



Western Downland C of E Primary School & Little Foresters Nursery Risk Assessment (Step 4 of the roadmap)

Name of lead person completing this assessment: Alice Tubbs, Headteacher (Responsible Manager for Health & Safety)

Date of initial completion: 17th August 2020

Date of last review by the Responsible Manager:

Last Governing Body Review:

Date of next review by Governing Body:

This document, together with other Covid-19 documents can be found on the school network: Teaching & Learning Drive/ Health & Safety/Covid-19

This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

SECTION (A) SCHOOL ORGANISATION (CLOSE CONTACT)

What are the hazards?

Infection of virus through close contact with someone who has the virus

Who might be harmed and how?

Staff, Pupils, Visitors

Control Measures

- It is no longer necessary to keep children in consistent groups ('bubbles'). Assemblies and pre-covid lunchtime arrangements will resume.
- The school community (staff, pupils and visitors) will be encouraged to engage with NHS Test and Trace who will work with positive cases and/or their parent to identify close contacts. 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 a close contact.
- School will help with identifying close contacts, if contacted by NHS Test and Trace. We will display an NHS QR code poster so that visitors can 'check in' using the NHS COVID-19 app (as an alternative to providing their contact details)

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
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons
- Individuals will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. All individuals will be encouraged to take a PCR test if advised to do so.
- Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They will not be required to self-isolate while they wait for the result. Staff will be advised to consider the following precautions until 10 days after their most recent contact with the positive case:
 - limiting close contact with people outside their household, especially in enclosed spaces
 - wearing a face covering in enclosed spaces and where they are unable to maintain social distancing
 - limiting contact with anyone who is clinically extremely vulnerable
 - taking part in regular lateral flow testing

- Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into 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 them passing on COVID-19 (for example, they are required to quarantine). If an individual is notified of a positive test result they are legally required to self-isolate, regardless of your vaccination status for either: 10 days from the day after your symptoms started or 10 days after the day of the positive test if you did not have symptoms.
- The school will deliver high-quality remote education to pupils who need to self-isolate because they have tested positive (if they are well enough to do so) and pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions. The Early Years team will continue to support the learning of children who do not attend the setting including maintaining contact with their key person and peers and supporting parents and carers in providing a positive learning environment at home. If there is a barrier to accessing childcare, based on government guidance or the law, the provider should not charge the parents or carers for this period.
- If a parent or carer insists on a pupil attending your school, a decision to refuse the pupil if, in reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. A decision will be carefully considered in light of all the circumstances and current public health advice.
- If anyone in school develops [COVID-19 symptoms](#), however mild, they will be sent home and should follow public health advice.
- The school will continue their strong messaging about signs and symptoms, isolation advice and testing, to support prompt isolation of suspected cases. We will also continue to encourage vaccination uptake for eligible students and staff.
- Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.
- The school will seek public health advice if 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period. The school has an **outbreak management plan** describing what we would do if children, pupils, students or staff test positive for COVID-19, or how we would operate if they were advised to reintroduce any measures to help break chains of transmission.
- The school will engage with an enhanced response package provided by the central government to help limit increases in transmission if necessary.
- Staff will undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed.
- Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#). Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and they can return to school, as long as the individual doesn't have COVID-19 symptoms.
- Leaders will call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any staff have tested positive.

Risk before control measures



Risk with control measures



SECTION (B) INFECTION CONTROL, HYGIENE & CLEANING

What are the hazards?

Poor/lack of cleaning or personal hygiene helps to spread the virus

Who might be harmed and how?

Children, Staff, Visitors- contracting the virus through contaminated surfaces

Control Measures

HYGIENE

- Frequent and thorough hand cleaning will continue. Staff and pupils will continue to clean their hands regularly using soap and water or hand sanitiser.
- The 'catch it, bin it, kill it' approach will continue to be encouraged.
- The school will use materials to encourage good hand and respiratory hygiene ([e-Bug COVID-19 website](#)).
- If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.
- Additional PPE for COVID-19 is only required in a very limited number of scenarios:

[if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary](#)

How much PPE you need to wear when caring for someone with symptoms of COVID-19 depends on how much contact you have.

1. A face mask should be worn if you are in face-to-face contact.
2. If physical contact is necessary, then gloves, an apron and a face mask should be worn.
3. Wear eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination.

- Used PPE will be placed in a refuse bag and disposed of as normal domestic waste. Used PPE should not be put in a recycling bin or dropped as litter. If the wearer has symptoms of COVID-19, disposal of used PPE and other waste should be in line with [cleaning non-healthcare settings outside the home](#). In situations where someone has symptoms of COVID-19, personal waste will be stored for 72 hours as an additional precaution.
- If a child, young person or student displays COVID-19 symptoms, or has a positive test while at their setting, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. If a pupil is awaiting

collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary.

CLEANING REGIMES

- Frequently touched surfaces such as door handles, light switches, work surfaces, remote controls and electronic devices including bathrooms and communal kitchens will be wiped down twice a day (midday and at the end of the school/working day)
- Reduction of clutter and removal of difficult to clean items will make cleaning easier.
- When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used. The minimum PPE to be worn for cleaning an area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting, is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.
- Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been:

1. Should be put in a plastic rubbish bag and tied when full
2. The plastic bag should then be placed in a second bin bag and tied
3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known

This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be disposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

PHE has published guidance on the [cleaning of non-healthcare settings](#).

VENTILATION

- When school is in operation, it will be kept well ventilated by opening external windows and doors (if they are not fire doors and where safe to do so). Opening internal doors will also assist with creating a throughput of air.
- We will balance the need for increased ventilation while maintaining a comfortable temperature.
- Particular consideration will be given when holding events where visitors such as parents are on site, for example, school plays.

The [Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic](#) and [CIBSE COVID-19 advice](#) provides more information.

Risk before control measures		Risk with control measures	
SECTION (C) CEV CHILDREN/YOUNG PEOPLE/STAFF			
<p style="text-align: center;">What are the hazards? The health needs of specific children/young people could mean that they are at increased risk of infection.</p>			
<p style="text-align: center;">Who might be harmed and how? Children, staff</p>			
Control Measures			
<ul style="list-style-type: none"> ● All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. ● Further information is available is the guidance on supporting pupils at school with medical conditions. ● Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. There are currently no expectations of additional controls specifically for these groups. However, existing controls identified within this risk assessment, for example adequate ventilation, good hygiene and cleaning, will be applied strictly. ● Leaders will encourage vaccine take up and enable staff who are eligible for a vaccination to attend booked vaccine appointments (even during term time). 			
Risk before control measures		Risk with control measures	

SECTION (E) HOME to SCHOOL TRANSPORT (HtST) inc. school trips & visits			
<p style="text-align: center;">What are the hazards? Increased risk of transmission of virus through close contact/enclosed space (aerosol action)</p>			
<p style="text-align: center;">Who might be harmed & How? Bus driver and bus bay supervisor, children</p>			
<ul style="list-style-type: none"> ● Vehicles will be well ventilated when occupied, particularly by opening windows and ceiling vents. We will balance the need for increased while maintaining a comfortable temperature. 			

Risk before control measures

Risk with control measures

SECTION (I) AFTER SCHOOL CLUBS, BREAKFAST CLUB & SCHOOL VISITS

What are the hazards?

As these settings reopen, increased mixing between different groups of children could lead to increased risk of transmission of the virus

Who might be harmed & How?

All persons within the school community through transmission of the virus

- Wraparound childcare and other organised activities for children may take place in groups of any number. We are no longer recommending that it is necessary to keep children in consistent groups ('bubbles') therefore wraparound provision (breakfast club) will return to pre-covid arrangements.
- Procedures on what to do if a child or staff member develops symptoms while at your setting ([When an individual develops COVID-19 symptoms or has a positive test](#)) will be followed.
- Control measures will continue to be applied for wraparound provision and extra-curricular activity

Full and thorough risk assessments in relation to all educational visits will be undertaken and any public health advice, such as hygiene and ventilation requirements, will be included as part of that risk assessment. [General guidance](#) about educational visits is available and is supported by specialist advice from the [Outdoor Education Advisory Panel \(OEAP\)](#).