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| **Name and type of Setting** | **Highfield Ely Academy** |
| **Activity** | **Covid-19 Risk Management Assessment for Educational Settings** |
| **Assessment Completed** | **January 2022** |
| **Review of Assessment** | **End Feb 2022 (or sooner if required in line with Government Plan B measures)** |

This document outlines existing measures to reduce the risk of infection and planned next steps. Please note that the risk reduction measures outlined in this document will not eliminate the risk of COVID infections in school. The Government currently deem it ‘safe’ for schools to remain open. The new variant of COVID is more transmissible than the original virus.

| **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** |
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| Workforce contracting Covid-19 | Workforce, students, visitors | * 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) – *please note staff do not have to share medical information with their employer if they do not wish to*
* 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
* Students and staff wearing face coverings where they are able in classrooms and communal areas. Review at the end of government Plan B guidance at the end of January 2022.
* Maintain social distancing where possible as long as this does not interfere with teaching and learning.
* Maintain natural separation of groups (upstairs and downstairs) where practical and does not interfere with normal teaching and learning.
* 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 in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the [guidance for pregnant employees](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees)
 | Ensure risk assessments for individuals are continually updatedOptional staff wearing of face coverings as long as this does not interfere with teaching and learning. Share within briefing and Operational Guidance.Virtual meeting platforms should be maintained where possible. | Assistant HeadHead of SchoolHead of School | Review end of January 2022 or if situation changesJan 2022 Jan 2022 | YesYesYes |
| Children who are clinically extremely vulnerable contracting Covid-19 | Students | * There is no longer a category for students or staff to be clased as CEV. All children who were previously classed as 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.
 | Reassurance for parents who may be reluctant to send their child to school. Reiterate government expectation for attendance and make as unauthorised if students do not attend. | Head of School | Jan 2022  | Yes |
| Children and staff travelling from abroad | Workforce, students | * Expectation for staff members to attend work as per their contract.
* Children and staff members travelling abroad should follow government guidance on self-isolation as appropriate on return and should refer to the appropriate [list](https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england) of countries for more information
 |  | Head of School | Jan 2022  | Yes |
| Positive case within the setting | Staff & Students | * Testing prior to return to school/workplace via LFT test to identify any asymptomatic cases.
* Close contacts will be identified by the NHS Test and Trace service and advised on any requirement to self-isolate. Only adults over 18 years 6 months old who have not received two vaccinations will be required to self-isolate on contact with a positive case. Children under the age of 18y 6m and adults who have received two doses of an authorised 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 conduct LFT tests daily for 7 days
* If advised by Public Health the setting should implement an Outbreak Management Plan following advice given from the Local Authority and Public Health team.
 | Share new guidance with staff on training day & via email and Staff Operational GuidanceOutbreak management plan constitutes previous risk measures as outlined in the risk assessments - update | Head of School | Jan 2022  | Yes |
| Spread of Covid 19 within the setting - hygiene | Staff and Students | * 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)](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)
* Parents advised to maintain social distancing and wearing a face covering at drop off and pick up times
* Meetings such as Annual Reviews to be conducted virtually or via telephone.
* Restricted visitors to those essential for health, education or social care only.
 | Ensure appropriate supplies of hand sanitiser are provided for each class and stock levels maintainedCirculate information to parents and carers via Class DojoShare risk assessment on website. | Site Manager | Jan 2022 |  |
| Spread of Covid-19 within the setting – ventilation | Staff, Students, Visitors | * 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 well 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](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm)
 | Use of CO2 monitors to check ventilation levels where there is a concern about appropriate ventilation | Site Manager | Jan 2022 | Yes |
| Spread of Covid-19 within the setting – enhanced cleaning | Staff & Students | * Follow the guidance for cleaning in non-healthcare settings [COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)
* Regular cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
	+ Taps and washing facilities,
	+ Toilet flush and seats, door locks, bins, sanitary bins, lavatory brush and toilet roll dispenser
	+ Door handles and push plates particularly in toilets,
	+ 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
* 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 manufacturers recommendations should be followed) prior to wiping. Care should be taken to ensure children cannot access the surfaces during this time.
 | Routine cleaning of touch points at least twice daily.In class cleaning of tables between each activity. | Site ManagerClass Staff | Jan 2022 |  |
| Child or staff member displaying symptoms whilst in the setting | Staff and Students | * Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond:
	+ 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.
* 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 10 full 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 coronavirus to book a test and tracing of contacts to take place: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
* An isolation period includes the day the symptoms started and the next 10 full days. If negative LFT tests are completed on day 6 and day 7 (these tests must be at least 24 hours apart) then the individual can cease isolation after 7 days.
* If any of the individual’s household members are also present at the setting they will need to complete LFT tests for the next 7 days should the individuals PCR result be positive.
* Identify an area where any child displaying symptoms can be isolated whilst they are waiting for collection. 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.
* Ensure the isolation area can be easily cleaned after use
 | Advise PCR testing and self-isolation if symptoms are exhibited. No return to school until a negative test result has been gained.Check ventilation within First Aid room via CO2 monitor to ensure it is sufficient for isolation | Office StaffSite Manager | Jan 2022 Jan 2022 | Yes |