

Orton Wislow Primary School RISK ASSESSMENT Updated Jan 2022

ACTIVITY/TASK	COVID-19 Risk Management (Educational Settings)
COMPLETED BY & DATE	Simon Eardley (in consultation with all staff)
REVIEW DATE	This risk assessment must be kept under review and re-assessed if there is any reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.

“You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as ‘living documents’, as the circumstances in your setting and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of setting leaders in relation to health and safety risk assessments and managing risk, see [health and safety responsibilities and duties for schools.](#)”, [Actions for Schools during the Covid-19 Pandemic](#)

What are the hazards?	Who might be harmed and how?	What are you doing already/what are you planning to do?	What further action is necessary?	Action by whom?	Action by when?	Done
Workforce contracting Covid-19		<ul style="list-style-type: none"> Staff are encouraged to take up the vaccine and enabled to attend vaccine appointments where practical. Further details here https://www.thevaccinators.co.uk/ Staff are encouraged to notify the setting when they have completed their vaccine course (to enable long term planning) – <i>please note staff do not have to share medical information with their employer if they do not wish to</i> Staff will be encouraged to take Lateral Flow Tests twice a week and to share results with the setting and report them to the national system online Staff/children that meet the criteria of clinically vulnerable or clinically extremely vulnerable, have a risk assessment completed to identify any suitable control measures that must be in place to keep them safe in the setting. This should be completed with reference to the HSE guidance Protect Vulnerable Workers during the Coronavirus (Covid-19) Pandemic Risks to new and expectant mothers in the workplace should be considered and added to this risk assessment. These should be reviewed if a member of staff notifies the provider that they are expecting. Pregnant women are considered ‘clinically vulnerable’ or 	<p>None – all staff have been encouraged to have the vaccine and we have kept records</p> <p>Form to be reissued to staff so we can record Booster as well</p> <p>Done –</p> <p>No staff/children meet this criterion at present</p> <p>NA</p>	FS	7/1/22	✓

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		in some cases 'clinically extremely vulnerable' to Covid-19) and therefore require special consideration as set out in the guidance for pregnant employees	Letter to confirm - Unless individuals are exempt, face coverings should be worn in corridors and communal areas by staff and adult visitors in all schools	SE	7/1/22	✓
Children who are clinically extremely vulnerable contracting Covid-19		<ul style="list-style-type: none"> All children who are CEV should attend their setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. 	NA			
Children and staff travelling from abroad		<ul style="list-style-type: none"> Staff members should notify management if they plan to travel abroad so that contingency plans can be put into place ahead of travel in case they have to self-isolate on their return Children and staff members travelling abroad should follow government guidance on self-isolation on return and should refer to the appropriate list of countries for more information 	This message needs to be reissued	FS	10/1/22	
Positive case within the setting		<ul style="list-style-type: none"> Close contacts will be identified by the NHS Test and Trace service and advised on requirements to self-isolate. From 16th August only adults over 18 years who have not received two vaccinations will be required to self-isolate on contact with a positive case. Children under the age of 18 and adults who have received two doses of an authorised 				

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		<p>Covid-19 vaccine more than two weeks previously will no longer have to self-isolate if they are in close contact but will be advised to take a PCR test</p> <ul style="list-style-type: none"> If you require further support or help, please email EmergencySchool.Closure@cambridgeshire.gov.uk If advised by Public Health the setting should implement their Outbreak Management Plan 				
Spread of Covid 19 within the setting - hygiene		<ul style="list-style-type: none"> The setting has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of children's hands on arrival at the setting, following outdoor play, before meals and following the use of toilets. Monitor the use of hand sanitiser with young children to ensure it is not ingested Staff will encourage children to learn and practise good hygiene habits through games, songs and repetition. Staff will model the use of "catch it, bin it, kill it" to the children. Information about the Coronavirus (e-bug.eu) 	Staff to be reminded about these expectations	CM	10/1/22	
Spread of Covid-19 within the setting – ventilation		<ul style="list-style-type: none"> Keep windows open as much as possible to ensure good ventilation throughout the setting. Thought should also be given to thermal comfort e.g. use of higher level windows or opening windows when the room is not in use Identify any poorly ventilated areas and take steps to ventilate these as much as possible Plan to use outdoor space as often as possible during the day Consider referring to Health and Safety Executive guidance on ventilation and air conditioning during the coronavirus (COVID-19) pandemic 	In place			

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Spread of Covid-19 within the setting – enhanced cleaning		<ul style="list-style-type: none"> • Follow the guidance for cleaning in non-healthcare settings COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) • Regular cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, door locks, bins, sanitary bins, lavatory brush and toilet roll dispenser ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles. ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, tables and chairs. • Where possible ensure surfaces are kept clear to enable cleaning • Consider having clear signage in each room laminated (so that it is wipeable) detailing touch points. • If you have been informed that someone has tested positive with Covid-19 then any area/room they have accessed should undergo a thorough clean. • Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. • Surfaces should be washed with hot soapy water, then sprayed with disinfectant and left for at least 60 seconds (or the manufacturer's recommendations should be followed) prior to wiping. Care should be taken to ensure children cannot access the surfaces during this time. 	<p>In place</p> <p>Staff to be reminded about wipe high contact areas used by staff</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>	CM	10/1/22	

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Child or staff member displaying symptoms whilst in the setting		<ul style="list-style-type: none"> • Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond: <ul style="list-style-type: none"> ○ A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature) ○ A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual) ○ Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal • Adults who are displaying symptoms should self-isolate and get a PCR test. A poster will be displayed at all entrances advising adults of this. • • If a member of staff has tested positive using a home based or workplace testing Lateral Flow Device test they should book a polymerase chain reaction (PCR) test immediately to confirm the result and self-isolate until that result is available. • • If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to get a PCR test. If the test is positive they should self-isolate for at least 7 days from the day after their symptoms started. All children and staff will be directed to the NHS Test and Trace portal if they display symptoms of Covid-19 to book a test and tracing of contacts to take place: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ • 	<p>In place</p> <p>Staff to be made aware that a positive LFT does not need to be followed up with a PCR from 10/1/22</p> <p>No longer applicable</p> <p>See above – will be sent home and advised appropriately</p>	SE	7/1/22	

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		<ul style="list-style-type: none"> • The isolation period includes the day the symptoms started and the next 7 full days. The can do LFD tests on Day 6 and Day 7 and can end isolation if both tests are negative and they don't have a temperature. • • Provide support to the family/staff member and ensure the outcome of the test in passed to the setting without delay. • • Identify an area where any child displaying symptoms can be isolated whilst they are waiting for their parents/carers to collect them. Ensure a familiar adult, with appropriate PPE stays with them. • • Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly. • • Consider how the isolation area can be easily cleaned after use. <p>Close contacts of a positive case of coronavirus should take daily lateral flow tests in line with government guidance</p> <p>This applies to all fully vaccinated adults (at least 2 doses), and pupils aged 5 years to 18 years and 6 months. As long as the tests are negative, staff and pupils should come into school as normal</p>	<p>Parents and staff have been made aware of this but need to be informed that the DFE have now said can return on Day 7 if second negative test completed before school starts.</p> <p>In place</p> <p>In place</p> <p>Parents and staff informed on 4/1/22</p>	SE	7/1/22	