

# **ST STEPHEN'S JUNIOR SCHOOL**

## **COVID 19 RISK ASSESSMENT**

**February 2022**

THIS RISK ASSESSMENT HAS BEEN DEVISED AT THE POINT OF THE COUNTRY MOVING TO STAGE 4 OF THE GOVERNMENT ROADMAP.

AS A RESULT, SOME CONTENT OF OUR PREVIOUS COVID 19 RISK ASSESSMENTS IS NO LONGER INCLUDED AND THE ASSOCIATED MEASURES ARE NOT CURRENTLY IN PLACE.

THIS DOCUMENT IS A 'LIVE' DOCUMENT WITH REGULAR REVIEWS AND UPDATES. THIS ENABLES US TO MONITOR THE CONTROL MEASURES THAT ARE IN PLACE AND TO ENSURE THAT THEY ARE EFFECTIVE IN REDUCING THE RISKS OF COVID 19 TRANSMISSION.

IN ADDITION TO THIS DOCUMENT, WE HAVE AN OUTBREAK MANAGEMENT PLAN. THIS OUTLINES HOW WE WOULD OPERATE IN THE EVENT OF EITHER SCHOOL, LOCAL OR NATIONAL OUTBREAK AND THE MEASURES THAT WE WOULD TAKE OR CONSIDER TAKING. WE WILL ALSO BE REFERRING TO 'THE CONTINGENCY FRAMEWORK : EDUCATION AND CHILDCARE SETTINGS' GOVERNMENT GUIDANCE DOCUMENT.

**ST STEPHENS JUNIOR SCHOOL ACADEMY RISK ASSESSMENT: COMPLETED BY: LC/SH**

**ASSESSMENT DATE:**

**21.02 2022      REVIEW DATE: 21.03. 2022**

Hazard or risk	How will risk be mitigated?	Responsibility – further action required	Risk before control measures	Risk after control measure
<p><b>Transmission of virus through close contact with direct transmission (coughing and sneezing)</b></p>	<ul style="list-style-type: none"> <li>• Regular communication to parents so that anyone who is unwell with CV-19 symptoms knows not to attend school setting and what next actions should be including testing and household isolation for those who remain eligible.</li> <li>• Frequent and regular hand cleaning continues to be in place throughout the day. Pupils clean their hands regularly with either soap and water or hand sanitiser. Children will clean hands, <b>as a minimum</b> at the following times: on entering the school, after breaks /playtimes or any sport activities, when using the toilet and before eating.</li> <li>• In locations where children wash hands, signage reminds pupils of how to wash hands effectively and that this should be for at least 20 seconds.</li> <li>• Hand gel points are situated at the main gate, in every classroom and on entrance to the dining hall. They also located ahead of high traffic areas with double doors. Additionally, there is now a hand gel point on either side of the door in the staff room for use.</li> <li>• Children to use hand gel before entering the school building, teachers or supporting staff will administer this.</li> <li>• Staff and children follow the 'Catch it, Bin it and Kill it' routine of good respiratory hygiene. Pupils will be taught /reminded of the elements of good hygiene on a regular basis.</li> <li>• Classes to have antibacterial spray, wipes, tissues and gloves to clean surface areas following anyone having either coughed or sneezed.</li> <li>• Lidded bins for all classes are provided to ensure that any related items are stored in a bin that cannot be open to air flow.</li> <li>• PPE to be worn at any point that children who are symptomatic require treatment or are sent to covid room.</li> <li>• Site team to check that toilets and hand wash facilities are adequately stocked and cleaned.</li> <li>• Cleaning rota provided for key areas to ensure regular and enhanced cleaning. Frequently touched surfaces are a particular focus. Reference to 'Covid 19:cleaning in non-healthcare settings outside the home'.</li> <li>• Windows are opened throughout day.</li> </ul>	<p>SLT – SH/LC</p> <p>Teaching &amp; support staff</p> <p>KB/PD</p> <p>All staff and pupils</p> <p>Teachers &amp; support staff</p> <p>All staff and pupils</p> <p>KB/PD &amp; Teachers</p> <p>KB/PD &amp; Teachers</p> <p>1<sup>st</sup> Aid staff</p> <p>KB/PD</p> <p>PD/ Cleaning staff</p> <p>All staff</p>	<p><b>HIGH</b></p>	<p><b>LOW</b></p>

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	<ul style="list-style-type: none"> <li>• Windows in classrooms and offices should be open enough to provide constant background ventilation.</li> <li>• Internal doors are also left open to assist with creating a through flow of air. If necessary in areas where space is poorly ventilated, external doors may also be used in this way (but only if not fire doors and if safe to do so). Senior Leaders must be made aware of any location in the school where this is a measure being taken.</li> <li>• At times throughout the day such as break, lunch and end of the school day, classrooms should have all windows and doors opened for a 5-minute period to provide a fuller air flow.</li> <li>• Air conditioning units and Recirculation units for heating and cooling that do not draw in a supply of fresh air can remain in operation as long as there is a supply of outdoor air (leaving windows and/or doors open).</li> <li>• CO2 monitors in all classrooms to ensure ventilation is consistent.</li> </ul>	<p>All staff</p> <p>All staff in any area</p> <p>Teaching &amp; support staff</p> <p>All staff who work in relevant places</p> <p>Teacher in classroom to monitor</p>		
<p><b>Transmission of virus through indirect transmission (touch and surface contact)</b></p>	<ul style="list-style-type: none"> <li>• Hot spots such as staff room, staff toilets, photocopiers and high traffic areas are cleaned during the day multiple times– Cleaning log and checklist duties. All classroom tables are cleaned at the end of the day.</li> <li>• Staff will be responsible for wiping their own shared equipment – i.e. telephones, resources etc.</li> <li>• Areas used for lunchtime and meals are cleaned between upper and lower school service.</li> <li>• Toilets are cleaned prior to lunch time and again afterwards.</li> <li>• Staff and pupils will use hand gel prior to entrance of shared spaces such as the library and dining hall.</li> <li>• Children will bring their own equipment essential for learning, which will be kept in their tray.</li> <li>• Anti bac gel at main entrance to the school and at each transition point – E.G dinner hall and toilets in addition to hand washing regime.</li> <li>• Uniform and clothing to be kept with the pupil and at their work station and not lying around.</li> </ul>	<p>JD/PD/ Cleaning staff</p> <p>All staff</p> <p>Midday meals and kitchen staff</p> <p>Cleaning staff</p> <p>All staff and pupils</p> <p>Pupils/ Parents</p> <p>All staff &amp; pupils</p> <p>Pupils with support of teaching staff</p>	<p><b>HIGH</b></p>	<p><b>LOW</b></p>

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<p><b>Spreading infection due to excessive contact and mixing between pupils and staff or parents.</b></p>	<ul style="list-style-type: none"> <li>• Screens have been fitted in reception area to ensure shield between staff and any contact they may have with people here.</li> <li>• Additional and enhanced cleaning in place for the hot spots around the school.</li> <li>• Hand gel points are located around key hot spot areas such as corridor doors, main school gate. They are regularly checked to ensure that they are filled.</li> <li>• Additional hand gel and soap to be provided at all times in the staff room for replenishment.</li> <li>• All visitors to wear masks on entry to the school premises.</li> <li>• Any new staff working in school (ie students) to lateral flow prior to entering.</li> </ul>	<p>KB/PD</p> <p>KB/PD</p> <p>PB /Cleaning staff</p> <p>PB / Cleaning staff</p>	<p><b>HIGH</b></p>	<p><b>LOW</b></p>
<p><b>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</b></p>	<ul style="list-style-type: none"> <li>• Sports coaches attending the site complete lateral flow testing twice a week. They are provided with a copy of our risk assessment.</li> </ul>	<p>Checks carried out on entry to school by JD/NR</p>	<p><b>HIGH</b></p>	<p><b>LOW</b></p>
<p><b>Spreading infection due to school environment</b></p>	<ul style="list-style-type: none"> <li>• Systems of Control are in place throughout the school as outlined throughout this document.</li> <li>• Checks to premises will be done to ensure school is compliant with Health &amp; Safety standards on a regular basis.</li> <li>• Lidded bins provided to dispose of tissues in all classrooms and shared areas.</li> </ul>	<p>SLT &amp; All Staff informed</p> <p>KB</p> <p>PD</p>	<p><b>HIGH</b></p>	<p><b>LOW</b></p>

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<p><b>Staff or pupils become symptomatic whilst in school</b></p>	<ul style="list-style-type: none"> <li>• Staff or pupils displaying any symptoms, however mild, are to be sent home or wait in isolation room for collection if immediate collection is not possible.</li> <li>• Parents/Carers will be telephoned immediately and parents must collect.</li> <li>• Staff member to wear PPE when moving treating or moving patient to correct location.</li> <li>• Nominated use of specific area for CV-19 symptomatic pupils or staff whilst awaiting collection. Deep cleaned if used.</li> <li>• The household of the individual with symptoms will be advised of current guidance in relation to possible or confirmed cases.</li> <li>• Call 999 if symptoms are such that life appears at risk.</li> <li>• Staff advised to take twice weekly home tests until the end of September when guidance is reviewed.</li> </ul>	<p>Staff responsible for own symptoms. In instance of pupil symptoms, 1<sup>st</sup> aid staff. NR / 1<sup>st</sup> Aid staff</p> <p>1<sup>st</sup> Aid staff</p> <p>PD Cleaning Team &amp; 1<sup>st</sup> Aid staff</p> <p>NR</p> <p>SLT – LC /SH All staff</p>	<p><b>HIGH</b></p>	<p><b>LOW</b></p>
<p><b>Pupils or staff have been in contact with other people in the setting who may have demonstrated symptoms which are potentially symptomatic of CV-19 or have been in contact with people who are asymptomatic.</b></p>	<ul style="list-style-type: none"> <li>• Follow good hand and respiratory hygiene at all times.</li> <li>• Clean the immediate affected area and record on a cleaning log for that area.</li> <li>• Lateral Flow testing in place for staff to identify asymptomatic cases. See separate risk assessment relating to this. .</li> <li>• Any staff member or pupil with a positive LFD test will be advised to isolate in line with stay at home guidance, and await results of PCR test.</li> <li>• Pupils and staff who are no longer isolating after 5 days will have returned two consecutive lateral flow tests and will be reminded to ensure that they have increased social distance between themselves and others. Guidance shared with all staff/ school community.</li> </ul>	<p>All staff and pupils JD/PD</p> <p>LC/SH</p> <p>LC/SH</p> <p>LC/SH</p>	<p><b>HIGH</b></p>	<p><b>LOW</b></p>

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<b>Contact with a diagnosed case of CV-19</b>	<ul style="list-style-type: none"> <li>In the instance of a positive confirmed case, NHS Test and Trace will work with the positive case to identify close contacts. This includes contacts within the school.</li> <li>Children under the age of 18 years will no longer be required to self-isolate if they are identified as a contact by Test and Trace. Instead, they will be informed that they have been in close contact with a positive case and advised to take a PCR test.</li> <li>If a confirmed case is identified, the related classroom will be deep cleaned and all resources cleaned.</li> <li>In the event of local outbreak, school to work with health protection teams to assess potential for additional measures to be implemented. Refer to outbreak management plan if necessary.</li> <li>All possible contacts advised to take a lateral flow test for 7 days</li> </ul>	<p>SLT</p> <p>PD &amp; Cleaning staff</p> <p>SLT &amp; Support Team Headteachers</p>	<b>HIGH</b>	<b>LOW</b>
<b>Individuals vulnerable to serious infection coming into school</b>	<ul style="list-style-type: none"> <li>Members of staff who are CEV to adhere to any guidance, school to support in this to make any necessary adjustments.</li> <li>School to be aware of any pupils/families who fell under government shielding advice and provide support.</li> </ul>	<p>SLT</p> <p>Pastoral team/ NR</p>	<b>HIGH</b>	<b>LOW</b>
<b>Significant numbers of staff or pupils contract Covid 19</b>	<ul style="list-style-type: none"> <li>In the event of several confirmed cases and risk of outbreak, school to contact dedicated advice service who will escalate issue to local health protection team where necessary and advise if any additional action is required. Contact will be made in accordance with the '<i>Contingency Framework: Education and Childcare Settings</i>' guidance document.</li> <li>If required, additional measures to be introduced and/or elements of outbreak management plan to be implemented.</li> </ul>		<b>MEDIUM</b>	<b>LOW</b>
<b>Plan insufficiently communicated or risk assessed.</b>	<ul style="list-style-type: none"> <li>Complete all plans in good time and share with stakeholders for sign off and approval. Guiding principle of H&amp;S not just mobilising workforce.</li> <li>All information (or signpost to) shared with parents and stakeholders.</li> <li>Folder of all information compiled and held centrally in main office.</li> <li>SLT walk through Risk assessment prior to agreed date of opening.</li> </ul>	<p>SH/LC -all staff have a personal responsibility for ensuring procedures and protocols are followed.</p> <p>SH/LC JD SH/LC SH/LC</p>	<b>MEDIUM</b>	<b>LOW</b>

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<b>Staff who are not double vaccinated need to self isolate</b>	<ul style="list-style-type: none"> <li>• Regular updates to staff regarding content of this document, updates and related steps.</li> <li>• School to be aware of all staff who have not been double vaccinated.</li> <li>• Staff to adhere to social distancing measures both with pupils and other staff.</li> <li>• Staff to ensure no physical contact with pupils.</li> <li>• Staff to ensure that hygiene measures are particularly vigilant.</li> <li>• Wherever possible staff to avoid prolonged 1:1 conversations with pupils and staff unless they are at a safe distance.</li> <li>• If cases are present within the year group then classes will operate as bubbles where ever possible.</li> <li>• Staff need to be vigilant over symptoms and get a PCR test as soon as symptoms are present.</li> <li>• Staff who are not double vaccinated will work with the same class/ bubble wherever possible.</li> <li>• Staff to adhere to the existing school guidelines for enhanced hygiene and ventilation.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff have a responsibility to ensure that they adhere to guidance from track and trace.</li> <li>• Staff who have not been double vaccinated.</li> </ul>		
<b>Events in school</b>	<ul style="list-style-type: none"> <li>• Chairs to be set back by 2m from the audience.</li> <li>• Chairs to be spaced apart.</li> <li>• All parents to take a lateral flow test prior to visiting the performance.</li> <li>• All adults to wear masks.</li> <li>• All visitors to hand sanitise on arrival.</li> <li>• No others audience members others than parents (no school audience)</li> <li>• Through ventilation at all times – all doors and windows open.</li> <li>• If covid numbers exceed 10 in a year group then performances will take place outside.</li> </ul> <p>(see separate risk assessment for events in school)</p> <ul style="list-style-type: none"> <li>• All events to be reviewed for safety and amended/ cancelled if the risk of transmission is high.</li> </ul>	<ul style="list-style-type: none"> <li>• SLT to ensure adequate measures are in place prior to performance.</li> </ul>		
<b>Review and monitoring of</b>	<ul style="list-style-type: none"> <li>• Fortnightly review of Risk Assessment to ensure any new advice and local information is considered and further measures are put in place.</li> </ul>	SLT All staff	<b>LOW</b>	<b>LOW</b>

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<b>Risk Assessment</b>	<ul style="list-style-type: none"> <li>Daily opportunity for staff to feedback on any concerns by 4pm so they can be considered, and if necessary, SLT can mitigate ahead of the following working day.</li> </ul>			