



# Covid-19 Risk Assessment

Brookhurst Primary School

This risk assessment recognises that COVID-19 virus is a hazard. It also reflects that the virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). This risk assessment concludes that if it is passed from one person to another, while many survive infection, some may die from the disease. It is regarded as a high hazard.

This risk assessment process follows the Health & Safety Executive (HSE) general basic five steps principle. This risk assessment considers the specific activities where there could be a potential exposure or transmission of COVID-19 and considers the general hazards and controls.

Brookhurst Primary School	
Risk Assessment for:	Day to day operation of school
Assessment Date:	19 <sup>th</sup> October 2021
Review Date:	30 <sup>th</sup> November 2021
Head Teacher	Angela Stanton
Chair of Governors	Joe Cannon

This risk matrix will be used to evaluate risks for each activity:

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Who might be harmed? (exposed to Covid-19 virus)	How might they be harmed? (by Covid-19 virus)	What control measures are in place to reduce/prevent the risk of exposure to COVID-19 virus	Considering your controls, what is the risk level?	Do you need to do anything else to control the risk?	Action to be taken & by whom?
1. School Staff	1.1 New employees unfamiliar with mitigation procedures in place	<ul style="list-style-type: none"> <li>• Induction for all new members of staff</li> </ul>	medium	Not at the moment - under constant review	MH and ALS to share with all staff at the beginning of term
	1.2 New/expectant mothers at greater risk if infected	<ul style="list-style-type: none"> <li>• Individual risk assessments completed for new/expectant mothers and mitigations put in place as identified</li> <li>• Risk assessment signed by expectant mothers and shared with Governors</li> </ul>	medium	Not at the moment - under constant review	MH
	1.3 Language barrier prevents full understanding of procedures and protocols	<ul style="list-style-type: none"> <li>• All key information is presented both verbally and in written format (translated if needed)</li> </ul>	low	Not at the moment - under constant review	MH / ALS / Office staff - ongoing

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	<p><b>1.4 Exposure to other employees who may be infected</b></p>	<ul style="list-style-type: none"> <li>• Reduce capacity of staff room to promote social distancing - limit number of staff accessing these rooms to minimise number of staff in any one area</li> <li>• Hand sanitiser to be used on entry/exit of the building and at photocopiers - photocopiers to have wipes and hand sanitiser available for staff to clean down after use</li> <li>• Increased hand washing for staff throughout day</li> <li>• Common touch points to be additionally cleaned each day</li> <li>• Ventilation of all rooms in school- doors and windows to be opened to allow natural air flow - all staff to be made aware of these ventilation controls</li> <li>• Full vaccination of staff to be strongly encouraged</li> <li>• Twice weekly LFT testing to continue through Autumn term - signing in at beginning of day via Inventory - staff to inform HT if they have a positive test immediately and to arrange a PCR test. Ensure that all staff understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap</li> <li>• Use of hall for staff meetings to ensure social distancing is in place or to continue with the use of StarLeaf for virtual staff meetings</li> <li>• Any shared equipment (e.g. pens) to be cleaned with EN14476 surface wipes - currently using Dettol Surface Cleaning Wipes for use on Ipads etc</li> <li>• Ensure that staff understand the procedures to be followed if they are a close contact for a positive Covid-19 case</li> <li>• Ensure all staff understand how to report symptoms, possible exposure concerns and test results</li> <li>• Ensure most current guidance is being followed</li> <li>• Staff reminded of the need for social distancing between adults - 2m rule</li> </ul>	<p>medium</p>	<p>Not at the moment - under constant review</p>	<p>All staff - ongoing</p>

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	<p><b>1.5 Exposure to members of the public (parents/visitors/other professionals) who may be infected</b></p>	<ul style="list-style-type: none"> <li>• Limit visitors to the school site as much as practically possible</li> <li>• Encourage social distancing at all times whilst on site</li> <li>• Hand sanitiser to be used on entry/exit of the building</li> <li>• Common touch points to be additionally cleaned each day</li> <li>• Ventilation of all rooms in school- doors and windows to be opened to allow natural air flow - all staff to be made aware of these ventilation controls</li> <li>• Use of hall for meetings to ensure social distancing is in place - Maintain use of StarLeaf / Teams to meet with parents virtually</li> <li>• Ensure that all visitors/parents understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap</li> <li>• Ensure most current guidance is being followed</li> <li>• Any shared equipment (e.g. pens) to be cleaned with EN14476 surface wipes</li> <li>• Any visits off site must be fully risk assessed to include control measures (e.g. hand washing, social distance) for minimising the risk of exposure to Covid-19 virus whilst outside the controlled school environment. If control measures cannot be maintained then the visit will not be deemed unsuitable and high risk and shall not go ahead</li> <li>• Face coverings to be worn if meeting with parents - ideally outside and with a 2m distance. Staff at the beginning and end of the day at school gates to wear face covering and maintain 2m distance from other adults.</li> </ul>	<p>medium</p>	<p>Not at the moment - under constant review</p>	

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	<b>1.6 Exposure to virus through close interactions between employees and children</b>	<ul style="list-style-type: none"> <li>• Ensure children use hand sanitiser/wash hands when entering or exiting the building</li> <li>• Limit close contact as much as possible whilst still ensuring full delivery of the curriculum</li> <li>• Common touch points to be additionally cleaned each day</li> <li>• Ventilation of all rooms in school (natural air flow - not fans)</li> <li>• Ensure staff are aware of these ventilation controls</li> <li>• If children display Covid-19 symptoms then isolate them in the library, maintain 2m distance and contact parents to collect and get them tested asap - see chart at the end of Risk Assessment</li> <li>• Limit use of shared equipment and clean items before returning to central storage using EN14476 surface wipes currently using Dettol Surface Cleaning Wipes</li> </ul>	medium	Not at the moment - under constant review	
	<b>1.7 Exposure to virus through close interactions between employees whilst using welfare facilities</b>	<ul style="list-style-type: none"> <li>• EN14476 surface wipes (currently using Dettol Surface Cleaning Wipes) to be used to clean touch points in toilets before each staff use</li> <li>• EN14476 surface wipes (currently using Dettol Surface Cleaning Wipes) to be available for staff to use when sharing equipment in the staff room (e.g. kettle) as well as hand sanitiser</li> <li>• Staff encouraged to limit numbers in the staff room</li> <li>• Doors and windows to be opened to facilitate ventilation - natural flow</li> </ul>	medium	Not at the moment - under constant review	
	<b>1.8 Repeated interactions for increasing amounts of time</b>	<ul style="list-style-type: none"> <li>• Ensure staff understand the need to limit close interactions and what counts as close interaction</li> <li>• If meeting parents - ideally outside - masks to be worn and maintain (if possible) 2m</li> <li>• Continue with use of StarLeaf / Teams to meet virtually with parents and others eg outside agencies</li> </ul>	medium	Not at the moment - under constant review	
	<b>1.9 In places where people find it difficult to avoid one another</b>	<ul style="list-style-type: none"> <li>• Ensure staff understand the need to limit close interactions by avoiding crowded spaces (e.g. photocopier room, toilets) - sign at the entrance of the photocopier area to be used, hand sanitiser and wipes available at photocopiers.</li> </ul>	medium	Not at the moment - under constant review	

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		<ul style="list-style-type: none"> <li>Encourage members of staff to wear a face mask in public areas where difficult to maintain social distancing</li> </ul>			
	1.10 Through virus transfer on most commonly touched surfaces	<ul style="list-style-type: none"> <li>Enhanced cleaning with normal cleaning products by the cleaning team</li> <li>EN14476 surface wipes (currently using Dettol Surface Cleaning Wipes) available to regular clean commonly touched surfaces, at photocopiers, for Ipads etc</li> </ul>	medium	Not at the moment - under constant review	
	1.11 Clinically vulnerable staff might be more susceptible to enhanced risk from the virus	<ul style="list-style-type: none"> <li>Complete individual risk assessment and look at ways to reduce risk in their working environment</li> </ul>	medium	Not at the moment - under constant review	
	1.12 Exposure to virus - test and trace	<ul style="list-style-type: none"> <li>Promote and engage with the NHS test and Trace process. As with positive cases in any other settings, NHS Test and Trace will engage with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> </ul>			
	1.13 Self Isolation	<ul style="list-style-type: none"> <li>Individuals are <b>not required to self-isolate</b> if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:  * they are fully vaccinated</li> </ul>			

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		<ul style="list-style-type: none"> <li>* they are below the age of 18 years and 6 months</li> <li>* they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>* they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so,</p>			
	<p><b>1.14 Exposure to virus through being at close contact with staff member requiring first aid</b></p>	<ul style="list-style-type: none"> <li>• First aid protocols to be followed - PPE to be worn by person administering first aid (gloves, face mask, apron (if appropriate)) and disposed of correctly</li> </ul>	<p>Medium</p>		<p>All Staff</p>
	<p><b>1.15 Mental Health support due to continuing COVID-19 pandemic</b></p>	<ul style="list-style-type: none"> <li>• Support available for all employees through Staff Absence Insurance Policy from SAS Medical and Well-being</li> </ul> <p>Staff have access to :</p> <ul style="list-style-type: none"> <li>* Nurse Support Service</li> <li>* GP Helpline</li> <li>* Counselling</li> <li>* Stress Awareness Sessions</li> </ul> <ul style="list-style-type: none"> <li>• Education Support Service telephone number and website shared with all staff and displayed in staffroom 0800 562561</li> <li>• Signposting of relevant information / courses etc from Thrive at Work (West Midlands Combined Authority)</li> </ul>	<p>Medium</p>		<p>All Staff</p>



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	<p><b>1.16 Public Transport Controls for staff members</b></p>	<ul style="list-style-type: none"> <li>• Advice is to avoid where possible, however keep safe if need to use. Follow latest Government advice - <a href="http://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> </ul> <p>Before travelling:</p> <ul style="list-style-type: none"> <li>• check the guidance on <a href="#">how to stay safe and prevent the spread</a></li> <li>• download the <a href="#">NHS COVID-19 app</a> before you travel, if possible, and check in where you see official NHS COVID-19 QR code posters</li> </ul> <p>You may wish to consider the following in order to help you to travel safely:</p> <ul style="list-style-type: none"> <li>• plan your journey and check your route</li> <li>• check with your operator regarding any policies they may have in place</li> <li>• open or keep windows open for ventilation where it is possible for you to do so</li> <li>• wash or sanitise your hands regularly</li> <li>• avoid touching your face</li> <li>• cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing</li> <li>• dispose of waste safely, including items such as used disposable face coverings</li> </ul> <p>You must not travel at all if you:</p>	<p>Medium</p>		<p>All staff</p>

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		<ul style="list-style-type: none"> <li>• have been told by the <a href="#">NHS Test and Trace service to self-isolate</a></li> <li>• are experiencing any <a href="#">COVID-19 symptoms</a>, even if they are mild</li> <li>• are self-isolating</li> </ul> <p>If you're fully vaccinated, or under 18 and 6 months, you're not required to self-isolate if you've had close contact with someone with COVID-19</p>			
2. Pupils	2.1 Exposure to other pupils who may be infected/through close interactions	<ul style="list-style-type: none"> <li>• Hand sanitiser/hand washing on entering/exiting the building and regularly throughout the school day (specifically after lunch and break times)</li> <li>• Ensure parents are aware of the need to keep unwell children at home and to get PCR test if showing Covid-19 symptoms</li> <li>• Ensure that staff know how to isolate unwell children showing Covid-19 symptoms and to contact parents, asking them to arrange PCR test</li> <li>• Common touch points to be additionally cleaned each day</li> <li>• Limit use of shared equipment and clean items before returning to central storage (e.g. rulers, iPads, PE equipment) using EN14476 surface wipes (currently using Dettol Surface Cleaning Wipes)</li> <li>• Ventilation of all rooms in school- doors and windows to be opened to allow natural air flow - all staff to be made aware of these ventilation controls</li> <li>• Ensure that there is sufficient supplies of hand sanitiser and soap in classrooms, along with paper towels and tissues. "Catch it, Kill it, Bin it" posters around school and in toilets.</li> </ul>	medium	Not at the moment - under constant review	

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	<b>2.4 Exposure to virus through close interactions between pupils and staff/staff who may be infected/other visiting adults</b>	<ul style="list-style-type: none"> <li>• Ensure children and staff/visitors use hand sanitiser/wash hands when entering or exiting the building</li> <li>• Limit close contact as much as possible whilst still ensuring full delivery of the curriculum</li> <li>• Common touch points to be additionally cleaned each day</li> <li>• Ventilation of all rooms in school- doors and windows to be opened to allow natural air flow - all staff to be made aware of these ventilation controls</li> <li>• If children display Covid-19 symptoms then isolate them in HT office /office area, maintain 2m distance and contact parents to collect and get them tested asap</li> <li>• Ensure that all staff/visitors understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap</li> <li>• Ensure that staff/visitors understand the procedures to be followed if they are a close contact for a positive Covid-19 case</li> <li>• Ensure all staff/visitors understand how to report symptoms, possible exposure concerns and test results</li> <li>• Limit use of shared equipment and clean items before returning to central storage</li> </ul>	medium	Not at the moment - under constant review	
	<b>2.5 Through virus transfer on most commonly touched surfaces</b>	See 1.10	medium	Not at the moment - under constant review	
	<b>2.6 Language barrier prevents full understanding of procedures</b>	<ul style="list-style-type: none"> <li>• Staff to ensure that children understand by demonstrating what needs to be done and having other children model expected behaviours</li> </ul>	low	Not at the moment - under constant review	

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	2.7 New pupils unfamiliar with mitigation procedures in place	<ul style="list-style-type: none"> <li>• Staff to ensure that children understand by explaining what needs to be done and why, as well as supporting them through each step until they get the hang of it</li> </ul>	low	Not at the moment - under constant review	
	2.8 Through off site visits where control measures will vary	<ul style="list-style-type: none"> <li>• Any visits off site must be fully risk assessed to include control measures (e.g. hand washing, social distance) for minimising the risk of exposure to Covid-19 virus whilst outside the controlled school environment. If control measures cannot be maintained then the visit will not be deemed unsuitable and high risk and shall not go ahead</li> </ul>	medium	Not at the moment - under constant review	
	2.9 Exposure to Virus - NHS Test and Trace	<ul style="list-style-type: none"> <li>• Promote and engage with the <b>NHS test and Trace</b> process. As with positive cases in any other settings, NHS Test and Trace will engage with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contract. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts , as currently happens in managing other infectious diseases.</li> <li>•</li> </ul>			
	2.10 Exposure to virus through being at close contact with pupil requiring first aid	<ul style="list-style-type: none"> <li>• First aid protocols to be followed - PPE to be worn by person administering first aid (gloves, face mask, apron (if appropriate)) and disposed of correctly</li> </ul>	Medium		All Staff
	2.11 Children with SEND	<ul style="list-style-type: none"> <li>• Some pupils with SEND: <ul style="list-style-type: none"> <li>• - may have no awareness of space</li> <li>• - may spit, scratch or bite</li> <li>• - may require intimate care, incl. on-site nursing (hence social distancing cannot be implemented)</li> </ul> </li> </ul>	Medium		All Staff

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		<ul style="list-style-type: none"> <li>• Risk assessments to be updated to reflect the additional measures that will need to be followed in relation to these challenges (this may include the use of PPE) with specific reference to staffing requirements</li> </ul> <p>Clear communication with parents</p>			
	<p>2.12 Pupils with social and emotional difficulties may struggle with managing their behaviour when returning to / starting school and the routines of school life</p>	<ul style="list-style-type: none"> <li>• Ensure that these pupils are closely monitored and provided with the relevant support to help them to manage their emotions (ie prevention is better than cure)</li> <li>• Use of PiXL resources to support children in getting back into routines</li> <li>• Support given to specific children either through targeted support from TA or regular visits to HT/DHT to support learning etc</li> <li>• Modelling of good behaviour from all staff / older children</li> <li>• Behaviour policy applied consistently across school by all staff members</li> </ul>	Medium		All Staff
	<p>2.13 Exposure to other pupils who may be infected/through close interactions - Brookhurst Morning &amp; After School Club</p>	<ul style="list-style-type: none"> <li>• Before School Club and After School Club to have children in different areas of the school to limit the number of year groups mixing at any one time,</li> <li>• Before/After School staff to wear face masks if meeting and greeting parents</li> </ul>	Medium		ALS, MH and ST
	<p>2.14 Access to Remote Learning for children absent from school due to COVID-19</p>	<p>We have a statutory duty that all children <b>must</b> attend school - <i>including siblings of positive cases</i></p> <p>We will <b>only</b> provide remote learning when:</p> <ul style="list-style-type: none"> <li>• A child is off because they have COVID-19 symptoms/test outcome but are well enough to learn -</li> <li>• If we have closed a bubble and children are at home because we have asked them not to come in</li> </ul>	Medium		All staff

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		<p>Remote learning will not be offered if the child is absent due to reasons other than COVID-19</p> <p>Remote learning will be organised by the class teacher to include Live teaching via StarLeaf or MS Teams.</p>			
	<p><b>2.15 Public Transport Controls - advice for parents</b></p>	<ul style="list-style-type: none"> <li>• Advice is to avoid where possible, however keep safe if need to use. Parents of children in school have been signposted to the latest Government advice - <a href="http://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> </ul> <p>Before travelling:</p> <ul style="list-style-type: none"> <li>• check the guidance on <a href="#">how to stay safe and prevent the spread</a></li> <li>• parents to download the <a href="#">NHS COVID-19 app</a> before you travel, if possible, and check in where you see official NHS COVID-19 QR code posters</li> </ul> <p>You may wish to consider the following in order to help you to travel safely:</p> <ul style="list-style-type: none"> <li>• plan your journey and check your route</li> <li>• check with your operator regarding any policies they may have in place</li> <li>• open or keep windows open for ventilation where it is possible for you to do so</li> <li>• wash or sanitise your hands regularly</li> <li>• avoid touching your face</li> </ul>	<p>Medium</p>		<p>All staff / parents</p>

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		<ul style="list-style-type: none"> <li>cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing</li> <li>dispose of waste safely, including items such as used disposable face coverings</li> </ul> <p>You must not travel at all if you:</p> <ul style="list-style-type: none"> <li>have been told by the <a href="#">NHS Test and Trace service to self-isolate</a></li> <li>are experiencing any <a href="#">COVID-19 symptoms</a>, even if they are mild</li> <li>are self-isolating</li> </ul> <p>If you're fully vaccinated, or under 18 and 6 months, you're not required to self-isolate if you've had close contact with someone with COVID-19</p>			
	<b>2.16 CEV children</b>	<ul style="list-style-type: none"> <li>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</li> <li>If asked not to attend, parents are asked to inform the school so that Remote Learning can be organised for the pupil.</li> </ul>	Medium		All staff
<b>3. Cleaners</b>	<b>3.1 Through cleaning of contaminated</b>	<ul style="list-style-type: none"> <li>Cleaning staff to be provided with suitable PPE (e.g. disposable gloves, aprons) and understand that they are expected to wear this PPE whilst carrying out their cleaning duties</li> </ul>	medium	Not at the moment - under constant review	

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	surfaces (e.g. in classrooms, toilets)	<ul style="list-style-type: none"> <li>• Ventilation of all rooms in school- doors and windows to be opened to allow natural air flow - all staff to be made aware of these ventilation controls</li> <li>• Increased hand washing for staff is expected</li> <li>• Additional cleaning of surfaces during the day will reduce the potential viral load</li> <li>• Where a positive case is confirmed, cleaning staff must also wear face masks when cleaning that area/classroom</li> </ul>			
	3.2 Through ineffective disposal of contaminated cloths	<ul style="list-style-type: none"> <li>• Cleaning staff to be provided with suitable PPE (e.g. disposable gloves, aprons) and understand that they are expected to wear this PPE whilst carrying out their cleaning duties</li> <li>• All cloths to be disposed of at the end of each day or soaked in bleach overnight</li> <li>• Where a positive case is confirmed, all cloths will be disposed of after each area/classroom is cleaned. Cloths will be disposed of in a double bagged bin bag and immediately removed to the outside bins.</li> </ul>	medium	Not at the moment - under constant review	
	3.3 Through shared cleaning equipment (e.g. vacuum cleaner)	<ul style="list-style-type: none"> <li>• Cleaning staff to use EN14476 surface wipes or normal cleaning products to clean the equipment before it is shared or returned to storage cupboards</li> </ul>	medium	Not at the moment - under constant review	
	3.4 Exposure to virus through close interactions between employees	<ul style="list-style-type: none"> <li>• Staff encouraged to limit numbers in the classrooms</li> <li>• Cleaning staff to be assigned to separate areas of the school to ensure reduction in close working with other employees</li> <li>• Doors and windows to be opened to facilitate ventilation</li> <li>• Ensure staff are aware of the ventilation controls</li> <li>• Suitable PPE to be provided for the cleaning team (e.g. disposable gloves, aprons)</li> <li>• Increased hand washing for staff is expected</li> </ul>	medium	Not at the moment - under constant review	



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	3.5 Language barrier prevents full understanding of procedures and protocols	<ul style="list-style-type: none"> <li>All key information is presented both verbally and in written format (translated if needed)</li> </ul>	low	Not at the moment - under constant review	
4. Visitors or volunteers	4.1 Exposure to school employees who may be infected	See 1.5	medium	Not at the moment - under constant review	
	4.2 Exposure to virus through close interactions between visitors and children	See 2.4	medium	Not at the moment - under constant review	
5. Contractors	5.1 Exposure to school employees who may be infected	<ul style="list-style-type: none"> <li>Limit contractors to the school site as much as practically possible whilst ensuring that school is fully operational</li> <li>Encourage social distancing at all times whilst on site</li> <li>Hand sanitiser to be used on entry/exit of the building</li> <li>Common touch points to be additionally cleaned each day</li> <li>Ventilation of all rooms in school (natural air flow - not fans)</li> <li>Ensure contractors are aware of these ventilation controls</li> <li>Ensure that all contractors understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap</li> <li>Ensure most current guidance is being followed</li> <li>These control measures should also form part of the method statement for any planned works on the school site</li> </ul>	medium	Not at the moment - under constant review	
6. Agency Staff	6.1 Exposure to school employees who may be infected	See 1.1 to 1.10 - Employees	medium	Not at the moment - under constant review	

Who might be harmed? (exposed to Covid-19 virus)	How might they be harmed? (by Covid-19 virus)	What control measures are in place to reduce/prevent the risk of exposure to COVID-19 virus	Considering your controls, what is the risk level?	Do you need to do anything else to control the risk?	Action to be taken & by whom?
	6.2 Exposure to virus through close interactions between agency staff and children	See 1.1 to 1.10 - Employees	medium	Not at the moment - under constant review	
	6.3 Through virus transfer on most commonly touched surfaces	See 1.1 to 1.10 - Employees	medium	Not at the moment - under constant review	
7. Work Experience	See section 1 - employees	Work experience students in school will be treated as employees and risk assessed as such. See section 1.1 to 1.10.	medium	Not at the moment - under constant review	MH
8. Maintenance Workers	8.1 Exposure to school employees who may be infected	<ul style="list-style-type: none"> <li>• Limit maintenance workers to the school site as much as practically possible whilst ensuring that school is fully operational</li> <li>• Encourage social distancing at all times whilst on site</li> <li>• Hand sanitiser to be used on entry/exit of the building</li> <li>• Common touch points to be additionally cleaned each day</li> <li>• Ventilation of all rooms in school (natural air flow - not fans)</li> <li>• Ensure maintenance workers are aware of these ventilation controls</li> <li>• Ensure that all maintenance workers understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap</li> <li>• Ensure most current guidance is being followed</li> <li>• See information at the end of the Risk Assessment</li> </ul>	medium	Not at the moment - under constant review	

Who might be harmed? (exposed to Covid-19 virus)	How might they be harmed? (by Covid-19 virus)	What control measures are in place to reduce/prevent the risk of exposure to COVID-19 virus	Considering your controls, what is the risk level?	Do you need to do anything else to control the risk?	Action to be taken & by whom?
9. Beginning and End of Day procedures	<p>Limit the number of people on the school site to reduce transmission of COVID-19</p> <p>9.1 Beginning of Day</p>	<ul style="list-style-type: none"> <li>• One way system in place from Guys Cliffe Avenue - children encouraged to enter school site independently - gates to open at 8:45am and close at 8:55am - member of SLT on gate to greet children and parents - mask to be worn by staff member</li> <li>• Member of SLT on gates at Ullswater Avenue to greet parents and to ensure that they exit the school site quickly - mask to be worn by staff member</li> <li>• Children to walk down path to fixed entry points - year group staff on duty at entry points to greet children - mask to be worn</li> <li>• Children to hand sanitise when entering classroom / school</li> <li>• Parents asked to maintain social distancing, wherever possible and to wear a face covering while on the school site.</li> </ul>	medium		ALS & MH
	<p>Limit the number of people on the school site to reduce transmission of COVID-19</p> <p>9.2 End of Day</p>	<ul style="list-style-type: none"> <li>• One way system in place from Guys Cliffe Avenue - gates opened at 3:25pm by member of staff - parents asked to wear mask while on school site and to go to the designated collection point for their child's year group - parents asked to leave school site as quickly as possible</li> <li>• Member of SLT on gates at Ullswater Avenue to greet parents and to ensure that they exit the school site quickly - mask to be worn by staff member</li> </ul>	medium	Not at the moment - under constant review	ALS & MH
10. Mixing of groups / children	10.1 Lunchtime	<ul style="list-style-type: none"> <li>• Breaktimes to be staggered to allow for children to have more space on playground / field - KS1 10:30am / KS2 11:00am</li> <li>• Lunchtime - meals to be served in the classrooms by LSAs - KS1 12:00-1:00, KS2 12:30-1:30</li> <li>• Hall being used for lunches- 2 year groups only at any one time - enter via separate doors in hall Foundation - in classroom Year 1 and 2 12:00-12:30 (hall) Year 3 and 4 12:30-1:00 (hall)</li> </ul>	Medium		ALS, MH & Lunchtime staff4

Who might be harmed? (exposed to Covid-19 virus)	How might they be harmed? (by Covid-19 virus)	What control measures are in place to reduce/prevent the risk of exposure to COVID-19 virus	Considering your controls, what is the risk level?	Do you need to do anything else to control the risk?	Action to be taken & by whom?
		Year 5 and 6 1:00-1:30 (hall)			
	<b>10.2 Classrooms, corridors, toilets</b>	<ul style="list-style-type: none"> <li>• Children to have allocated seat in the classroom - Class Teacher to have a seating plan available</li> <li>• Limit use of lockers / congregation near lockers</li> <li>• Breaktimes and lunchtimes are staggered to allow for less children to be using school toilets - limiting the number of children at any one time - teachers and teaching assistants aware of the need to stagger use of toilets to mitigate the number of children congregating in toilets and nearby corridors.</li> </ul>	Medium		All Staff
	<b>10.3 Assemblies &amp; Collective Worship</b>	<ul style="list-style-type: none"> <li>• Hall to be used for special assemblies (eg, visiting musical groups)/ collective worship with 2 year groups maximum at a time with children entering and leaving from separate doors.</li> <li>• Majority of assemblies / collective worship to be online using StarLeaf</li> </ul>			

**Monitor and Review**

Date of review:	
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## Monitor and Review

Reviewed by:	
Changes needed?	
Notes	

	Individual has a positive LFT result or develops COVID-19 symptoms	Individual receives PCR test result
<p><b>Index case</b> Person who develops symptoms or has positive LFT/PCR test result</p>	<ul style="list-style-type: none"> <li>• <b>Immediately start self-isolation and arrange COVID-19 test.</b></li> <li>• PCR tests can be arranged through the <a href="#">online portal</a> or via 119.</li> <li>• During self-isolation, individuals should follow <a href="#">"stay at home"</a> guidance</li> <li>• If an individual does not have a PCR test within 2 days of positive LFT, they must self-isolate for 10 days.</li> </ul>	<p>If PCR result is negative: end self-isolation when well and have not had a temperature for 48 hours (as long as nobody else in household is symptomatic or has tested positive)</p> <p>If PCR result is positive:</p> <ul style="list-style-type: none"> <li>• <b>Continue to self-isolate for 10 full days after the day of symptom onset/test (if no symptoms) – which is day 0</b></li> <li>• Self-isolation ends on day 11 if well and no fever on days 9 and 10. If fever ongoing on days 9 or 10, continue to self-isolate until fever-free for 48 hr and well.</li> <li>• Cough and loss/change in taste/smell may continue beyond day 10.</li> <li>• If symptoms start whilst isolating, isolation period starts again - day of symptom onset = day 0</li> </ul>
<p><b>Close contacts</b> Including household contacts</p>	<p>Action depends on age and vaccination status.</p> <p><u>Unvaccinated adults (age over 18 years 6 months)</u></p> <ul style="list-style-type: none"> <li>• <b>Self-isolate</b> until index case receives PCR test result.</li> </ul> <p><u>Child OR adult who had second vaccine dose at least 2 weeks before contact</u></p> <ul style="list-style-type: none"> <li>• No requirement for self-isolation, but should be asked to have a PCR test and continue twice weekly LFT testing</li> </ul>	<p>If PCR result of index case is negative: contacts self isolating can end self-isolation if no symptoms</p> <p>If PCR result of index case is positive: action depends on age and vaccination status.</p> <p><u>Unvaccinated adults (age over 18 years 6 months)</u></p> <ul style="list-style-type: none"> <li>• <b>Continue to self-isolate for 10 clear days after the day of last contact with index case.</b></li> <li>• If develop COVID-19 symptoms, arrange PCR test as soon as possible.</li> </ul> <p><u>Child OR adult who had second vaccine dose at least 2 weeks before contact</u></p> <ul style="list-style-type: none"> <li>• No requirement for self-isolation.</li> <li>• <b>Arrange PCR test</b>, and continue with twice weekly LFT testing</li> </ul>
<p><b>Schools</b></p>	<p><u>If the individual is in the setting when they become symptomatic:</u> Isolate individual and arrange for them to go home (or call 999 if seriously unwell). If possible, should isolate behind a closed door or 2m away from others, with an open window. Clean isolation room (and bathroom if used).</p> <p><u>Notification</u></p> <ul style="list-style-type: none"> <li>• Notify all case to Warwickshire County Council <a href="#">Report a positive case</a></li> <li>• Contact: <a href="mailto:educationcorona@warwickshire.gov.uk">educationcorona@warwickshire.gov.uk</a> (Mon - Fri)</li> <li>• Contact: <a href="mailto:dphadmin@warwickshire.gov.uk">dphadmin@warwickshire.gov.uk</a> (Sat - Sun)</li> <li>• Notify Ofsted</li> <li>• LA (with Public Health England/UK HSA as appropriate) will complete a risk assessment, provide advice, and determine whether an Incident Management Team meeting required.</li> </ul> <p><u>Identification of close contacts</u></p> <ul style="list-style-type: none"> <li>• Schools should identify close contacts who need to self-isolate or test (see self-isolation/testing rules above and close contact definitions to right).</li> <li>• Schools should send letter to contacts (provided by LA)</li> </ul>	<p><b>COVID-19 symptoms:</b> New, continuous cough <b>OR</b> high temperature <b>OR</b> loss/ change in sense of taste or smell. Anyone with these symptoms should start self-isolating and arrange a COVID-19 test. Other possible COVID-19 symptoms include: tiredness, shortness of breath, headache, sore throat, muscle ache, blocked/runny nose diarrhoea and vomiting.</p> <p><b>LFT:</b> Lateral flow tests are for asymptomatic screening only. <b>ALL</b> positive LFT results must be confirmed by a PCR test. LFTs should not be used for individuals with symptoms.</p> <p><b>Close contacts:</b> anyone who has had the following contact with the index individual:</p> <ul style="list-style-type: none"> <li>• Face-to-face for any length of time</li> <li>• Within 1 metre for 1 minute or more.</li> <li>• Within 1-2 metres for 15 mins or more (either as a one-off contact for over 15 minutes, or shorter contacts added together over one day)</li> <li>• Travel in a vehicle</li> <li>• Note – all children in the same classes/group may be close contacts, plus any others identified – e.g. break times, lunch times, before and after coming into the setting (including on transport)</li> </ul> <p><b>Period when to contact trace:</b> Contact trace for the two clear days prior to the day of symptom onset/test (if no symptoms) and isolate for the 10 full days after this day. Example: if symptom onset (and day they were last in setting) was on Wednesday, then trace for Wed, Tues, and Mon</p>
<p><b>Cleaning:</b> Please refer to detailed guidance for <a href="#">cleaning of non-healthcare settings</a> and for both routine cleaning, and cleaning following an infectious person having been in your follow the key points below:</p> <ul style="list-style-type: none"> <li>• Use disposable cloths or paper roll and disposable mop heads.</li> <li>• Use, as in cleaning routine, a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av. Cl.) OR household detergent followed by disinfection (1000ppm av. Cl.) OR if an alternative combined detergent/disinfectant is used ensure it is effective against enveloped viruses and meets EN 14476 standards (including any wipes used)</li> <li>• Any waste from suspected cases and cleaning of areas should be double bagged and stored for 72 hours before disposal as normal.</li> </ul>		

### **Triggers for Local Outbreak Management Plan**

The Outbreak Management Plan Guidance and Template (WCC) supports school leaders in designing their response to single cases, clusters and outbreaks of COVID-19 from 16<sup>th</sup> August 2019 onwards.

We have worked in partnership with Public Health, to identify what will trigger outbreak management plan responses (over and above those identified for single cases or small clusters of unlinked cases) for an individual school or clusters of schools. These local triggers will remain under review, and are defined below:

#### **Triggers:**

School raises concern about 2+ *linked* cases

5+ pupil cases within a year group within 5 days

10+ pupil cases across a school across a number of year groups within 5 days

5+ staffing cases, or fewer if impacting on the capacity of the school to operate