

## Risk Assessment – Reducing the Risk of Coronavirus in St Nicholas School Revised **January 11<sup>th</sup> 2022**

This Risk Assessment has been carried out as a response to the government recommendation that schools take action to reduce the risk of transmission of COVID-19 in their setting.

The aims of this risk assessment are:

- To prevent individuals becoming seriously ill
- To ensure that pupils and staff and any other individuals in school are as safe as possible from the risk of infection.
- To minimise the spread of any infection within the school, and any consequential risk to a rise in the infection rate in the community at large.
- To recognise that social distancing for our pupils is not feasible as a means of controlling infection spread.

N.B. This should be reviewed regularly based on Government advice about the infection rates in the community and other recommendations on safe working practice

### Part 1 Risks to Individuals becoming seriously ill with Covid-19

Area	Risk	Risk Reduction	Who is responsible
Infection with virus	Risk that virus might spread in school and pupils or staff become infected.	<ul style="list-style-type: none"><li>• Enhanced hygiene in place (see below) and rapid isolation of symptomatic persons.</li><li>• Self-isolation in place for infected persons and household member who are over the age of 18 years and 6 months who are not double vaccinated.</li><li>• Pupils are transported in buses where each bus or taxi may have pupils from classes across the school.</li></ul>	SLT
	Extremely vulnerable pupils or staff at risk of serious illness.	<ul style="list-style-type: none"><li>• Most people in this category should be able to come to school if these guidelines are followed.</li><li>• <b>Contact should be limited e.g. staying on 1 floor if possible and eating in classrooms</b></li></ul>	Extremely vulnerable should be risk assessed with respect to medical evidence from GP, or school nursing team in the case of pupils.

	Clinically vulnerable pupils or staff may become ill.	<ul style="list-style-type: none"> <li>Clinically vulnerable people can attend school as normal, as long as these guidelines are followed.</li> <li>Contact should be limited e.g. staying on 1 floor if possible and eating in classrooms</li> </ul>	If medical evidence is provided – risk assess.
	Pregnant staff	<ul style="list-style-type: none"> <li>Pregnant members of staff will need to have an individual Risk Assessment completed by the Head Teacher.</li> <li>Risk Assessments needs to remove or manage any risks. If these cannot be done, then adjustments needs to be made to the role.</li> </ul>	Head Teacher Individual staff member
	All other staff at risk of being infected	<ul style="list-style-type: none"> <li>Follow whole school Hygiene section.</li> </ul>	
	Vulnerable household members may become infected if staff member becomes infected.	<ul style="list-style-type: none"> <li>Government advice is that people living with household members in the vulnerable category can return to work.</li> </ul>	Staff member to inform management of concerns with medical information where available. SLT to carry out risk assessment if needed of situation following current advice.

Staff or pupil showing symptoms of virus	Risk that virus might be transmitted	<ul style="list-style-type: none"> <li>• Follow Director of Public Health guidelines – see below under illness guidelines.</li> <li>• Staff or pupil displaying symptoms should stay at home, or leave the premises and self-isolate if symptoms start in school (see procedure below)</li> <li>• Staff &amp; pupils with symptoms should take a LFD test as soon as possible. If the result is positive, they should get a confirmatory PCR test at the earliest possibility.</li> <li>• Test results should be communicated with school.</li> </ul>	All staff
	Positive test obtained.	<ul style="list-style-type: none"> <li>• Contacts in school should self-isolate if they have not been double vaccinated and are over the age of 18 years and 6 months.</li> <li>• NHS will contact them if they are a confirmed contact and advise them to get a PCR test or take LFD tests for 7 days. Staff who are double vaccinated can still be in school until they receive a positive result.</li> <li>• Public Health England will contact school to Advice.</li> </ul>	
	Confirmed contact with a positive case	<ul style="list-style-type: none"> <li>• NHS Track and Trace will contact individuals.</li> <li>• Fully vaccinated staff or children and young people aged between 5-18 years and 6 months should take a LFD every day for 7 days.</li> <li>• They can continue to attend as long as result is negative.</li> </ul>	All staff and families

		<ul style="list-style-type: none"> <li>If they have a positive result, or develop symptoms at any time, they should self-isolate immediately. On day 6 and day 7, they can take a LFD test and if both of these are negative, they can return to school on Day 8.</li> </ul>	
	Regular Screening tests	<ul style="list-style-type: none"> <li>Staff should take Lateral Flow Tests twice weekly whilst working in school.</li> <li>These should be reported to the school office and NHS England through the support site.</li> <li>Positive LFT tests should remain at home and self-isolate for 10 days. This can end after 7 days if they take a negative LFT test on day 6 and day 7. Staff/Children can return to school on day 8.</li> <li>If a positive LFD test is taken but there are no symptoms, they do not need a confirmatory PCR test.</li> </ul>	
	Self-isolation	<ul style="list-style-type: none"> <li>Any member of staff or children who are self-isolating after receiving a positive test will take LFD tests on day 6 and day 7. Tests must be taken 24 hours apart and no earlier than day 6. If 2 negative tests are received, they can stop isolating and return to the education setting on day 8 as long as they do not have a high temperature.</li> <li>Anyone unable to take LFD will need to complete the full 10 days of self-isolation.</li> </ul>	All staff and member of the school community.
Pupil becoming seriously ill	Most pupils at low risk of illness. Some pupils at higher risk of becoming ill if infected	<ul style="list-style-type: none"> <li>Risk assess extremely vulnerable pupils with advice from school nursing service.</li> </ul>	SLT Class Team of child who is CEV

Area	Risk	Risk Reduction	Who is responsible
Staff infecting other staff outside of class	Staff may pass virus on to each other if infected.	<ul style="list-style-type: none"> <li>Staff may choose to wear face covering when not working with children and are moving around the building.</li> <li>Used cutlery and pots to go straight in dishwasher after use.</li> <li>Towels and tea cloths washed daily.</li> </ul>	<p>All staff</p> <p>Dishwasher Rota'd by SLT</p>
Staff travelling on Public transport bringing infection in to school	Staff may carry virus on their hands	<ul style="list-style-type: none"> <li>Follow sanitisation and hand cleaning protocol when entering school.</li> <li>Staff should follow rules set by London Transport around wearing a mask.</li> <li>Use and store PPE according to guidelines</li> </ul>	Staff travelling on public transport
Staff being infected out of school	Unsafe behaviour results in infected staff passing on infection	<ul style="list-style-type: none"> <li>Respect the government rules at all times.</li> <li>Follow any advice regarding testing, track and trace, and keep the school informed of any issues.</li> <li>Be aware of the risk of quarantine with any travel arrangements you make. International travel will be at risk and may require subsequent quarantine or self isolation.</li> </ul>	All staff
Un-vaccinated staff	<p>Risk of being a close contact and needing to self-isolate for 10 days.</p> <p>Risk of short staff in school</p>	<ul style="list-style-type: none"> <li>Unvaccinated staff should limit their contact with other staff members and children e.g. only with their class teams. They should not be eating lunch or socialising with colleagues on different floors</li> </ul>	Un-vaccinated staff

		<ul style="list-style-type: none"><li>• Un-vaccinated staff should consider not staying in staff rooms or in busy communal spaces.</li><li>• Wear a mask when in staff room or in busy communal spaces.</li><li>• Un-vaccinated staff should ensure they join all teaching sessions remotely if needing to self-isolate and should make daily contact by 8:30 with their line manager to be given work tasks for the day.</li></ul>	
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## Part 2 Ensuring Good hygiene across the school to reduce the risk of infection awaiting additional advice

**STAFF TO MAKE SURE CLASSROOMS ARE LEFT TIDY AT THE END OF THE DAY SO THAT THEY CAN BE THOROUGHLY CLEANED BY CLEANING STAFF**

GENERAL HYGIENE			
AREA	RISK	RISK REDUCTION	WHO IS RESPONSIBLE
HYGIENE	Cross contamination	<ul style="list-style-type: none"> <li>• Handwashing and sanitisation on arrival for all individuals entering the school building</li> <li>• Handwashing at increased regular intervals</li> <li>• Handwashing and sanitisation will be taught to pupils and made an integral part of class routines.</li> <li>• Before each activity and transition</li> <li>• Before and after eating</li> <li>• Before home time</li> <li>• Handwashing for at least 20 seconds. This will be supervised by the staff team</li> <li>• Children will be encouraged not to touch their mouth, eyes and nose or other people</li> <li>• Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>• Bins for tissues are emptied throughout the day</li> <li>• Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• School to implement regular deep cleaning and use of Zoono on all hard surfaces every 14 days – anti viral which destroys virus on contact, with 28 day efficacy (Until end of October half term and keep under review)</li> </ul>	All staff and all children
Ventilation	Cross contamination	<ul style="list-style-type: none"> <li>• Windows must be opened in the classroom and public spaces e.g. staff rooms and PPA rooms.</li> </ul>	All staff SLT

		<ul style="list-style-type: none"> <li>• Staff and children should be encouraged to wear extra layers.</li> <li>• SLT should check windows are open on their floor and remind staff to open windows if not.</li> </ul>	
Use of personal protective equipment (PPE)	Cross contamination	<ul style="list-style-type: none"> <li>• Staff may choose to wear masks when not working with children.</li> <li>• Windows open to provide good ventilation</li> <li>• Visiting professionals should continue to follow guidance from their own organisations and share their risk assessment with the school</li> </ul>	<p>There is no need for staff to wear masks when working with children Gloves may be worn when cleaning</p> <p>Surfaces to be cleaned regularly including door handles, light switches and table tops</p>
Hygiene at Home		<ul style="list-style-type: none"> <li>• Strongly advise parents to regularly clean children's clothes at home</li> </ul>	Parents
School Lunches		<ul style="list-style-type: none"> <li>• Ventilate hall</li> <li>• Staff to clean tables between sittings using anti-viral spray.</li> </ul>	SLT

### Part 3: Response to Potential Infection in School – see updated flowchart for case management

AREA	RISK	RISK REDUCTION	WHO IS RESPONSIBLE
Illness	Staff showing symptoms of Covid 19 or another illness	<ul style="list-style-type: none"> <li>• If symptoms occur at home, they should take a LFT. If this comes back negative, staff can return to school. If positive, staff can start their self-isolation on this date. They can take a LFT test on day 6 and day 7 and if both are negative, they can return on Day 8 (*see below). Staff need to inform the school that a positive test was received.</li> <li>• If staff start to have symptoms at school, they should take an immediate LFT and isolate in a room until results are ready.</li> </ul>	<p>All Staff SLT First Aiders</p> <p>SLT to pass on information to health authority if necessary (Notifiable) SLT to decide wider school action.</p> <p>All staff Cleaning team SLT</p>
Illness	<p>Pupils showing symptoms of Covid 19 or other illness:</p> <ul style="list-style-type: none"> <li>• A new persistent cough</li> <li>• High temperature</li> </ul> <p>Loss of taste (may not be possible with our pupils)</p>	<ul style="list-style-type: none"> <li>• If symptoms occur at home, they should not come to school. Parents should arrange for testing and self-isolate the child (*see below), and inform the school of the result as soon as it is received.</li> </ul> <p>If a child develops COVID 19 symptoms in school, however mild, they will be sent home and they should follow public health advice.</p> <p>An enclosed empty space will be identified as an isolation area for individuals displaying symptoms until they are able to go home.</p> <ul style="list-style-type: none"> <li>• Pupils to be isolated in medical room</li> <li>• Staff may choose to wear gloves, mask, apron with child while waiting for Parents to pick up their child,</li> <li>• Pupils who are not able to access a test should request a testing kit from the school who have a limited supply for particular circumstances.</li> <li>• If the child cannot take a LFT or PCR test, they should stay off school for 10 days.</li> </ul>	

Illness	Other Household members showing symptoms of COVID (Staff or Pupils)	<ul style="list-style-type: none"> <li>• Any member of the household who is not double vaccinated and over the age of 18 years and 6 months should self-isolate and follow NHS test and trace advice if there is a positive result. NB un-vaccinated staff members who are self-isolating will be expected to work from home e.g. they will join classes remotely during lessons and will be given groups or individual children to work with. School will provide an iPad or laptop if necessary.</li> <li>• If test result is negative members of household can return to school or work if well.</li> <li>• If test result is positive suspected case should self-isolate for 10 days. This can be reduced to 7 days if 2 negative LFD tests are taken on day 6 and day 7 and as long as they do not have a high temperature.</li> </ul>	
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## Part 4 : Management of Pupils during high risk routines

TOILETING			
AREA	RISK	RISK REDUCTION	WHO IS RESPONSIBLE
Using toilets in corridor areas	Cross contamination when dealing with personal care	<ul style="list-style-type: none"> <li>All toilet areas wiped down thoroughly after use</li> <li>Changing beds to be wiped down</li> <li>Dirty clothes to be put in double plastic bags</li> <li>Staff to wear PPE – gloves, aprons, masks (as per usual practice) when dealing with children’s personal care</li> <li>Children to go to their toilet in small groups</li> <li>1 adult to supervise children, encouraging good hygiene and handwashing</li> </ul>	All staff
Toilets before lunch / in the hall		<ul style="list-style-type: none"> <li>Take children to the toilet before going to lunch.</li> <li>If toilet has been used, continue to follow normal routine for hygiene.</li> </ul>	
<b>Assemblies and whole school events</b>			
AREA	RISK	RISK REDUCTION	WHO IS RESPONSIBLE
Assemblies	Large groups of people with raised risk of contagion.	<ul style="list-style-type: none"> <li>Phased return of whole school assemblies e.g. years 5 and 6, year 3 and 4, year R, 1 and 2 on a rota basis. Other year groups to join remotely</li> <li>Areas to be well ventilated</li> </ul>	SLT

## Part 5: Arrivals and Departures from School (Including Visitors)

Area	Risk	Action required	Who
<b>Staff and visitors including parents</b> Reception hall (arrival)	Adults will come into contact with each other	<ul style="list-style-type: none"> <li>Any visiting parents or adults are advised to take a LFT before coming to the school. This includes adults visiting for open mornings. Contact will be limited and parents may not be taken into classrooms, especially if working in bubbles.</li> <li>Adults will use sanitiser provided on entry and exit from school.</li> <li>Adults will wash hands at regular intervals using staff toilets / own classrooms/ staffroom.</li> </ul>	All staff
Classroom	Contaminated surfaces and resources	<ul style="list-style-type: none"> <li>Staff set up classroom resources, the resources should be regularly cleaned using anti-bacterial products.</li> <li>Class teams to risk assess their rooms and share information</li> <li>Staff to make sure that they clean tables at the end of the day and leave classrooms in a generally tidy state so that cleaners are able to access surfaces and floors to be cleaned. Chairs to be stacked.</li> </ul>	All staff