

Risk Assessment – COVID-19 (v3.4)		5 <sup>th</sup> January 2022	High Hazels Academy
Responsible Person	Mrs Asma Maqsood-Shah - Principal		
Other Persons Involved	Wendy Gourlay/SLT		
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>		

Details	DFE Coronavirus Helpline 0800 046 8687
<p>A risk assessment covering school/setting operation <b>from October 2021</b></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. Frequent and regular hand cleaning should now be regular practice, this should be continued</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>In addition to the four control measures outlined above and to minimise the risk of infection to all persons, the following system of controls has been applied by the school/setting:</p> <p>At all times</p> <ol style="list-style-type: none"> <li>1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school</li> <li>2) Ensure everyone is advised to clean their hands thoroughly and more often than usual</li> <li>3) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach</li> <li>4) Maintain cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</li> <li>5) Keep occupied spaces well ventilated</li> </ol> <p>In specific circumstances</p> <ol style="list-style-type: none"> <li>6) Promote and engage in asymptomatic testing, where available</li> </ol> <p>In response to any infection</p> <ol style="list-style-type: none"> <li>7) Contain any outbreak by following local health protection team advice</li> </ol>	

Due to the high rates of infection in our locality and based on local public health advice the school will continue maintain the systems of control measures from the summer term. These include:

- Staggard start and finish times
- Staggard lunch and play times
- Maintaining class bubbles wherever possible

The school leadership will review the risk assessment weekly and will adjust arrangements/systems in accordance with local advice.

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

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
<p><b>Infection Control (people)</b></p>	<p>Staff, Pupils, Visitors</p>	<p>Staff contracting COVID-19</p>	<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>• Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a 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>• Special support can attend school but must abide by the school’s infection control</li> <li>• Indoor or outdoor performances can take place</li> <li>• Sports events between schools can take place</li> <li>• School will consider carefully when and how class bubbles can/need to mix. The school will review RA regularly and evaluate when and how to ease restrictions due to the high rates of infection in the local area and considering local PH advice.</li> <li>• All staff and visitors are advised to wear face masks in communal spaces during busy times e.g. lunchtime.</li> <li>• Staff Lateral flow tests to continue twice a week as per LA recommendation.</li> <li>• Attendance X code to continue for pupils isolating</li> <li>• Infant fruit delivery – fruit must be left for 24 hours before given to pupils as advised by the LA company</li> <li>• Any fully vaccinated staff identified as close contacts of a positive case are advised to carry out a PCR test and are also advised to carry out an LFD test each day prior to attending work.</li> <li>• Educational visits to be risk assessed for Covid risk as well</li> <li>• Reintroduction of the wearing of face coverings by staff and visitors in communal areas, i.e. when moving around the premises, outside of classrooms, corridors.</li> </ul>

			<ul style="list-style-type: none"> <li>• Anyone identified as a close contact of a suspected or confirmed case of the Omicron variant must self-isolate regardless of vaccination status and age. T&amp;T to do this work.</li> <li>• Those returning to the UK from overseas (PCR test) and isolation requirements pending the results of this test.</li> <li>• Changes to self-Isolation - reduced to 7 days after a positive PCR test. Individuals may now take an LFT test on day 6 and day 7 of their isolation period. Those who receive 2 negative test results are no longer required to isolate. – tests must be taken 24 hours apart.</li> <li>• Anyone unable to take an LFT will need to isolate for 10 days</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> </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> <li>• Symptomatic pupils should be collected by a family member</li> <li>• Any staff member who provided close contact care is only required to self-isolate if the symptomatic pupil receives a positive test result.</li> <li>• PPE is provided for providing care to suspected cases.</li> </ul>
<b>Infection Control (practices)</b>	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene</u></p> <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>

			<p><u>Cleaning</u></p> <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> <li>• 1 cleaner to be on site at all times</li> </ul> <p><u>Outbreak Management Plans</u></p> <ul style="list-style-type: none"> <li>• Mechanisms are in place for the rapid deployment of enhanced control measures, e.g. face coverings, bubbles, should the school be advised to do so by a relevant body (central government, Local Director of Public Health)</li> <li>• Stocks of PPE are kept by the cleaning supervisor-Face Masks/Wipes/Gel and disposable aprons.</li> <li>• Outbreak plans will follow the same procedures as used for Bubble closure <ol style="list-style-type: none"> <li>1. School informed who should isolate</li> <li>2. The pupils/staff to isolate are all taken to the Junior hall</li> <li>3. Admin team produce letters</li> <li>4. Pastoral Team phone home – pupils to be collected from school</li> <li>5. Text is sent to parents</li> <li>6. The area is deep cleaned</li> </ol> </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 ventilation 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> </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 RA updates shared with all staff and union reps encouraged to feedback on any aspects.</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> <li>• Whole school email is sent to All Staff when the RA is updated</li> <li>• Staff are asked to review RA</li> </ul>
<b>Failure to follow local rules</b>	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or	<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>

		persons who violate local rules	
<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</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>	Asma Maqsood-Shah/Wendy Gourlay	<b>Date:</b>	01/09/21	<b>Date of next review:</b>	15.09.21
	Asma Maqsood-Shah/Wendy Gourlay		08/11/21		08/12/21
	Asma Maqsood-Shah/Wendy Gourlay		29/11/2021		08/12/2021
	Asma Maqsood-Shah/Wendy Gourlay		05/01/2022		05/02/2022