & pupils COVID related illness			

Prolonged first aid contact lasting longer than 15 minutes.	First aider, person being treated by the first aider. This could lead to persons involved in the first aid process becoming infected with COVID-19 through close contact	Try to assist at a safe distance from the casualty
		
		Minimise the time you share a breathing zone.
		
		Although treating the casualty should be your first concern, tell them to do things for themselves if they are capable.
		
		Remember the 3P model – preserve life, prevent worsening, promote recovery.
		
		Preserve life: CPR
		
		Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms.
		
		Ask for help. If a portable defibrillator is available, ask for it.
		
		Before starting CPR, use a cloth or towel to cover the patient's mouth and nose. This should minimise the risk of transmission
		
		If available, you should use:
		
		    • **a fluid-repellent surgical mask**
		    • **disposable gloves**
		    • **eye protection**
		    • **apron or other suitable covering**
		
		Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths.
		
		For CPR in paediatric settings see guidance from the Resuscitation Council UK.
		
		Prevent worsening, promote recovery: all other injuries or illnesses
		
		If you suspect a serious illness or injury, call 999 immediately – tell the			

		call handler if the patient has any COVID-19 symptoms. If you're giving first aid to someone, you should use the recommended equipment listed above if it is available. You should minimise the time you share a breathing zone and direct them to do things for you where possible. **After delivering any first aid:** Make sure you discard disposable items safely and clean reusable ones thoroughly. Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible. Clean the area See link: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm		
Vulnerable people including clinically extremely vulnerable (CEV) staff and pupils. Supporting pupils with medical conditions.	Staff & pupils COVID related illness Those in the CEV category may be at greater risk of serious illness from COVID-19	All clinically extremely vulnerable (CEV) children should attend their education setting unless they are one of the very small number of children under paediatric, or other specialist care, who have been advised by the clinician or other specialist not to attend. Where parents are concerned about their child's attendance speak to the family to discuss the general measures in place and any other measures that can be put in place to ensure their children attend school regularly. https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3 Staff, including teachers, and pupils in this category should follow the guidance on protecting people who are clinically extremely vulnerable from COV-19: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-	Cases & transmission may still occur	

		19		
		See HSE guidance: Protect vulnerable workers during the coronavirus pandemic:		
		https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm		
Stress & anxiety	Pupils and staff may be experiencing a variety of emotions in response to the COVID-19 pandemic	Adjust timetable to ensure sufficient or increased time for social and emotional support for pupils.	Cases & transmission may still occur	
		Review or consider support offered to those directly affected by COVID-19. Staff wellbeing - free helpline to school staff for mental health and wellbeing. Education support		
		Pupil wellbeing and support - to access useful links and sources of support for pupils wellbeing and support:		
		https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges		
		Conduct individual Stress risk assessments		
		Pupils to attend school to promote wellbeing.		
		For DCC schools undertake wellbeing support plans – see I Derby or SIP for further information		
Educational visits	Staff, pupils, parents, guardians and volunteers. Increased transmission risk and reduced infection control within the location or whilst	You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, are in place. Wherever organise activities outside. Add trips to the EVOLVE system	Cases & transmission may still occur	

	undertaking activities			
Dedicated transport to schools – arriving and leaving school	Staff and pupils using dedicated transport. Increased risk of transmission. Staff & pupils COVID related illness	The government has removed the legal requirement to wear face coverings, but it expects and recommends that they are worn in enclosed and crowded spaces where persons may come into contact with people they don't normally meet. **This includes public transport and dedicated transport to school or college.** Work with school transport providers to discuss proportionate control measures which include: • Reminding pupils not to board dedicated transport if they have symptoms or other reasons requiring them to stay at home. • Recommending and promoting the use of face coverings on school transport • Avoiding overcrowding on school transport. • Provide hand hygiene where possible • Follow good respiratory hygiene – promote the 'catch it, bin it' approach • Maintain cleaning regimes • Let fresh air into vehicles when occupied by opening windows and ceiling vents, whilst balancing the need for increased ventilation whilst maintaining a comfortable temperature. https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance	Cases & transmission may still occur	
Managing contractors – meeting those you do not normally meet	Staff, pupils & contractors COVID related illness	Request copies of contractors COVID measures and risk assessment Make contractors aware of the schools COVID controls and risk assessment. Update contractors if further measures are introduced due to increased cases &/or outbreak management. Pre-planned appointments outside of school hours wherever possible. Although no longer a legal requirement still maintain social distancing wherever possible.	Cases & transmission may still occur	

Managing visitors – meeting those you do not normally meet	Staff, pupils and visitors	Those who have symptoms or have tested positive must not attend school sites. Pre-planned appointments wherever possible.	Cases & transmission may still occur	
Cases of COVID-19 within school settings and school outbreaks.	Staff, pupils, visitors and wider community. Increased number of positive cases within school settings may require additional measures to be in place	**Contingency Plans:** Schools are required to have a robust contingency plan to manage positive cases and school outbreaks – this must remain robust and up to date. Review these plans for the start of the Autumn term 2021. The plan should cover: • Roles and responsibilities • When and how to seek public health advice • Details of the types of control measures that might be required to control outbreaks. For each additional control measure include: • Actions you would take to put it in quickly and • How you would communicate changes to children, pupils, parents, carers and staff **When schools should consider extra action:** **Schools should seek additional advice from Public Health England, local outbreak management teams, the Corporate Health & Safety Team &/or their independent adviser as soon as possible in the event of positive cases and/or outbreaks that may require extra measures to be put in place.** **Cases identified in the test-on-return period should not trigger extra measures or escalation to the DfE helpline.** If the following thresholds are reached this could indicate transmission is happening within the school. If the following thresholds are reached seek public health advice (whichever is reached first):	Cases & transmission may still occur	

- 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

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

All schools should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 – phone the DfE helpline – 0800 046 8687 or alternatively contact the local helpline &/or Corporate Health and Safety Team:

Notification of cases – pupils:

Report all cases to the public health outbreak team at Derby City Council by completing the online notification form or by emailing: cct@derby.gov.uk

Early years & school nursery settings should also notify Ofsted at: https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business
and DCC Early Years by emailing coral.golding@derby.gov.uk

Schools should also notify Jayne.hadfield@derby.gov.uk

Staff cases:

See the guidance for workplaces: NHS Test and Trace in the workplace NHS Test and Trace in the workplace

Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.

| | | If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate. Further guidance is available here

Actions to consider and plan for if cases increase &/or the thresholds above are reached:

• Review and reinforce the testing, hygiene and ventilation measures already in place – focussed and enhanced cleaning as required.
• For all staff cases contact NHS Test and Trace in the workplace
• Increased testing for staff and pupils
• Use of face coverings (children of primary school age and early years children should not be advised to wear face coverings)
• Limiting residential educational visits, open days, transition and taster days, parental attendance at schools and live performances.
• Restricting attendance – only as a short-term measure and as a last resort
• Re-introduction of 'bubbles'
• Establishing if classes, exercise and assemblies could take place outdoors | | |

See action plan:

Risk assessment action plan				
Actions required	By who	By when	Date completed	Comments
Share RA with all staff	**AG**	**8.9.2021**		
Distribute Covid LFT Tests to all staff	**JB**	**6.9.2021**		
Pupil Assembly to encourage handwashing and hygiene	**AG**	**6.9.2021**		
Monitor covid cases and isolation	**AT and AG**	**weekly**		
Monitor ventilation and introduce CO2 monitors	**AG**	**As instructed**		

Date reviewed	3.9.2021	Next review date	01.10.2021