

Covid -19 Risk Assessment Form – From 19th July 2021- updated January 2022

Highfield Infants' and Junior Schools School

This Risk Assessment follows DFE guidance and expectations.

Date of assessment	10/01/22			
Who is at risk	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	
Prevention:				
<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend school.</p>	<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • They have one or more coronavirus symptoms. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus • They have been informed by Track and Trace that they need to isolate. • They have had a positive test - both PCR and LFD test. <p>Additional notes:</p> <ul style="list-style-type: none"> • Children under the age of 18 years old and those who are double vaccinated no longer self-isolate if they are contacted by NHS Test and Trace or have been in contact with a positive case. Instead, they will be advised to take a test. • If returning from travel abroad it is important to follow - https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive • If staff are over 18 years 6 months, are not fully vaccinated, and live in the same household as someone with COVID-19, they are legally required to stay at home and self-isolate for 7 days. • If staff are fully vaccinated and live in the same household as someone with COVID-19, they are not legally required to self-isolate. However, they 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. 		H	L
	<p>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 must be:</p>	H	M	

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	<ul style="list-style-type: none"> • Sent home to begin isolation - the isolation period includes the day the symptoms started and the next 7 full days. Self-isolation can end after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • Advised to arrange to have a test (PCR or LFD) as soon as possible. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 7-day isolation period from the day they develop symptoms. 		
	<p>Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is positive, they should follow the stay at home: guidance for households with possible or confirmed COVID-19 infection.</p>	H	M
<p>Use of Face Coverings</p>	<p>From September 2021 face coverings will only need to be worn when advice is given to do so following the Outbreak Management Plan.</p> <p>Staff and other adults may choose to wear face coverings in busy and/or communal areas within school and its grounds.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.</p> <p>Face visors should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>From December 2021 staff should wear a face covering in all communal areas in school.</p>	H	L
	<p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • Cleaning of hands before and after touching – including removal/putting on • Safe storage of them in individual, sealable plastic bags between use • Wearer not touching the front of their face covering when wearing or removing • Safe disposal of masks in sealable black bags • Discarding of face masks that become damp 	M	L

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<p>Clean hands thoroughly more often than usual.</p>	<p>Pupils and staff clean their hands regularly, when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Soap and running water, hand sanitiser and skin friendly skin cleaning wipes can be used. 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.</p>	<p>H</p>	<p>L</p>
<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>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.</p>	<p>H</p>	<p>L</p>
<p>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p>	<p>The cleaning schedule ensures cleaning is generally enhanced - with rotas to ensure expectations are met.</p>	<p>M</p>	<p>L</p>
	<p>More frequent cleaning of rooms and shared areas that are used by different groups.</p>		
	<p>Frequently touched surfaces being cleaned more often than normal.</p>		
	<p>Toilets will be cleaned regularly, and pupils will be encouraged to clean their hands thoroughly after using the toilet.</p>		
	<p>Outdoor playground equipment will be more frequently cleaned and between groups, if used.</p>	<p>H</p>	<p>L</p>
	<p>Resources that are shared between classes such as sports, art and science equipment will be cleaned frequently and meticulously.</p>	<p>H</p>	<p>L</p>
	<p>During PE lessons sports equipment will be thoroughly cleaned between each use by different groups.</p> <p>Additional enhanced cleaning will be put in place if thresholds for infection are met. See NEST Contingency Plan</p>	<p>H</p>	<p>M</p>
<p>Keep occupied spaces well ventilated.</p>	<p>Ventilation in school to be a priority, this can be achieved by:</p> <ul style="list-style-type: none"> 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 	<p>H</p>	<p>L</p>

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	<p>should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <ul style="list-style-type: none"> 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) Opening higher level windows can limit draughts and have good impact on consistent ventilation. 		
	<p>Ensure a balance between the need for increased ventilation and maintaining a comfortable temperature by:</p> <ul style="list-style-type: none"> Opening high level windows in colder weather to reduce draughts Increasing the ventilation while spaces are unoccupied Providing flexibility to allow additional, suitable indoor clothing Rearranging furniture where possible to avoid direct draughts Heating should be used as necessary to ensure comfort levels are maintained 	H	L
	<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>	H	L
Promote and engage in asymptomatic testing.	<p>Staff are encouraged to complete a Lateral Flow Test twice a week when working on the school site. All test results are reported to the NHS and recorded by the school. All tests are logged in school by their serial number. Staff who receive a positive LFD test do not come to school and start the 7 day self-isolation. Even if someone has tested positive for COVID-19 within the last 90 days, they are strongly encouraged to take part in LFD testing on-site once they have completed their isolation period for their prior infection.</p>	H	L
Measures across the school	<p>When staff are moving around the school or in communal areas, they will maintain as much distance as possible.</p>	H	L
	<p>Use of the toilets to be actively managed to prevent overcrowding – especially at lunchtime.</p>		
	<p>The NEST Behaviour Policy addendum will support behaviour expectations in school.</p>		

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Use of public transport.	Staff and pupils who use public transport will wear a face covering.	M	L
	Encourage walking and or cycling to school to avoid use of public transport.	H	L
	Staff and families using public transport will be referred to the safer travel guidance for passengers .	H	M
Visitors to the school site.	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.	H	L
	Visitors to the school site will wash or sanitise their hands on arrival. Visitors in school will wear a face mask in communal areas.		
	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. Specialist visitors in school will wear a face mask in communal areas.		
	Where visits, from contractors, can happen outside of school hours, they should.		
	Site guidance on this risk assessment is explained to visitors on or before arrival.		
	A record will be kept of all visitors		
Staff, parents and carers who are anxious.	Those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus, including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions should discuss their concerns with the school and if necessary, an individual risk assessment should be considered. This will be reviewed regularly and agreed by the staff member.	H	L
Staff who are pregnant.	An individual risk assessment will be completed for all staff who are pregnant, are breast feeding or who have given birth within the last 6 months. The specific guidance for pregnant employees will be followed. https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees	H	L

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	School will take into account in risk assessments that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19).		
Pupils with complex health needs.	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.	H	L
Training for staff and communication to families.	Training on Health and Safety and this Risk Assessment to be completed for all staff. This Risk Assessment and pertinent information to be shared with families. Information in this risk assessment will be communicated regularly to all. The information in this risk assessment links with the NEST Covid Contingency Plan.	M	L
Mental health and wellbeing affected or anxiety about coronavirus.	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. Involve pupils/families/staff in completing risk assessments so they can help identify potential problems and identify solutions. Keep staff, families and children updated on what is happening so they feel involved and reassured.	M	L
Educational visits.	Risk assessments for educational visits will include consideration of Public Health advice, such as hygiene and ventilation requirements. Adequate financial protection will be considered due to risk of cancellation for Covid related reasons.	H	L
Wrap around care and before and after school clubs.	Each wrap around care club will have their own individual risk assessment that is agreed with the school and meets government expectations. Children and staff will spend as much time outside as possible. High levels of hygiene, cleaning and ventilation will be maintained.	H	M
Extra curricula clubs.	These will start when the school are satisfied that the risk assessment is in place and that all measures align with the school's expectations.	H	M
Attendance at school and access to education.	Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will have access to remote education. Schools will monitor engagement with this activity and ensure pupils receive the quantity and quality of education to which they are normally entitled.	H	L

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Use of PPE – Face covering is not classified as PPE			
PPE to be used if child becomes unwell with Covid-19 type symptoms or is vomiting or has diarrhoea.	PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when: <ul style="list-style-type: none"> • A pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2m distance cannot be maintained • Staff are performing aerosol generating procedures (AGPs) https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#aerosol-generating-procedures-agps	H	L
Personal or intimate care for children with SEND.	Where a child already has routine intimate care needs PPE should continue to be used. safe working in education, childcare and children's social care	H	L
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.	H	L
First Aid/ill child			
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.	H	L
Identify a room that sick pupils can be kept in until parents come to collect them.	If a pupil is awaiting collection: <ul style="list-style-type: none"> • 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 • A window should be opened for fresh air ventilation if it is safe to do so • If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people • 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 • Personal Protective Equipment (PPE) can be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) 	H	M

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	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.	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: <ul style="list-style-type: none"> • They develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) • They are requested to do so by NHS Test and Trace or the UK Health Security Agency (UKHSA) or local health protection team if escalated • They have tested positive from an LFD test 	H	L
	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. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance	H	L
Response to any infection			
Promote and engage with the NHS Test and Trace process.	Tests can be booked online through the NHS testing and tracing for coronavirus website , or ordered by telephone via NHS 119.	H	L
	Essential workers, which includes anyone involved in education or childcare, have priority access to testing.		
	Parents, carers and staff will be asked to inform the school immediately of the results of a test.		
	If someone tests positive, they should follow the ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ' They must continue to self-isolate for at least 7 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 7-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. Self-isolation can end after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day.	H	M

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	<p>NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.</p>		
	<p>A template letter will be provided to schools, on the advice of the London Coronavirus Response Cell, to send to parents and staff if needed. Schools will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p>		
<p>Contain any outbreak by following local health protection team advice.</p>	<p>Additional measures may be put in place following the NEST Covid -19 Contingency Plan if the following thresholds are reached:</p> <p>Primary schools:</p> <ul style="list-style-type: none"> • There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period • 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period <p>Additional Provision:</p> <ul style="list-style-type: none"> • There are 2 positive cases among pupils or staff who are likely to have mixed closely within a 10-day period 	H	L
<p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>			
<p>Alternate Provision – NOT APPLICABLE</p>			
<p>Children with complex needs returning to school.</p>	<p>The school will assess risks and put in place proportionate control measures through an individual risk assessment completed in consultation with parents and carers and the child if appropriate and referencing the control measures in this risk assessment.</p>		
<p>Use of dedicated school transport.</p>	<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. The following will be included in the pupil's individual risk assessment in discussion with the provider.</p> <ul style="list-style-type: none"> • Use of hand sanitiser upon boarding and/or disembarking • Additional cleaning of vehicles • Organised queuing and boarding where possible • Distancing within vehicles wherever possible • Fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents • Wearing of face masks for adults and pupils – when possible 		

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NAME OF THE ASSESSOR Please Print: Allison Morris



SIGNATURE OF THE ASSESSOR: -

POSITION OF RESPONSIBLE PERSON: - Head teacher

Date of planned review: 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:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice