

## Purston Infant School - Risk Assessment Form

Ref No:	Risk Assessment Title	Assessor name	Assessment date	Review date
Autumn 1	Covid – 19 - Risk Assessment	Philip Barnett	6 <sup>th</sup> January 2022	Half termly or as necessary
How communicated to Staff, Parents and Governors	Emailed/Website		Date communicated	6 <sup>th</sup> January 2022

Ref	Tasks, Issue	People carry out tasks or those at risk	Our Safety Measures
(a)	Awareness of policies and procedures	Staff, visitors, pupils, contractors, parents, governors	<p>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>*OMP</li> <li>*Health and Safety Policy</li> <li>*First Aid Policy</li> <li>*Infection Control Policy</li> </ul> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>- DfE-Schools Covid-19 Operational Guidance (6/1/22)</li> <li>- NHS</li> <li>- Department for Health and Social Care</li> <li>- PHE</li> <li>- The school's local health protection team (HPT)</li> <li>- Local Authority-advice (4/1/22)</li> </ul>

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			<p>Staff and governors are made aware of the school's infection control procedures in relation to coronavirus via email and contact the school as soon as possible if they believe they may have been exposed to coronavirus or are displaying any symptoms.</p> <p>The Confidentiality Policy and Pupil Confidentiality Policy are always followed – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus</p>
(b)	Poor hygiene practice	Staff, visitors, pupils, contractors, parents	<p>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's.</p> <p><b>Visitors are limited on site.</b> Essential visitors eg SEN colleagues / Engie maintenance staff. All must wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p><b>They must wear masks once in all school areas.</b></p> <p>Sufficient amounts of soap, clean water, paper towels and sanitizer are supplied in all toilets, wet areas, classrooms and kitchen areas.</p> <p>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. (This will be reminded daily along with hygiene expectations by the class teacher)</p> <p>Pupils can use hand sanitiser, under the supervision of a member of staff.</p> <p>Cleaners are employed by SMS to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</p>

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			Enhanced cleaning to be undertaken where required, for example in a class where a confirmed case of Covid 19 has been reported
(c)	Ill health	Staff, visitors, pupils, contractors, parents	<p>Staff and parents are regularly informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of, or change in, their normal sense of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p><b>School is following the updated advice from Local Authority / Public Health Wakefield.</b></p> <p><b>Refreshed advice to schools, January 2022:</b></p> <p><b>If a relative or household member has tested positive for COVID-19 (on LFD or PCR), advise pupils to stay at home for 5 days if possible (any length of time is better than none). If possible, they should take daily lateral flow tests as per Government advice.</b></p> <p><b>If they develop symptoms, they should get a PCR test straight away and continue to stay at home.</b></p> <p><b>If they have no symptoms after 5 days and daily lateral flow tests (if taken) are negative, they can return to school.</b></p> <p><b>Parents/carers who still want their child to continue to attend school have the right for them to do so. We hope that most parents will understand the reasons behind the request and will feel able to support it, especially as they will have at least one household member self-isolating at home already. All children who do attend school and are close or household contacts should be strongly advised to take daily lateral flow tests for 7 days, as per national guidance.</b></p> <p><b>2. The use of face coverings is strongly advised in communal areas and classrooms for secondary age and post-16 education settings. The use of face coverings by adults is advised for all schools in communal areas. (This is now in line with national guidance).</b></p>

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3. Maximise ventilation in school, as much as is practicable and particularly in areas that have been shown to have poor air quality (if your school has access to CO2 monitors).

4. Reduce mixing between year groups and classes as much as possible to reduce the risk of cases in one class spreading throughout the school. If it is necessary to combine classes to manage staff shortages, if at all possible, please try and avoid combining classes with outbreaks with relatively unaffected classes.

5. If children or staff test positive then as per national guidance, they can return from day 7 onwards, provided they have two negative LFTs 24 hours apart. Children/staff who have not tested, or who are still testing positive at this stage, must complete 10 days' isolation. If schools are struggling with LFT supplies, they can contact [lateralflowtesting@wakefield.gov.uk](mailto:lateralflowtesting@wakefield.gov.uk). The team can advise on sources of available stock for parents to collect.

6. If offering remote or hybrid options to manage staff shortages, it would be very helpful to the wider system to ensure that the children of key workers can continue to attend wherever possible. Vulnerable children should also be prioritised.

7. Wherever possible, suspend whole-school or year group events eg assemblies. Revert staff and governors' meetings to virtual format.

Limit visitors to the school and consider carefully whether events that bring parents into the school can be managed safely or should return to online.

Carefully consider whether educational trips and residential visits should go ahead or could be postponed to the spring. Being on transport together for long periods, and/or sharing overnight

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			<p><b>accommodation, increases the risk of 'super spreading' events due to the very high transmissibility of Omicron.</b></p> <p>If a pupil displays symptoms whilst in school. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Unwell pupils who are waiting to go home are kept in the meeting room where they can be isolated behind a closed door, and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them in the meeting room, move them to an area which is at least 2 metres away from other people.</p> <p>Areas used by unwell staff and pupils who need to go home will be appropriately cleaned once vacated. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. They are also requested to get the pupil tested.</p> <p>Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves.</p>
(d)	Confirmed Case of Covid- 19		<p>All staff and pupils attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting.</p>

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			<p>If a staff member or pupil tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 7 days ( 2 negative LFTs to return on day 7) from the day of onset of their symptoms or the day after their test was taken if they did not have symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. A cough or anosmia can last for several weeks once the infection has gone. The Isolation period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>Children who test positive have access to online learning via school website. They complete the learning if they are well enough to do so.</p> <p>Staff who come into contact with a positive case are advised to have a PCR test.</p>
(e)	Spread of infection	Staff, visitors, pupils, contractors, parents	<p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the bodily spillage procedure, using PPE at all times.</p> <p>The ‘catch it, bin it, kill it’ approach continues to be communicated to children through class assemblies, PSHE.</p> <p>Younger children and those with complex needs are helped with their respiratory hygiene and staff may need to wear PPE.</p> <p>Pupils required to come into school in PE kits on the day they will be doing PE.</p>
(f)	Poor management of infectious diseases	Staff, visitors, pupils, contractors, parents	<p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague’s or a pupil’s symptoms to the Headteacher’s or Deputy Headteacher.</p>

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			<p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>School is informed by pupils' parents immediately once a pupil has tested positive for coronavirus.</p> <p>Staff inform the Headteacher/Deputy headteacher/ Attendance Officer immediately once a pupil has tested positive for coronavirus.</p> <p>The Caretaker monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p>
(g)	Lack of communication	Staff, visitors, pupils, contractors, parents	School to keep staff, pupils and parents adequately updated about any changes in relation to guidance/procedures around coronavirus.
(h)	PPE	Staff, visitors	<p>Most staff in schools will not require PPE beyond what they would normally need for their work.</p> <p>The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</p>
(i)	Managing Entrance and Egress	Staff, pupils, parents	<p>Nursery arrives at separate time.</p> <p>Reception classes arrive at separate time.</p> <p>KS1 year groups to arrive and depart from school at the same time.</p>

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(j)	Class sizes and layout	Staff, pupils	<p>Mixing is reduced to reduce the risk<sup>1</sup> of cases spreading throughout school..</p> <p>Class groupings to resume. Children no longer required to sit in rows and face the front.</p> <p>Tables, touch points to be cleaned throughout the day by TA/Teacher.</p> <p>Lunchboxes to be kept in class trolleys</p>
(k)	Social Distancing		<p>Social distancing came to an end when we move to step 4 on the 19<sup>th</sup> July.</p> <p>Children can mix within their year group. Consistent groups (Bubbles) will no longer be required.</p> <p>In the event of an outbreak (OMP 5 or more cases within a class) social distancing measures may temporarily be put back in place.</p>
(l)	Visitors		<p>Visitors wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Contact details are no longer needed to comply with track and trace.</p>

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(m)	Physical Environment/Ventilation	Staff, pupils	<p>Ventilate all spaces using natural ventilation where possible. An small opened window will ensure sufficient movement of air.</p> <p>Open windows prop open doors where possible.</p> <p>Caretaker opens windows/vents a small amount in classrooms when opening the building.</p> <p>Heating will be turned on when needed.</p> <p>CO2 monitors are positioned in each class and small offices. The are regularly checked monitoring levels.</p> <p>Windows/doors to be open to capacity when children aren't in the classroom to give a ventilation blast.</p> <p>Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus.</p> <p>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low.</p> <p>Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using desk fans or opening windows.</p> <p><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p>
(n)	Face Masks	Pupils/ Staff/ Parents/ Visitors	<p>Staff and Visitors do need to wear face masks.</p> <p>Parents/carers are required to wear a face mask when entering the school site.</p> <p>Staff will be required to wear face coverings at pick up and drop off and within the</p> <p>In the event of an outbreak face coverings measures may temporarily be put back in place.</p>

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(o)	Activities/After School Clubs / Breakfast Club	Staff, Pupils	<p>Activities can take place following School Operational guidance and Wakefield Covid advice.</p> <p>After school clubs and Breakfast Clubs can take place.</p>
(p)	Lateral Flow Testing	Staff	<p>Asymptomatic testing remains important in reducing the risk of transmission of infection within schools.</p> <p>Staff are encouraged to undertake twice weekly home testing.</p> <p>Confirmatory PCR tests are required for Staff with a positive LFD test result if they have symptoms.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>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 individual can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>
(q)	Contact Tracing	Staff	Close contacts will be identified via NHS Test and Trace.

### Additional actions taken to manage this risk

No.	Action required	Action target date	Person responsible	Notes Comments	Date completed
1.					

### Notes of ongoing issues or concerns relating to this assessment.

Risk Assessment updated following Schools Coronavirus Operational Guidance – July, August and September, Nov 21 and Jan 22 being released.