RISK ASSESSMENT

Educational Setting	**Fourfields Community Primary School**
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Sue Blyth (HT) Lucy Hewerdine (AHT) and Clare Watchorn (SBM)
Review Date	**1st September 2021 6th October 2021 Updated 4th January 2022**

What are the hazards?	Who might be harmed and how?	What are you doing already/what are you planning to do ?	What further action is necessary?	Action by whom?	Action by when?	Done
Workforce contracting Covid-19		• Staff are encouraged to take up the vaccine and enabled to attend vaccine appointments where practical. Further details here https://www.thevaccinators.co.uk/ • Staff are encouraged to notify the setting when they have completed their vaccine course (to enable long term planning) – *please note staff do not have to share medical information with their employer if they do not wish to* • Staff will be encouraged to take Lateral Flow Tests twice a week and to share results with the setting and report them to the national system online • Staff/children that meet the criteria of clinically vulnerable or clinically extremely vulnerable, have a risk assessment completed to identify any suitable control measures that must be in place to keep them safe in the setting. This should be completed with reference to the HSE guidance Protect Vulnerable Workers during the Coronavirus (Covid-19) Pandemic • Risks to new and expectant mothers in the workplace should be considered and added to this risk assessment. These should be reviewed if a member of staff notifies the provider that they		SB CW	September 2021	Yes

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		are expecting. Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees				
Children who are clinically extremely vulnerable contracting Covid-19		• All children who are CEV should attend their setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.		SB EC	Sept '21	Yes
Children and staff travelling from abroad		• Staff members should notify management if they plan to travel abroad so that contingency plans can be put into place ahead of travel in case they have to self-isolate on their return • Children and staff members travelling abroad should follow government guidance on self-isolation on return and should refer to the appropriate list of countries for more information		SB LH	Ongoing	
Positive case within the setting		• Close contacts will be identified by the NHS Test and Trace service and advised on requirements to self-isolate. From 16th August only adults over 18years who have not received two vaccinations will be required to self-isolate on contact with a positive case. Children under the age of 18 and adults who have received two doses of an authorised Covid-19 vaccine more than two weeks previously will no longer have to self-isolate if they are in close contact but will be advised to take a PCR test		SB	Sept '21	Yes

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		• If you require further support or help, please email EmergencySchool.Closure@cambridgeshire.gov.uk • If advised by Public Health the setting should implement their Outbreak Management Plan				
Spread of Covid 19 within the setting - hygiene		• The setting has a suitable supply of soap and access to warm water for washing hands. • Appropriate controls are in place to ensure the suitable sanitisation of children's hands on arrival at the setting, following outdoor play, before meals and following the use of toilets. • Monitor the use of hand sanitiser with young children to ensure it is not ingested • Staff will encourage children to learn and practise good hygiene habits through games, songs and repetition. • Staff will model the use of "catch it, bin it, kill it" to the children. Information about the Coronavirus (e-bug.eu)		SB Class Teachers & TAs CW	Sept '21	Yes
Spread of Covid-19 within the setting – ventilation		• Keep windows open as much as possible to ensure good ventilation throughout the setting. Thought should also be given to thermal comfort e.g. use of higher level windows or opening windows when the room is not in use • Identify any poorly ventilated areas and take steps to ventilate these as well as possible • Plan to use outdoor space as often as possible during the day		SB CW	Sept '21	Yes

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		• Consider referring to Health and Safety Executive guidance on ventilation and air conditioning during the coronavirus (COVID-19) pandemic				

Spread of Covid-19 within the setting – enhanced cleaning		• Follow the guidance for cleaning in non-healthcare settings COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)
		• Regular cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
		  ○ Taps and washing facilities,
		  ○ Toilet flush and seats, door locks, bins, sanitary bins, lavatory brush and toilet roll dispenser
		  ○ Door handles and push plates,
		  ○ Handrails on staircases and corridors,
		  ○ Lift and hoist controls,
		  ○ Machinery and equipment controls,
		  ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles.
		  ○ Telephone equipment,
		  ○ Keyboards, photocopiers and other office equipment, tables and chairs.
		• Where possible ensure surfaces are kept clear to enable cleaning
		• Consider having clear signage in each room laminated (so that it is wipeable) detailing touch points.
		• If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should undergo a thorough
				CW
				
				NW
					Sept '21	Yes

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		clean. • Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. • Surfaces should be washed with hot soapy water, then sprayed with disinfectant and left for at least 60 seconds (or the manufacturers recommendations should be followed) prior to wiping. Care should be taken to ensure children cannot access the surfaces during this time.				
Child or staff member displaying symptoms whilst in the setting		• Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond: o A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature) o A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual) o Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal • Adults who are displaying symptoms should self-isolate and get a PCR test. A poster will be displayed at all entrances advising adults of this. • If a member of staff has tested positive using a home based or workplace testing Lateral Flow Device test they should book a polymerase chain reaction (PCR) test immediately to confirm the		SB	Ongoing	

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		result and self-isolate until that result is available. • If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to get a PCR test. If the test is positive they should self-isolate for 10 full days from the day after their symptoms started. All children and staff will be directed to the NHS Test and Trace portal if they display symptoms of coronavirus to book a test and tracing of contacts to take place: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ • The isolation period includes the day the symptoms started and the next 7 full days. The can do LFD tests on Day 6 and Day 7 and can end isolation if both tests are negative and they don't have a temperature. • If any of the individual's household members are also present at the setting they will need to be sent home at the same time • The manager will support the family/staff member and ensure the outcome of the test in passed to the setting without delay. • Identify an area where any child displaying symptoms can be isolated whilst they are waiting for collection. Ensure a familiar adult, with appropriate PPE stays with them. • Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly.				

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		• Consider how the isolation area can be easily cleaned after use.				
Further guidance- in place from 6th October 2021 and updated on 4th January 2022						
Face Coverings	Pupils, staff, visitors Contracting COVID-19	Staff are to wear face coverings in communal areas within the building – offices, staff room, meetings - face coverings are not necessary in classrooms. Parents are now asked to wear a face covering on site at all times especially when entering the building and at pick up and drop off times.		All staff	From 6th October 2021	
Social Distancing	Pupils, staff, visitors Contracting COVID-19	Staff should socially distance from each other within the school building including in shared spaces such as the staff room, wherever and whenever possible. As we are a large staff, all meetings will now take place virtually and via Zoom.		All staff	From 6th October 2021	
Visitors to school	Pupils, staff, visitors Contracting COVID-19	All visitors to school must wear face coverings for the duration of their visits. Teachers meeting parents indoors should also wear face coverings. All visitors to school are requested to carry out an LFT before entering or can show vaccination status.		SB	From 6th October 2021	
School events that involve visitors	Pupils, staff, visitors Contracting	All non-essential visits and events where parents would usually physically come to school are to be held virtually or recorded and shared. This includes open afternoons/evenings and performances.		SB	From 6th October 2021	

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	COVID-19	There will be no in person events in school for at least the whole of January and meetings should be held virtually as far as possible.				

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