FHIS Covid-19 Risk Assessment for Schools (Revised 31st August 2021)

Version 7.0

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**

Whilst the Covid-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness.

Whilst this is a complex and changing situation, there is enough known about the epidemiology of Covid-19 to provide a risk based approach to support staff in their roles.

DfE guidance in relation to the full opening of schools states that, given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19). The guidance explains the steps schools need to take to reduce risks still further. This risk assessment is based on that guidance (Schools coronavirus COVID-19 operational guidance – August 2021).

The assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff, children & young people.
- PPE will be recommended according to evidence of efficacy and assessment of clinical risk.
- All efforts will be made to secure a reliable and adequate supply of suitable PPE.
- PPE does not negate the need for appropriate social distancing and hand and respiratory hygiene.
- It is necessary to remain alert and continue to recognise that all staff and pupils could be potentially carrying Covid-19.
- Increased transmissibility of the new strain of the virus.
- Application of the published system of controls to individual school circumstances

While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people. Schools should use their existing resources to make arrangements to welcome all children back.





Potential Hazard	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level
Covid-19	Staff not having appropriate knowledge on virus, transmission and risk leading to increased transmission of covid-19	Employee, visitors, agency staff, member of the public	All staff to keep themselves updated and follow the latest DfE. guidance for schools and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/ In particular staff should be familiar with the schools operational guidance – Schools coronavirus (Covid-19) operational guidance. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/96 4351/Schools_coronavirus_operational_guidance.pdf This was last updated August 27 th 2021 This has been shared with all staff. Schools Outbreak Management Plan created August 2021 and shared with all staff.
Covid-19	Contagious people coming into school leading to increased transmission of covid-19	Employee, visitors, agency staff, member of the public, Pupils	To help ensure that the risk of virus spread is as low as possible, the school will inform staff and potential visitors, including customers and contractors, not to enter the school if they are displaying any symptoms of coronavirus (COVID-19) or if they should be self-isolating. Anyone showing the symptoms (new continuous cough and/or a high temperature or loss of taste and smell) should not come to work, obtain a test, and should follow the relevant government protocols at home and before coming back to work. Process for collecting a child due to illness or an existing appointment during the school day is established and shared. This remains the same as the previous risk assessment. Anyone living in a household where someone is showing symptoms, if under the age of 18 are allowed to continue to attend educational establishments. If they then become ill then they must continue to isolate for 10 days from the day after they first showed their own symptoms.

			The process for collecting a child due to illness or an existing appointment during the school day is established and shared. Work to be undertaken will be prioritised, based on its importance to the school and being able to assist with potential critical functions during the covid-19 outbreak. Schools should ensure that contact details of any visitors and contractors be maintained so that in the event of a positive case they can engage with Track and Trace. Schools should display a copy of the NHS QR code. For a link in how to create one for your establishment follow the link below). https://www.gov.uk/create-coronavirus-qr-poster Provide guidance to staff and older pupils on the use of the NHS Covid-19 app. We will continue to limit visitors/parents in school and wherever possible conduct meetings/Parent Teacher Consultations via Zoom/Teams.
Injury during travel and whilst onsite.	Increased pressure on an already stretched NHS	Employee, visitors, agency staff	Educational visits are allowed and a separate risk assessment for each educational visit will be created to determine whether it can be undertaken safely.
Transmission of Covid-19 via arrival at school	Increased transmission of virus on arrival at the school premises	Employee, visitors, agency staff, member of the public Pupils.	Staff and pupils will be encouraged to consider how they travel to school, Following government guidance) and reduce any unnecessary travel on coaches, buses or public transport. Walking, cycling and individual use of cars to be encouraged. Where home school transport is mandatory, plans and risk assessments will take place with the local authority and transport providers. Signage will be made available to encourage people to remain in their vehicle on arrival and call reception rather than wander around the site.

			 Hand washing/gel on arrival by pupils and at other key points in the day to be supervised by staff, where necessary. Sanitiser will be available at Reception Desk and forms part of the signing in protocol, along with a routine temperature check, before entry. Processes and procedures are established and shared with Parents for pick up and drop off arrangements. These are to be staggered to avoid mixing between groups. Please see staggered start and end time document. Continuation to engage with Track and Trace system. Primary schools distribute LFT kits to their staff. See separate risk assessment for staff testing. In all cases the participation in testing is an individual decision.
Inadequate implementatio n of social distancing at school	People being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19	Employee, visitors, agency staff, member of the public, Pupils	Careful consideration to continue with some safety protocols will remain the same, to limit transmission across the school and the wider community. The DfE advice states; ' <i>expected and</i> <i>recommended</i> ' <i>in enclosed and crowded spaces where people may come into contact with others</i> <i>they don't normally meet, such as on public or dedicated school transport.</i> ' A plan is in place to ensure that each class/group of children is staffed appropriately, minimising adults and children mixing with different groups. Consideration in all settings must be given to minimising contacts and mixing, whilst delivering a broad and balanced curriculum. Specifically, when timetabling, groups should be kept apart and movement around the school kept to a minimum – avoid creating busy corridors entrances and exits. Playground use is staggered so no mixing of bubbles. Maximise opportunities for Learning Outdoors on the school site For free guide see following link. <u>https://www.lotc.org.uk/get-outside-toolkit/</u> Lunch times, break times, and movement around the site will be staggered to reduce gatherings Review behaviour policy and amend as appropriate. See reviewed Behaviour Policy September 2021. Identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:

			 At risk of exclusion In need of early help Have additional needs such as behaviour, sensory impairment etc. Exhibiting mental health and well-being issues In need of bereavement counselling Meeting the social care thresholds
			Unnecessary sharing of offices will be avoided and ideally staff will avoid using computers that have been used by others in the previous 72 hours. If this is not possible protocols and equipment will be established to allow sanitisation before and after use.
			Good ventilation required when sharing internal spaces. The HSE recommend that chairs in communal not in use be marked with a cross. (Consider Reception area, Staff room and Sixth Form Common rooms).
			Schools should implement procedures for the safe disposal of face masks and other items of PPE.
			Where staff and pupils are clinically vulnerable the employer has a duty to 'make reasonable adjustments' under the Equalities Act. This may result in departure to the general guidance as a response to individual needs.
			Ventilation
			All systems to remain energised in normal operating mode.
			Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal.
			Where possible, occupied room windows should be open. Under the Health Welfare and Safety Regulations room temperatures have to be comfortable. The accompanying Approved Code of Practice defines this as a minimum room temperature of 16°C for non-manual occupations. (Advice on managing ventilation can be found in the latest operational guidance for schools).
			Ventilation to chemical stores should remain operational.
Consultation with staff	Staff made aware of	Staff	The updated risk assessment has been shared with all staff.

	implications for them		Access to well-being and mental Health support communicated and shared with staff. Staff have been directed to Health Assured for additional support.
Staffing	Insufficient key staff available to allow school to reopen	Staff and Pupils	 Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one of the following: Paediatric First aider (where children in Reception age group Designated Safeguarding Lead (DSL) SENCO Caretaker/site member Office staff member
Poor hand & respiratory hygiene	Poor hand & respiratory hygiene leading to increased transmission of covid-19	Employee, visitors, agency staff, member of the public, Pupils	 Follow Hand Washing protocol. You must ensure that pupils clean their hands regularly, including: When they arrive at school When they return from breaks When they change rooms Before and after eating Soap and water, and regular hand washing for at least 20 seconds, is the best way of staying safe. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides. Staff, visitors and pupils should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing. Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation) Coughs and sneezes to be caught in tissues. Bins for tissues should be emptied throughout the day.

			Some children and young people with special educational needs and disabilities may require additional support in following public health advice, or may find frequent hand washing distressing. Staff should know where this is likely to be the case, and how they can best support individual children and young people. You should assess whether you have enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly. Consider dangers related to ingestion and fire in relation to hand sanitiser.
Surfaces contaminated with Covid-19	Increased transmission of covid-19 via surface – face contact	Employee, visitors, agency staff, member of the public	Regular points of contact such as door handles, push plates, code pads and WC levers should be cleaned regularly unless it is already known (with certainty) that the building has not been in use for 48hrs. Put in place a system so that cleaning can be monitored – eg checklists and dates / times of cleaning signature of cleaner. It should be assumed that cleaning has not taken place unless there is knowledge to the contrary. Follow government guidelines as follows: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: Door handles Door handles Toys Teaching equipment/resources Bannisters Light switches Books Toilets Use of disposable cloths

			formal establi Maxim Clean	system for monitoring and shments. ise opportunities for Learning and short the structure of the structure o	ce through use of teaching and recording of cleaning should be ng Outdoors. surfaces prior to reopening and he kitchen and/or food prepara	if necessary, utilise pe	g
Intimate care and minimising the risk of Covid- 19	Intimate care procedures leading to increased transmission of covid-19	Employee, visitors, agency staff, member of the public, Pupils	person on floo distance distance increas frequen continu masks	a coughs, sneezes or speak ors or surfaces. The advice f cing, hygiene and other mea children, and young people cing guidelines, or require p se their level of self-protecti ntly touched surfaces, and o ue to use the PPE that they) when undertaking more in	s mainly transmitted through dr s. These droplets are too heavy for schools, colleges and child asures and cleaning of surfaces with special educational needs ersonal care support. In these on, such as minimising close co carrying out more frequent hand have always used (such as an timate care with pupils. PPE (Based upon Public Healt	y to hang in the air. The are settings is to follow s, may be unable to follo circumstances, staff ne ontact (where appropria dwashing. School staff apron and gloves in ac	ey quickly fall or steps social ow social ed to ate), cleaning should ddition to
				Category	PPE Requirements	Educational Setting	
			1	Staff / Pupil interaction where distance of 2m can be maintained throughout	Close adherence to hand (i) and respiratory hygiene protocols (ii). No additional PPE required beyond what would usually be worn for any given task	The majority of school and childcare settings will fall into this category. For example Class Teacher and Classroom assistants working within a classroom environment where social distancing can be adhered to.	
			2	Staff / pupil interaction where momentary (iii) physical contact is required or cannot maintain 2m distance.	Close adherence to hand and respiratory hygiene protocols. Surgical facemask to be worn by member of staff. Sessional (iv) use	In some childcare and school settings where intimate care is required it may be necessary to wear a surgical	

			is adequate in these circumstances. –masks should be worn in secondary schools at all times where social distancing of 2.metres is not possible. For staff in primary schools staff should wear masks where social distancing is not possible beteween adults/	facemask when undertaking certain tasks (e.g. administration of medication where it cannot be self medicated, or When administering first aid, self-administration is not possible e.g. child places their own plaster on a cut / laceration	
	3	Prolonged/intimate (v) physical contact is required between member of staff and Pupil.	Close adherence to hand and respiratory hygiene protocols. PPE required - Disposable gloves, disposable apron, sessional surgical facemask, (include eye protection if client is coughing or sneezing). Donning and doffing according to standard protocols (vi) and disposing of clinical waste appropriately (vii).	Anyone who is symptomatic should not be in a childcare or school setting. However if required to undertake intimate care with a child or young person then category 3 PPE will apply e.g. If a child requires intimate care when administering first aid as a result of serious injury. If that child were coughing or spitting, this should include eye protection.	
	4	Any scenario in the household of a 'shielded' (viii) person. Close adherence to hand and respiratory hygiene protocols	PPE required - Disposable gloves and plastic apron in addition to single use (ix) surgical facemask.	Not applicable	
	5	Specialist scenarios e.g. Aerosol generating procedures, hospital inpatients, home births, phlebotomy in non-compliant patients etc.	Specialist PPE requirements	Not applicable	

			NB: This summary relates to PHE's COVID-19: infection prevention and control, last updated 25th February 2021
			In circumstances where staff feel PPE is appropriate following the principles above careful judgement should be used to consider likely risk and also any impact of behaviour the child/young person may demonstrate as a result of PPE being worn. The wearing of PPE unless carefully removed in itself can add increased risk therefore it is expected the wearing of PPE will be subject to training sessions. Separate guidance is available on the use of PPE in education and child care is available at; https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
When essential travel in a vehicle is required	Sharing a vehicle where social distancing is not possible leading to increased transmission of covid-19	Drivers, Pupils and accompanyi ng staff	 When having to travel for business related please only travel when this is essential. When using a private vehicle to make a journey that is essential, cars should only be shared by members of the same household. Those who normally share a car with people who are not members of their own household for a journey that is essential, e.g. getting to work, should consider alternatives such as walking, cycling and public transport where you maintain a distance of 2 metres from others. Where using a car is essential involving two or more people, it is recommended that two or more cars are used rather than staff travelling together in the same vehicle. Staff where possible should use their own vehicle. Staff should only share a vehicle with a pupil as an absolute last resort. (e.g. Emergency response). If you have to share the vehicle with another staff member – remember to wipe down the car after the visit has taken place e/g steering wheel, handbrake, door handles etc with an antibacterial wipe (dispose of the wipes by double bagging) and open windows.
Increased lone working	Becoming injured when help is not at hand	Employees and contractors	If you are lone working it is important to follow lone working guidance and ensure a buddy system is implemented and you are in regular contact re your whereabouts.
Managing risk of an individual	Proximity to a person displaying covid-19	Employee, pupils, agency staff,	https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid- 19/guidance-to-educational-settings-about-covid-19

displays symptoms	symptoms leading to increased	member of the public	Identified room has been located enabling the contagion be contained, if required. Our designated room is Apple.
	transmission of covid-19		For pupils refer to; https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91 5553/Symptomatic_children_action_list_SCHOOLS.pdf
			If someone becomes unwell and starts to display the main symptoms of Covid-19, a new continuous cough, a high temperature or a loss of taste or smell in an education setting they must be sent home, advised to arrange a test and self isolate. Detailed advice for managing confirmed cases of Covid -19 amongst the school community is provided on pages $25 - 29$ of the schools coronavirus operational guidance. Testing is now available to children including the under five's.
			Consider treating all pupils and staff who are unwell as possible Covid 19 cases and isolate as per procedures in school accordingly.
			The DfE helpline on 0800 046 8687 should be informed and advice sought, in cases of confirmed transmission. Where multiple cases are identified within school advice should be sought from PHE and local Health Protection teams.
			Where transmission of Covid-19 is thought to have taken place as a result of work place contact this becomes a notifiable incident to the HSE under RIDDOR
			Important note: diarrhoea and vomiting have been identified in recent research as additional symptoms of Covid 19 in children. As these symptoms would ordinarily require a child to be sent home the protocol for a possible coronavirus infection should be followed.
			If an affected person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. If they are a child, depending on the age of the child appropriate adult supervision may be required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area, which is at least 2 metres away from other people.
			If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

			Wider testing is now available for anyone showing symptoms over the age of five years. If it is not possible to maintain a two metre distance from a pupil exhibiting Covid 19 symptoms additional PPE is required.
Deliveries and Maintenance on school sites	Increased number of people onsite leading to increased transmission of covid-19		Deliveries that need to be handled immediately should be sanitized with wipes before taking them inside the premises.
Catering	Catering facilities may not be available due to social distancing restrictions	Pupils	 Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals. Arrangements for the continued provision of FSMs for children not attending school owing to isolation and remote learning requirements are in place. Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups. Arrangements for food deliveries in place. Where possible pack lunches prepared at home should be sent to school in a disposable bag to allow disposal during the school day.

Pupil Re-	Pupil and parents not	Pupils and staff	Approach and expectations around school uniform determined and communicated with parents.
orientation	aware of the	Stall	Changes to the school day/timetables/pick up and drop off arrangements shared with parents.
	new requirements		All students instructed to bring a water bottle each day.
Back into school after a period of closure/ being	and routines		Arrangements for the education of pupils who are isolating should be communicated in advance so that disruptions to education are kept to a minimum. It is now a legal requirement for schools to have in place procedures for remote learning. See our remote learning policy.
at home			Staff, parents and pupils informed of the need to self-isolate when returning from a range of overseas locations.
Covid 19	Increased vulnerability to illness	BAME Children and staff	Identify all children and staff in school who may be considered as part of this community. Ensure that staff supporting a pod or bubble are aware of the elevated risk to health.
		New and	 Discuss concerns with parents or staff Ensure all those identified have the opportunity to share concerns
		expectant mothers	 Ensure that information shared and updated by the DfE and <u>https://bameednetwork.com</u> is reflected in revisions of this risk assessment.
			 Conduct specific risk assessments for Clinically vulnerable staff and young and expectant mothers. – UK govt guidance, expectant mothers should work from home in the third trimester or at point in gestation if have underlying health conditions. If before 28 weeks strict social distancing should be observed.

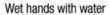
Appendix 1: Clean hands protect against infection (WHO protocol)

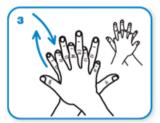
Protect yourself

- Clean your hands regularly.
- Wash your hands with soap and water, and dry them thoroughly.
- Use alcohol-based handrub if you don't have immediate access to soap and water.

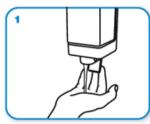
How do I wash my hands properly? Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below:







right palm over left dorsum with interlaced fingers and vice versa



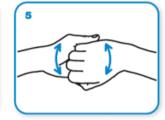
apply enough soap to cover all hand surfaces.



palm to palm with fingers interlaced



Rub hands paim to paim



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa

dry thoroughly with a single

use towe

9



7



use towel to turn off faucet

Rinse hands with water



... and your hands are safe.

Appendix 2

People falling into this extremely vulnerable group include:

- 1. Solid organ transplant recipients.
- 2. People with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs

3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD.

4. People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell).

5. People on immunosuppression therapies sufficient to significantly increase risk of infection.

6. Women who are pregnant with significant heart disease, congenital or acquired.

NB: Patients should have received notification directly from the government and or their GP practice about whether they fall into this group and how to reduce their risk.

Further Reading

- Actions for early years and childcare providers during the COVID-19 outbreak https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare- closures
- Actions for schools during the COVID-19 outbreak https://www.gov.uk/government/publications/actions-for-schools-duringthe-coronavirus- outbreak

- Protective measures for holiday and after-school clubs, and other out-of-school settings during the COVID-19 pandemic https://www.gov.uk/government/publications/protective-measures-for- holiday-or-after-school-clubs-and-other-out-of-schoolsettings-for-children-during-the-coronavirus- covid-19-outbreak
- Guidance for special schools and other specialist settings: COVID-19 https://www.gov.uk/government/publications/guidancefor-full-opening-special-schools-and- other-specialist-settings
- Summer schools programme guidance https://www.gov.uk/government/publications/summer- schools-programme
- Contingency framework: education and childcare settings https://www.gov.uk/government/publications/coronavirus-covid-19local-restrictions-in- education-and-childcare-settings/contingency-framework-education-and-childcare-settings