

## Covid -19 Risk Assessment Form – Updated March 2<sup>nd</sup> 2022

### XXXXX School

**This Risk Assessment follows DFE guidance and expectations.**

<b>Date of assessment</b>			
<b>Who is at risk</b>		Staff, pupils, parents, carers, contractors and visitors.	
<p>This risk assessment needs to be completed by the Headteacher, with input from staff members as needed.          It will be published on the school website and reviewed regularly to be kept as a live document.          Monitoring of this risk assessment will ensure that controls are effective and working as planned.          In the case of an increase in Covid - 19 infections this document should be used alongside the NEST Covid - 19 Outbreak Management Plan</p>			
Risk and NEST Expectation	Plan for mitigation/way to meet expectation	Risk Before mitigation L, M, H	Risk After mitigation L, M, H
<b>Prevention:</b>			
Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend school.	Pupils, staff and other adults should not come into the school if: <ul style="list-style-type: none"> <li>• They have one or more coronavirus symptom.</li> <li>• They have had a positive test - both PCR or LFD test.</li> </ul>		
	If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) they will be advised to <a href="#">arrange to have a test</a> (PCR/LFD) as soon as possible.		
Use of Face Coverings	Staff and other adults may choose to wear face coverings in busy and/or communal areas within school and its grounds. Use of facem asks in school is now not recommended by the DfE. Additional use of face masks will be put in place if thresholds for infection are met. See NEST Outbreak Management Plan.		
	Safe wearing of face coverings requires the: <ul style="list-style-type: none"> <li>• Cleaning of hands before and after touching – including removal/putting on</li> <li>• Safe storage of them in individual, sealable plastic bags between use</li> <li>• Wearer not touching the front of their face covering when wearing or removing</li> <li>• Safe disposal of masks in sealable black bags</li> <li>• Discarding of face masks that become damp</li> </ul>		
Clean hands thoroughly more often than usual.	Pupils and staff clean their hands regularly. Soap and running water, hand sanitiser and skin friendly skin cleaning wipes can be used.		

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	Posters on the importance of hygiene will be on display around the school. Pupils will be taught about the importance of thorough hand washing and how this should be done, and this will be revisited regularly.		
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Ensure that there are enough tissues and bins available in the school to support pupils and staff to follow this routine. For pupils who find it hard to manage good respiratory hygiene an individual risk assessment should be put in place. Posters on good respiratory signage will be clearly displayed around the school. Children will be taught good respiratory hygiene and reminded about this regularly.		
Maintain cleaning routines, including cleaning frequently touched surfaces, using standard products such as detergents.	Clear cleaning routines throughout the school.		
	Frequently touched surfaces being cleaned regularly.		
	Toilets will be cleaned regularly, and pupils will be encouraged to clean their hands thoroughly after using the toilet.		
	Additional enhanced cleaning will be put in place if thresholds for infection are met. See NEST Outbreak Management Plan.		
Keep occupied spaces well ventilated.	<p>Ventilation in school to be a priority, this can be achieved by:</p> <ul style="list-style-type: none"> <li>• Mechanical ventilation systems – these 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 adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</li> <li>• Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> <li>• Opening higher level windows can limit draughts and have good impact on consistent ventilation.</li> </ul>		
	<p>Ensure a balance between the need for increased ventilation and maintaining a comfortable temperature by:</p> <ul style="list-style-type: none"> <li>• Opening high level windows in colder weather to reduce draughts</li> <li>• Increasing the ventilation while spaces are unoccupied</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Providing flexibility to allow additional, suitable indoor clothing</li> <li>• Rearranging furniture where possible to avoid direct draughts</li> <li>• Heating should be used as necessary to ensure comfort levels are maintained</li> </ul>		
	<p>If rooms are used by a number of groups, ventilation will be increased between group usage by opening doors and windows to ensure a flow through of air.</p>		
	<p>Use state-funding CO2 monitors to quickly identify where ventilation needs to be improved.</p>		
<p>Visitors to the school site.</p>	<p>Supply teachers, peripatetic teachers and/or other temporary staff will consider maintaining as much distance as possible from other staff and pupils. These expectations will be communicated upon arrival at school.</p>		
	<p>Visitors to the school site will wash or sanitise their hands on arrival.</p>		
	<p>Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual but will maintain as much distance as is possible and will wash or sanitise their hands regularly These expectations will be communicated upon arrival at school. Individual risk assessments will be put in place if needed.</p>		
	<p>Where visits, from contractors, can happen outside of school hours, they should do so.</p>		
	<p>Site guidance on this risk assessment is explained to visitors on or before arrival.</p>		
	<p>A record will be kept of all visitors.</p>		
<p>Pupils with complex health needs.</p>	<p>Pupils who remain under the care of a specialist health professional should discuss their care with their health professional and this will feed into their health care plan.</p>		
<p>Staff members with complex health needs</p>	<p>Any concerns that people previously considered CEV may have will be discussed with senior leaders and a risk assessment put in place if needed. If staff were previously identified as being in one of the at-risk groups, they are advised to continue to follow <b>Guidance for people previously considered clinically extremely vulnerable from COVID-19</b>. Staff with a weakened immune system should follow <b>Guidance for people whose immune system means they are at higher risk from COVID</b></p>		

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	<a href="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-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-19</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk">https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk</a>		
Staff members who are pregnant	<p>NEST will follow specific DFE guidance for pregnant employees. The workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a>  <a href="https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding">https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding</a></p>		
Training for staff and communication to families.	<p>Training on Health and Safety and this Risk Assessment will be completed for all staff. This Risk Assessment and pertinent information to be shared with families. The information in this risk assessment links with the NEST Covid Outbreak Management Plan.</p>		
Mental health and wellbeing affected or anxiety about coronavirus.	<p>Regular meetings and discussions with staff and pupils as needed. Communicate to staff, pupils and parents and carers about how to raise concerns or who to go to so they can talk things through.</p> <p>Involve pupils/families/staff in completing risk assessments so they can help identify potential problems and identify solutions.</p> <p>Keep staff, families and children updated on what is happening so they feel involved and reassured.</p>		
Educational visits.	<p>Risk assessments for educational visits will include consideration of hygiene and ventilation requirements. Adequate financial protection will be considered due to risk of cancellation for Covid related reasons.</p>		
<b>Use of PPE – Face covering is not classified as PPE</b>			
Personal or intimate care for children with SEND.	<p>Where a child already has routine intimate care needs PPE should continue to be used.</p> <p><a href="#">safe working in education, childcare and children's social care</a></p>		

Staff delivering first aid to be aware of safe use of and disposal of PPE.	Disposable PPE to be used only once and securely disposed of following use in a plastic bin bag.		
<b>First Aid/ill child</b>			
Only qualified first aiders to deliver first aid.	All first aid to be administered with gloves – which are then disposed of securely in a sealed plastic bag.		
Identify a room that sick pupils can be kept in until parents come to collect them.	<p>If a pupil is awaiting collection:</p> <ul style="list-style-type: none"> <li>• They should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required</li> <li>• A window should be opened for fresh air ventilation if it is safe to do so</li> <li>• If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else</li> </ul>		
	Ensure that the first aid room is thoroughly cleaned with normal cleaning products when a child who is unwell leaves.		
Staff who have supported a child with symptoms of Covid.	<p>All members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>• They develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)</li> <li>• They have tested positive from an LFD or PCR test</li> </ul>		
	Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.		
<b>Response to any infection</b>			
Action following a positive test	If someone tests positive, we recommend they continue to self-isolate for at least 5 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. The 5-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.		

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	Self-isolation can end after 5 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the fourth day.		
Contain any outbreak by following local health protection team advice.	Additional measures may be put in place following the NEST Outbreak Management Plan.		
<b>Alternate Provision</b>			
Use of dedicated school transport.	<p>The approach to dedicated transport will align as far as possible with the principles underpinning the system of controls set out in this document and may include:</p> <ul style="list-style-type: none"> <li>Use of hand sanitiser upon boarding and/or disembarking</li> <li>Additional cleaning of vehicles</li> <li>Organised queuing and boarding where possible</li> <li>Distancing within vehicles wherever possible</li> <li>Fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents</li> <li>Wearing of face masks for adults and pupils – when possible</li> </ul>		
<p><b>NAME OF THE ASSESSOR Please Print:</b></p> <p><b>SIGNATURE OF THE ASSESSOR: -</b></p> <p><b>POSITION OF RESPONSIBLE PERSON: -</b></p>			
<p><b>Date of planned review:</b> This plan should be reviewed at least half termly, with updated versions published on the school website. Schools should have active arrangements in place to monitor that the controls are:</p> <ul style="list-style-type: none"> <li>effective</li> <li>working as planned</li> <li>updated appropriately considering any issues identified and changes in public health advice</li> </ul>			