

RISK ASSESSMENT – COVID-19

This risk assessment takes into consideration the latest government guidance on managing Covid-19:

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](#) - Updated guidance including details of how to respond to a possible/suspected case of Covid-19 including the expectation that the setting will engage with the Test and Trace process.

[COVID-19: Cleaning of non-healthcare settings outside the home](#) - General principles of cleaning during the Covid-19 pandemic, as well as advice for cleaning areas used by individuals with possible/suspected or confirmed Covid-19.

[Use of PPE in education, childcare and children's social care - GOV.UK \(www.gov.uk\)](#) - Strategy for infection prevention and control, including the specific circumstances in which PPE should be used, to enable safe working during the Covid-19 outbreak.

[Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](#) - Details of outbreak management

[Health and safety responsibilities and duties for schools](#)

Please see our [summary of preventative measures](#) document available to all staff, parents and visitors.

This is a working document and will be reviewed regularly.

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, pupils, parents, visitors	<ul style="list-style-type: none"> Staff are encouraged to take up the vaccine and enabled to attend vaccine appointments where practical. All staff, pupils and visitors are reminded not to enter the school building if they are experiencing any of the main Covid-19 symptoms Staff who have tested positive for Covid-19 or have a household member who has 	<ul style="list-style-type: none"> All visitors to the school are provided with a copy of our summary of preventative measures document is available at reception for all visitors to be made aware of Staff reminded to wear 	Reception	Ongoing – replace when updated	Yes

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		<p>tested positive should follow the latest government advice</p> <ul style="list-style-type: none"> • Individuals previously identified as CEV are advised to continue to follow the same guidance as the general public on how to stay safe and help prevent the spread of COVID-19. • Individuals with a weakened immune system should follow DHSC and UKHSA advice for people whose immune system means they are at higher risk from COVID-19. • In the event of an outbreak, the school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time. 	<p>face coverings in busy communal areas such as reception and the staff kitchen / avoid overcrowding in these areas</p>	<p>Education Manager</p>	<p>Weekly bulletin</p>	<p>Yes</p>
<p>Rosebud and Elderflower - pick up and drop off: higher number of people on site, risk of overcrowding, spread of Covid-19</p>	<p>Parents, pupils and staff</p>	<ul style="list-style-type: none"> • Parents asked to avoid overcrowding in the cloakrooms (in RB: only x3 parents allowed to enter at one time) and to leave as soon as they have collected their child • Parents to wait in the corridors, which are ventilated • Keep left system in the corridors • Any parents wishing to wear face coverings are supported to do so 	<ul style="list-style-type: none"> • Regular reminders to parents • Set up kept under review 	<p>Class teachers</p> <p>Education Manager</p>	<p>Ongoing</p> <p>Initial review: 11/3</p>	<p>Yes</p>

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Children who were previously identified as clinically extremely vulnerable contracting Covid-19		The risk to children and young people of severe disease from COVID-19 is very low compared to adults, even for those with chronic conditions. All children and young people over 5, including those who have been identified by their medical team as being at higher risk, are eligible for COVID-19 vaccinations. They should attend their education setting unless advised otherwise by a health care professional or medical team.				
Children and staff travelling from abroad	Staff, pupils, parents, visitors	Children and staff members travelling abroad should follow government guidance on return and should refer to the appropriate list of countries for more information				
Positive case within the setting	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> ● Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond: <ul style="list-style-type: none"> ○ A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature) ○ 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) ○ 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 <p>Where an individual is displaying symptoms of COVID-19, they should be sent home until</p>				

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		<p>they are well. It is advisable to arrange for a PCR test to be taken.</p> <p>Awaiting collection Whilst awaiting collection, the individual should be moved to a room where they can be isolated behind a closed door. If possible, open a window for ventilation. If it is not possible to isolate the individual, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom, if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Cleaning Public areas where a symptomatic person has passed through and spent minimal time in, such as corridors, and which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with should be cleaned and</p>				
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		<p>disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.</p> <p>Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p> <p>Use one of the options below:</p> <ul style="list-style-type: none"> · a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) or · a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or · If an alternative disinfectant is used within the organisation, ensure that it is effective against enveloped viruses <p>Waste</p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) should be handled and stored in the following way:</p>				
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		<ul style="list-style-type: none"> Put waste in a plastic rubbish bag and tie when full. Place the plastic bag in a second bin bag and tie. <p>Attendance Staff, children and young people with COVID-19 should not attend their education setting while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their educational setting if they normally attend one, as long as they feel well enough to do so and do not have a temperature.</p> <p>Where possible the school will inform staff/parents of close contacts where there has been a positive case of Covid-19 within a class group (see letter template).</p> <p>Reporting Schools no longer need to report Covid cases. We can request LA support by completing the Support request form if the number of cases among children or staff who have mixed closely:</p> <ul style="list-style-type: none"> Increases rapidly, or the school is concerned 				
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		<ul style="list-style-type: none"> • Single hospitalisation or death due to Covid-19 (please inform the LA as it could be a VOC) • 2 or more linked cases in a special school <p>If you further support is required please email: EmergencySchool.Closure@cambridgeshire.gov.uk</p> <p>If advised by Public Health the setting should implement their Outbreak Management Plan</p>				
Spread of Covid 19 within the setting - hygiene	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Reminder to all staff • Regularly check hand sanitizer, wipes, tissues and soap stock 	Education Manager	Ongoing	Yes
Spread of Covid-19 within the setting –	Staff, pupils, parents,	<ul style="list-style-type: none"> • Keep windows open as much as possible to ensure good ventilation throughout the setting. Thought should also be given to 	<ul style="list-style-type: none"> • Reminder to all staff about keeping occupied rooms ventilated 	Education Manager	Ongoing	Yes

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ventilation	visitors	<p>thermal comfort e.g. use of higher level windows or opening windows when the room is not in use</p> <ul style="list-style-type: none"> Identify any poorly ventilated areas and take steps to ventilate these as well as possible 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	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> 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. Where possible ensure surfaces are kept clear to enable cleaning 	<ul style="list-style-type: none"> Wipes are available for staff to use in communal areas. 	Reception	Ongoing	Yes
Pupil unable to attend school	Vulnerable pupils required to self-isolate - missed learning, external risks	Where pupils who are self-isolating are within the DfE's definition of vulnerable , systems will be put in place to keep in contact with them, particularly if they have a social worker. Some children may be vulnerable who are not officially in statutory systems and schools should seek to support any children who they believe may have challenging circumstances at home.	<ul style="list-style-type: none"> Vulnerable pupils list maintained by SG team 	DSL	Ongoing	Yes

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		<p>When a vulnerable pupil is self-isolating, we will:</p> <ul style="list-style-type: none"> • notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head • agree with the social worker the best way to maintain contact and offer support <p>We have procedures in place to:</p> <ul style="list-style-type: none"> • check if a vulnerable pupil is able to access remote education support • support them to access it (as far as possible) • regularly check if they are accessing remote education • keep in contact with them to check their wellbeing and refer onto other services if additional support is needed. 				
Workforce/ pupils contracting Covid-19 whilst on an educational visit	Staff, pupils	<p>Educational visits should be subject to risk assessments as normal and reflect any public health advice or in-country advice of the international destination. General guidance on educational visits is available and is supported by specialist</p>				

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		advice from the Outdoor Education Advisory Panel (OEAP) .				
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