

Risk Assessment – COVID-19 (v3.4)	4 <sup>th</sup> January 2022	Hunningley Primary Academy
Responsible Person	Catherine Horton-Hale, Principal	
Other Persons Involved	Karen Hirst Vice Principal, Sadie Howard Vice Principal, Diane Lassu Business Manager, Georgina Graham Union Rep	
Guidance Material Considered	<ul style="list-style-type: none"> <li>• DfE – <a href="#">Schools coronavirus (COVID-19) operational guidance (from Step 4) (17 August)</a></li> <li>• DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (17 August)</a></li> <li>• DfE - <a href="#">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (17 August)</a></li> <li>• DfE - <a href="#">Safe working in education, childcare and children’s social care (20 July)</a></li> <li>• PHE - <a href="#">COVID-19: cleaning in non-healthcare settings outside the home (19 July)</a></li> <li>• DfE Asymptomatic Testing Procedures and Guidance – available through the <a href="#">DfE portal (secondary)</a> and <a href="#">DfE portal (primary)</a></li> </ul>	

<b>Details</b>	<b>DFE Coronavirus Helpline 0800 046 8687</b>
<p>A risk assessment covering school/setting operation <a href="#">from September 2021</a></p> <p><b>A revised system of control measures is in effect</b></p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol> <p>The symptoms of COVID-19 are a new and continuous cough, or a high temperature, or a loss of or change in a person’s normal sense of taste or smell</p>	

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> <li>• Staff who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> will not come into school</li> <li>• Staff are encouraged to take part in asymptomatic testing twice per week.</li> <li>• Any staff member with symptoms of COVID-19 is sent home to self-isolate until they have received a negative PCR test.</li> <li>• Where an LFD test returns a positive result the staff member must self-isolate and arrange a PCR test.</li> <li>• Anyone having to go home will be encouraged to not use public transport where this is applicable</li> <li>• Where a PCR test returns a positive result:               <ul style="list-style-type: none"> <li>○ The staff member must notify the school of the test result immediately</li> <li>○ The staff member self-isolates in line with self-isolation guidance</li> <li>○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i>.</li> </ul> </li> <li>• If the PCR test result is negative the staff member can return to school.</li> <li>• Staff are encouraged to continue twice weekly home testing in line with PHE/DfE guidance whenever they are due to come into school</li> <li>• <b>Any fully vaccinated staff identified as close contacts of a positive case are advised to carry out a Lateral Flow Test immediately, arrange a PCR Test and carry out a Lateral Flow test before attending work daily. It is expected that they will attend school.</b></li> </ul>
		Pupils contracting COVID-19	<ul style="list-style-type: none"> <li>• Any pupil with symptoms of COVID-19 is told to self-isolate and undertake a PCR test. The pupil/parents are instructed to notify the school of the test result. A negative PCR test result means the pupil can return to school.</li> <li>• Anyone having to go home will be encouraged to not use public transport where this is applicable</li> <li>• Clinically extremely vulnerable pupils can attend unless under specific medical advice not to do so</li> <li>• Pupils/children who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> must not come into school</li> <li>• Where an LFD test returns a positive result the pupil will self-isolate and be advised to arrange a PCR test, continuing to self-isolate if the result is positive.</li> <li>• People who are under 18 years and six month, those who are fully vaccinated or those who cannot be vaccinated due to medical reasons and those involved in a clinical trial are not required to isolate if they have been in close contact with a known case, unless they are displaying symptoms. They should minimise contacts until they have received the results of a PCR Test; they should also undertake daily LFT until results of PCR are known.</li> <li>• Details of positive Covid-19 cases must not be shared with parents. This would be a breach of confidentiality and GDPR. Children under 18 years and six months are not required to isolate if they have been in close contact with a positive case.</li> </ul>
		Visitors contracting COVID-19	<ul style="list-style-type: none"> <li>• Details of any specific local procedures are communicated to all visitors before they come to site.</li> <li>• Parents are advised to drop children off alone, i.e. not to come with partners or family and not to congregate at the school entrance.</li> </ul>

			<ul style="list-style-type: none"> <li>Contractors attending while school is operational are given access on a case by case basis. Where access is granted it is on the understanding that they accept the schools risk assessment and safety controls.</li> <li>Contractors will be signed posted to the risk assessment on the school's website and by signing in they are accepting the risk assessment.</li> </ul>
<b>Suspected / confirmed case in school</b>	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> <li>Pupil/staff member sent home and instructed to arrange a COVID-19 PCR test.</li> <li>Pupils with symptoms are isolated in a dedicated room with an open window if possible. Any rooms used will be cleaned once they have left.</li> <li>Cleaning and disinfection of the area is carried out in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> </ul>
<b>Infection Control (practices)</b>	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<u>Good Hand and Respiratory Hygiene</u> <ul style="list-style-type: none"> <li>Hands are cleaned regularly by all pupils, staff members and visitors and soap and running water or hand sanitiser is readily available for this purpose.</li> <li>'Catch-it, bin-it, kill-it', promoted throughout school.</li> </ul>
			<u>Cleaning</u> <ul style="list-style-type: none"> <li>A cleaning schedule is in place with an emphasis on frequently touched surfaces</li> <li>Cleaning following confirmed/suspected case carried out in accordance with PHE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> </ul>
			<u>Outbreak Management Plans</u> <ul style="list-style-type: none"> <li>Mechanisms are in place for the rapid deployment of enhanced control measures, e.g. face coverings in communal areas, phase bubbles, enhanced both personal and building cleaning, restricting the use of communal spaces, virtual staff meetings, &amp; restricting visitors to site, should the school be advised to do so by a relevant body (central government, Local Director of Public Health)</li> </ul>
<b>Infection Control (premises)</b>	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> <li>The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment.</li> <li>Mechanical ventilation systems are set to 'fresh air' mode where possible.</li> <li>Single room <b>ventilation</b> systems continue to operate as normal</li> <li>Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks.</li> <li>Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room</li> <li>Non-fire doors are propped open to support ventilation and to remove need for hand contact</li> <li>Enhanced cleaning in communal areas and areas that have high hand contact.</li> </ul>

<b>Anxiety, stress and worry</b>	Staff, pupils (parents indirectly)	Those coming to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> <li>The workforce and any Union reps have been consulted in the development of this risk assessment and associated control measures</li> <li>This risk assessment and its findings have been shared with staff and published on the school website.</li> <li>Staff have access to Group's <a href="#">occupational health and counselling service</a></li> </ul>
<b>Failure to follow local rules</b>	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> <li>All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner</li> <li>Transgressions will be escalated through existing behaviour/disciplinary arrangements</li> </ul>
<b>The school lapses in following national/ group guidelines and advice</b>	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> <li>Important updates/changes included in CEO's Heads Bulletins</li> <li>Regular key guidance updates issued by Group H&amp;S Manager</li> <li>Headteacher to ensure that all relevant guidance is followed and communicated to staff</li> <li>Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly. This is an agenda item for weekly Leadership Meetings.</li> <li>The LGB is kept informed on changes in guidance and school approach.</li> </ul>

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
The use of CO2 detectors for identifying poorly ventilated spaces will be kept under review pending further information from DFE.			

<b>Assessment completed by:</b>	<b>Catherine Horton-Hale &amp; Karen Hirst</b>	<b>Date:</b>	25 <sup>th</sup> August 2021	<b>Date of next review:</b>	22 <sup>nd</sup> September 2021
<b>Assessment reviewed by:</b>	<b>Catherine Horton-Hale &amp; Georgina Graham (Union Rep)</b>	<b>Date:</b>	22 <sup>nd</sup> September 2021	<b>Date of next review:</b>	November 2021
<b>Assessment reviewed by:</b>	<b>Catherine Horton-Hale &amp; Georgina Graham (Union Rep)</b>	<b>Date:</b>	26 <sup>th</sup> November 2021	<b>Date of next review:</b>	December 2021
<b>Assessment reviewed by:</b>	<b>Catherine Horton-Hale &amp; Georgina Graham (Union Rep)</b>		4 <sup>th</sup> January 2022		25 <sup>th</sup> April 2022