

## COVID-19 Risk Assessment for The Abbey Primary School.

Written 22/08/2021 in light of new DfE guidelines (Updated 21<sup>st</sup> February 2022- removal of additional measures)

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**

Whilst the COVID-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness.

Whilst this is a complex and changing situation, there is enough known about the epidemiology of COVID-19 to provide a risk based approach to support staff in their roles.

DfE guidance in relation to the full opening of schools states that, given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19). The guidance explains the steps schools need to take to reduce risks still further. This risk assessment is based on that guidance. (Guidance for full opening – schools Published 17<sup>th</sup> August 2021)

DFE guidance (28<sup>th</sup> November 2021) - On Saturday 27 November, the Prime Minister announced new temporary measures following the emergence of the Omicron variant of COVID-19 in the UK. The new measures will be introduced as a precaution to slow down the spread of the variant while we gather more information. We will continue to keep this under review as the situation develops. Face coverings should be worn in communal areas in all settings by staff, visitors and parents.

Government Update (2<sup>nd</sup> January 2022) rapid spread of new variant, changes to isolation and being a close contact of COVID-19.

The assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff, children & young people.
- It is necessary to continue to recognise that all staff and pupils could be potentially carrying COVID-19.

The national guidance and response requires that where possible we should continue to:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19.

While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people.

Potential Hazard	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level	Expected Impact
COVID-19	Staff not having appropriate knowledge on virus, transmission and risk leading to increased transmission of COVID-19	Employee, visitors, agency staff, member of the public	<p>All staff to keep themselves updated and follow the latest Government guidance for schools and national Public Health</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-COVID-19/">https://www.nhs.uk/conditions/coronavirus-COVID-19/</a></p> <p>In particular staff should be familiar with the Guidance for full opening:</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></p> <p><b><u>This was last updated 17<sup>th</sup> August 2021</u></b></p> <p>All staff can now attend school. To minimize the risk of transmission, strict hygiene rules are to be maintained. All employees, contractors (Chartwells) and volunteers to be made to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry and at any transition point – end of play – before lunch – end of lunch.</li> <li>• Also throughout the day as needed 3 times throughout the day – though this can happen more frequently as desired after each transition activity.</li> <li>• Wash hands after break times and before entering a ‘new’ teaching space</li> <li>• Wash hands before touching laptops/ iPads</li> <li>• Wash hands if face is touched</li> </ul> <p>Basic infection controls should be followed as recommended by the government.</p> <p><b>This ensures good hygiene for everyone</b></p> <ul style="list-style-type: none"> <li>• ‘Catch it. Bin it. Kill it.’ message displayed and shared repeatedly: cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Children to be</li> </ul>	<p>Staff are up to date with knowledge and information of how to protect themselves.</p> <p>Staff know the steps that they have to take to reduce catching the virus or spreading it.</p> <p>To reduce asymptomatic transmission</p>

			<p>instructed to put used tissues in the bin straight away. Lidded bins to be used in classrooms.</p> <ul style="list-style-type: none"> <li>• Children will be told to <b>wash their hands</b> with soap and water every time they enter the building for a minimum of 20 seconds – This is timetabled in at key points in the day i.e. in the morning, after breaks and before eating and after lunch.</li> <li>• Hand washing to be available in each classroom, and close to the entrance and exit of the building and in the hall.</li> <li>• Daily cleaning checklist to be completed by cleaners on a daily basis and records kept by Amey</li> <li>• Windows in teaching spaces and offices to be opened for ventilation. Windows must be opened to allow a trickle of air in while the room is occupied – Trickle opening allows there to be a balance between keeping the room warm and ventilated. Use higher up windows where appropriate. At the end of the day when you leave please open the classroom door or a window to give the room a better vent – Amey staff will then close these.<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>.</li> <li>• Each teaching room has a CO2 monitor provided by the DfE to monitor ventilation levels.</li> <li>• Up-to-date emergency contact details will be held for all staff and children.</li> <li>• Cleaning of the school is carried out by Amey in accordance with the cleaning regime agreed between NCC and Amey.</li> <li>• Musical Instruments to be wiped down between each class lesson by staff.</li> <li>• Schools should ensure that contact details of any visitors and contractors be maintained so that in the event of a positive case they can engage with Track and Trace.</li> <li>• Schools should display a copy of the NHS QR code. For a link in how to create one for your establishment follow the link <a href="https://www.gov.uk/create-coronavirus-qr-poster">https://www.gov.uk/create-coronavirus-qr-poster</a></li> <li>• Provide guidance to staff and older pupils on the use of the NHS COVID-19 app.</li> <li>• Class shared equipment will be wiped down as and when necessary.</li> <li>• In line with government guidance PE lessons can take place indoors and outdoors – and the room must be ventilated.</li> <li>• Assemblies will mostly be conducted virtually. Singing assembly to take place in Key Stage groups on a rota basis in the hall.</li> <li>• All classes can resume using the hall.</li> <li>• All children asked to bring their own re-usable water bottle.</li> <li>• All classrooms will have anti-bac spray and rolls of blue paper for own use.</li> <li>• Anti-bac wipes to be placed by all telephones in the school.</li> </ul>	<p>To reduce asymptomatic transmission</p> <p>To allow air particles to be carried away and therefore reduce asymptomatic transmission</p> <p>To reduce asymptomatic transmission</p>
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<p>COVID-19</p>	<p>Contagious people coming into school leading to increased transmission of COVID-19</p>	<p>Employee, visitors, agency staff, member of the public, Pupils</p>	<p>To help ensure that the risk of virus spread is as low as possible, the school will inform staff and potential visitors, including customers and contractors, not to enter the school if they are displaying any symptoms of coronavirus (COVID-19) or if they should be self-isolating.</p> <p>Anyone showing the symptoms (new continuous cough and/or a high temperature or loss of taste and smell) should not come to work, obtain a test, and should follow the relevant government protocols at home and before coming back to work, this could include self-isolation.</p> <p>Staff have access to Lateral Flow tests and these to be done twice a week to give staff some reassurance that they do not have COVID 19 with a twice weekly check. Anyone testing positive must follow up with a PCR test and begin isolating. (See further information below after the risk assessment)</p> <p>Process for collecting a child due to illness or an existing appointment during the school day is established and shared.</p> <p>In the event that someone becomes symptomatic:</p> <ul style="list-style-type: none"> <li>• Staff must inform the HT/ DHT if they develop symptoms overnight and must not come onto school premises. They should stay at home and follow the government guidance for households with possible coronavirus infection.</li> <li>• Parents to be asked to keep children at home and follow the government guidance for households with possible coronavirus infection if they develop symptoms overnight and asked to phone the school at the earliest opportunity.</li> <li>• If a member of staff becomes symptomatic on site, they should inform a member of the senior team, leave the school site as soon as possible, be asked to seek testing and follow government guidance for households with possible coronavirus infection.</li> <li>• When a child presents with COVID symptoms then they will be moved to an available room with ventilation and looked after by an adult until they can be collected. Where the adult cannot be more than 2m away from the child then they will need to wear PPE gear – face mask (not a covering) – apron and gloves and a visor (if they want to).</li> <li>• If a child becomes symptomatic on site parents will be called. The child should be moved into an allocated isolation room, a separate room/space where they can be isolated with appropriate adult supervision to await collection (contact should be made with emergency contacts immediately). Ideally, a window should be opened for ventilation. If it is not possible</li> </ul>	<p>To reduce COVID transmission from people infected with COVID or displaying symptoms of COVID and therefore possibly transmitting the virus.</p> <p>To reduce COVID transmission from people infected with COVID or displaying symptoms of COVID and therefore possibly transmitting the virus.</p>
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			<p>to isolate the child (e.g. the room is already in use for isolation), they will be moved 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 should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child 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). This should be donned and doffed in line with Public Health England’s guidance – a copy of this will be stored with the PPE supply. If another child is symptomatic at the same time, they can also be in the isolation room but at a distance of at least 2m apart from the other child and the supervising adult.</p> <ul style="list-style-type: none"> <li>• PPE to be kept on the COVID in Group Room 3.</li> <li>• Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including: All surfaces and objects which are visibly contaminated with body fluids; and all potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. Disposable cloths or paper roll and disposable mop heads should be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</li> <li>• Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</li> <li>• If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. Think one site, one wipe, in one direction.</li> <li>• When cleaning takes place after a suspected COVID-19 case; this will be managed by Amey in accordance with their protocols as will waste disposal.</li> <li>• If a child is sent home with symptoms, parents/ carers are to be asked to seek testing and to engage with the NHS Test and Trace system and to follow any advice that is given to them.</li> <li>• If it is believed that providing parents/carers who are collecting a symptomatic child with a test will significantly increase the likelihood of them getting tested, then staff should do so from the small number of home-testing kits we have been provided with.</li> <li>• Parents and staff should be asked to notify a member of senior team/ the office immediately of test results.</li> <li>• If a test comes back positive then NHS track and trace will advise that person about what they need to do.</li> </ul>	<p>To prevent staff who are supporting a child in school from catching the virus</p> <p>To reduce COVID transmission from people infected with COVID or displaying symptoms of COVID and therefore possibly transmitting the virus.</p>
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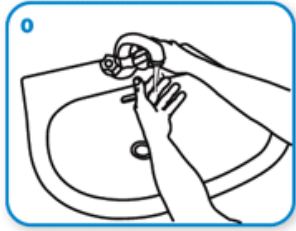
			<ul style="list-style-type: none"> <li>• School needs to know where children and adults have been in case we are contacted by NHS track and trace to help support their decision.</li> <li>• To support this we have an adult tracking system in place within each area and adults must fill this in accordingly whenever they enter a room that they are NOT ordinarily in e.g. staff room, library or someone else’s classroom. Currently the guidance is that anyone who has had 2 vaccines will not need to isolate, however the guidance says that schools may also be called upon to assist with tracking people.</li> </ul> <p><b>Protection for staff:</b></p> <ul style="list-style-type: none"> <li>• All staff can now be vaccinated.</li> <li>• Staff to undertake twice weekly lateral flow testing.</li> <li>• Staff will be encouraged to bring in their own re-usable water bottle.</li> <li>• Rooms will be ventilated as much as possible either through direct air flow or indirect flow through opening windows and doors and creating a through flow.</li> <li>• Staff can take children’s books home but should follow hygiene procedures (e.g. handwashing) after handling them.</li> <li>• Staff meetings will continue to take place remotely whenever possible.</li> <li>• All staff are responsible for having an ongoing vigilance and maintaining the risk assessment on an ongoing basis and raising any concerns with a member of the senior team.</li> </ul> <p><b>Protection for contractors and for members of the school community they come into contact with:</b></p> <ul style="list-style-type: none"> <li>• Contractors on site kept to urgent repair/maintenance only and preferably at times where as few children/staff are on site as possible.</li> <li>• Amey will manage their own contractors through their systems.</li> <li>• Checks to be carried out re: symptoms and contacts on entry and exit.</li> <li>• On arrival, they are to follow all hygiene requirements i.e. washing hands on entry and exit.</li> <li>• Should have minimal contact with school staff.</li> <li>• Will be informed which procedures to be followed either prior to arrival or on upon arrival.</li> </ul> <p><b>Protection for cleaners and for members of the school community they come into contact with:</b></p> <p>See separate Amey document for the management of their cleaners.</p> <p>Face coverings/visors to be worn in all communal areas by staff, parents and visitors following DFE guidance on 28<sup>th</sup> November. This new temporary measure is due to the emergence of the Omicron variant in the UK.</p>	<p>To reduce asymptomatic transmission</p> <p>To reduce asymptomatic transmission</p>
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			Despite, the government removing the need for staff, parents and visitors wearing masks in communal areas from 27 <sup>th</sup> January, this will continue due to the rising confirmed cases of COVID-19 until 25 <sup>th</sup> February 2022(when this will be reviewed).	To reduce asymptomatic transmission
Consultation with staff	Staff made aware of implications for them	Staff	Staff meetings held prior to reopening (in person or virtually) to share expectations with all staff and to address concerns  Open door policy and ongoing risk assessment by staff to give opportunities to express concerns.  Access to well-being and mental Health support communicated and shared with staff – via INMAT – posters on display  Staff and visiting group leaders to be aware of key national guidance for school/education settings.	To reduce asymptomatic transmission
Staffing	Insufficient key staff available to allow school to reopen	Staff and Pupils	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.  Including at least one of the following: <ul style="list-style-type: none"> <li>• Paediatric First aider (where children in Reception age group)</li> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENCO</li> <li>• Caretaker/site member</li> <li>• Office staff member</li> </ul>	That the school can still function within health and safety guidelines and remain safe while managing COVID.
Poor hand & respiratory hygiene	Poor hand & respiratory hygiene leading to	Employee, visitors, agency staff, member of	Follow Hand Washing protocol at appendix 1 below <a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a>  Soap and water, and regular hand washing for at least 20 seconds, is the best way of staying safe. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them	To reduce asymptomatic transmission

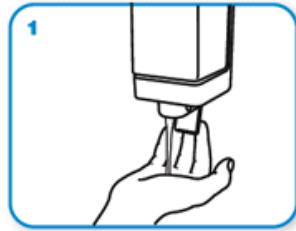
	increased transmission of COVID-19	the public, Pupils	<p>into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.</p> <p>Staff, visitors and pupils should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing.</p> <p>Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation).</p> <p>Coughs and sneezes to be caught in tissues.</p> <p>Some children and young people with special educational needs and disabilities may require additional support in following public health advice, or may find frequent hand washing distressing. Staff should know where this is likely to be the case, and how they can best support individual children and young people. Adult support is in place for those children who require this.</p>	
Surfaces contaminated with COVID-19	Increased transmission of COVID-19 via surface – face contact	Employee, visitors, agency staff, member of the public	This is covered by Amey and their cleaning regime.	To reduce asymptomatic transmission
Intimate care and minimising the risk of COVID-19	Intimate care procedures leading to increased transmission of COVID-19	Employee, visitors, agency staff, member of the public, Pupils	In circumstances where staff feel PPE is appropriate following the principles above careful judgement should be used to consider likely risk and also any impact of behaviour the child/young person may demonstrate as a result of PPE being worn. The wearing of PPE unless carefully removed in itself can add increased risk therefore it is expected that PPE in educational settings will only be required for momentary use and not for long period of time.	To reduce asymptomatic transmission



<p>Pupil Re-orientation</p> <p>Back into school after a period of closure/ being at home</p>	<p>Pupil and parents not aware of the new requirements and routines</p>	<p>Pupils and staff</p>	<p>Approach and expectations around school uniform determined and communicated with parents.</p> <p>All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.</p>	<p>To reduce asymptomatic transmission</p> <p>Children are aware of the procedures and systems in place in order to change their behavior accordingly.</p>



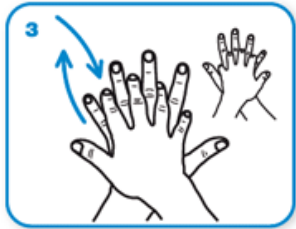
Wet hands with water



apply enough soap to cover all hand surfaces.



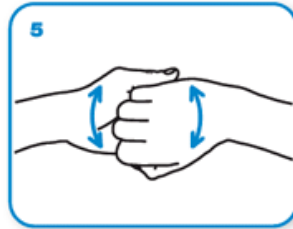
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



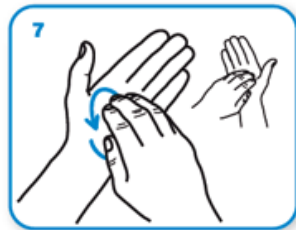
palm to palm with fingers interlaced



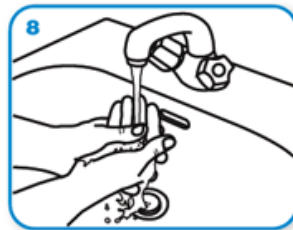
backs of fingers to opposing palms with fingers interlocked



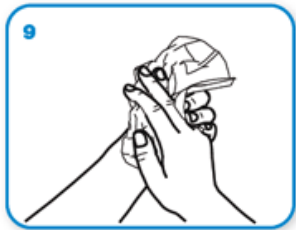
rotational rubbing of left thumb clasped in right palm and vice versa



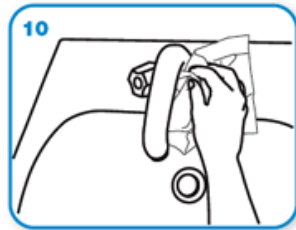
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

## Appendix 1: Clean hands protect against infection (WHO protocol)

### Protect yourself

- Clean your hands regularly.
- Wash your hands with soap and water, and dry them thoroughly.
- Use alcohol-based hand gel if you don't have immediate access to soap and water.

How do I wash my hands properly? Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images to the left.

## **Appendix 2: Follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19.**

### **1. If anyone has symptoms of COVID 19 then they must isolate and arrange a PCR test.**

#### **PCR Test outcome is:**

**Positive** – then they must isolate in accordance with NHS track and trace advice. Anyone who is contacted as a contact must also follow NHS track and trace advice. However, anyone under 18 years and 6 months or double vaccinated – who has been in contact with the person who tested positive will not need to isolate.

Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.

Individuals may now take LFD tests on day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.

Health and social care workers, including those working in education settings, should follow guidance for their sector on taking LFD tests on day 7, 8, 9 and 10. For more information, visit COVID-19: management of staff and exposed patients or residents in health and social care settings.

Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation. Further information is available in the stay at home: guidance for households with possible or confirmed COVID-19 infection.

**Negative** – no need to isolate. *(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 the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.)*

### **2. Result from a lateral flow test:**

**Positive** – begin isolating– then follow steps in part 1 above.

**Negative** – no need to do anything.

### **3. Close contact of a positive case of COVID-19**

People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.

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 limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and 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.

## Appendix 3

Thresholds for reviewing the risk assessment as set out by West Northamptonshire County Council:

***For most education and childcare settings, whichever of these thresholds is reached first:***

- *5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or*
- *10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period*

*For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:*

- *2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period*
- Identifying a group that is likely to have mixed closely will be different for each setting. The annex gives examples for each sector, but a group will rarely mean a whole setting or year group.*

The annex says the following about close mixing:

### ***Close mixing***

***For schools, this could include:***

- *a form group or subject class*
- *a friendship group mixing at breaktimes*
- *a sports team*
- *a group in an after-school activity*

***For wraparound childcare or out-of-school settings, this could include:***

- *a private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time*
- *staff and children taking part in the same class or activity session together*
- *children who have slept in the same room or dormitory together*

### **Actions to consider once a threshold is reached**

At the point of reaching a threshold, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place. Settings should also consider:

- whether any activities could take place outdoors, including exercise, assemblies, or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- one-off enhanced cleaning focussing on touch points and any shared equipment

Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.

A director of public health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. They might advise the setting to take some of the other measures described in this document.

### **Additional action that could be advised by public health experts**

If you have called the DfE helpline and a Director of Public Health (DsPH) or a Health Protection Team (HPT) subsequently judges that additional action should be taken because they have assessed that transmission is likely to be occurring in the setting, they may advise settings take extra measures such as:

1. **Strengthened communications** to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting
2. **Temporarily reinstating face coverings** for pupils/students, staff and visitors in indoor and/or communal spaces in secondary schools, FE and HE settings, and for staff in primary, early years, out-of-school, and specialist settings. This should be for two weeks in the first instance, pending regular review
3. **Reinstating on-site rapid LFD testing** in secondary schools, colleges and universities for a two-week period to encourage uptake of twice weekly testing
4. **Increased frequency of testing**

Confirmatory PCR tests:

### **Confirmatory PCR tests**

Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate.

*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 the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.*