

## Newbridge Primary School Covid-19 Risk Assessment September 2021

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Risk H / M / L	Further Action Required
<b>Awareness of policies and procedures</b>	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>• Staff are aware of necessary information to minimise the spread of infection</li> <li>• The school keeps up-to-date with advice issued by the DfE, NHS, PHE</li> <li>• Staff are made aware of the school’s infection control procedures in relation to Covid-19 via email and/or staff meetings and contact the school as soon as possible if they believe they may have been exposed to Covid-19.</li> <li>• Parents are made aware of the school’s infection control procedures in relation to Covid-19 via school communications – they are informed that they must contact the school as soon as possible if they believe their child has any Covid-19 symptoms and to report any results</li> <li>• Pupils are made aware of the need to tell a member of staff if they feel unwell.</li> </ul>	LOW	<b>Ongoing communication</b>

<b>Disruption to the running of the school in cases of local outbreak</b>	Staff Pupils Others	Infection control	<ul style="list-style-type: none"> <li>• The school adheres to and keeps up-to-date with the latest local and national advice</li> <li>• Advice is sought from the DfE helpline and PHE where required.</li> <li>• Liaison with PHE with appropriate contingency measures being initiated.</li> <li>• Contingency measures that would be considered are: increased wearing of face coverings by adults, re-introduction of bubbles, essential visitors only in school, suspension of assemblies, suspension of events, suspension of extra-curricular activities, meals in classrooms.</li> </ul>	MED	
<b>Use of Transport</b>	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> <li>• It is recommended that facemasks are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school, if applicable.</li> </ul>	LOW	
<b>Cleaning of school</b>	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> <li>• All hard surfaces to be cleaned on a regular basis, this will include: All door handles, All tables and chairs used by staff and pupils, Toilet flushes and regular cleaning of toilets, light switches/touch points.</li> <li>• All classrooms to have spray disinfectant and cloth.</li> </ul>	MED	

<b>Ventilation class/office</b>	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>• Identify any poorly ventilated spaces and take steps to improve fresh air flow</li> <li>• Open external windows (upper and lower, both sides), internal doors and external doors to improve ventilation</li> <li>• If external doors are opened, ensure that they are not fire doors and are safe to do so</li> </ul>	MED	
<b>Poor hygiene practice</b>	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> <li>• Continue to ensure that children clean their hands more often than usual – washing hands thoroughly for 20 seconds with running water and soap and or use alcohol sanitiser ensuring that all parts of the hand are covered</li> <li>• Clean hands on arrival to school, before and after eating, after sneezing or coughing, when returning from breaks and after using the toilet.</li> <li>• Pupils to be supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.</li> <li>• Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Ensuring that enough bins and lidded bins are available throughout school.</li> </ul>	MED	<b>Teachers continue to use e-bug</b>

			<ul style="list-style-type: none"> <li>• Cleaners to carry out daily, thorough cleaning that follows PHE and PHE SW guidance.</li> <li>• Enhanced cleaning to be undertaken where required</li> </ul>		<b>All surfaces in classrooms to be cleared for easy cleaning</b>
<b>Spread of infection</b>	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>• Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell.</li> <li>• Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> </ul>	MED	
<b>Classroom management</b>	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>• Outbreak management plans should cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings</a></li> <li>• It would be sensible to revert back to previous control measures in the event of a local outbreak.</li> <li>• Continue to use a cautious approach with arrangements.</li> </ul>	MED	<b>Remote learning as a very last resort can be resumed</b>

<b>Assemblies</b>	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• In the event of meeting thresholds/in discussion with PHE with rising cases of Covid-19, assemblies will be halted.</li> </ul>	MED	
<b>Lunchtimes</b>	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• In the event of meeting thresholds/in discussion with PHE with rising cases of Covid-19 lunchtime arrangements will revert to eating in classrooms, without year groups mixing.</li> <li>• Tables must still be cleaned on a regular basis throughout lunch time.</li> </ul>	MED	
<b>Playtime and using equipment</b>	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• Playtimes and lunchtimes will remain with two year groups mixing</li> </ul>	MED	
<b>Face Coverings</b>	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>• Staff advised they can wear face coverings if they wish to at any time.</li> <li>• Staff will be asked to wear face coverings in communal areas when threshold levels have been met/following PHE advice.</li> <li>• Non- regular visitors to school to wear a face mask, especially when there are in communal spaces.</li> <li>• School will follow PHE advice in cases of local outbreak.</li> <li>• School will put into place any actions or precautions advised by local PHE.</li> </ul>	MED	

<p><b>Illness</b></p>	<p>Staff Pupils Others</p>	<p>Covid-19 Symptoms</p>	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible Covid-19 infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of Covid-19.</li> <li>• Any member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste is to leave the site.</li> <li>• Any pupil who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste is to leave the learning area immediately, with supervision, and sat outside the office, awaiting collection.</li> <li>• The parents of unwell pupils are informed promptly of the situation by a relevant member of staff.</li> <li>• If the member of staff is in close contact with the child then they should wear appropriate PPE</li> <li>• Staff adequately trained in the appropriate use of PPE.</li> <li>• Any pupils or staff who display signs of infection are advised to book a PCR test.</li> <li>• Any rooms that have been used for this purpose should be cleaned after they have left</li> </ul>	<p>MED</p>	
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<p><b>Positive Cases</b></p>	<p>Pupils Staff</p>	<p>Infection control</p>	<ul style="list-style-type: none"> <li>• School no longer completes contact tracing as close contacts will be identified via NHS Test and Trace.</li> <li>• School will support NHS Test and Trace when required to help identify close contacts</li> <li>• Children under the age of 18 years no longer required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</li> <li>• Children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</li> <li>• If there is an outbreak or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</li> <li>• Staff / Pupils with a positive lateral flow test result should self- isolate in line with the stay at home guidance and get a PCR test to understand if they have COVID-19 and continue to self-isolate</li> <li>• If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self- test and the pupils/staff can return to school.</li> </ul>	<p>MED</p>	
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<p><b>Poor management of infectious diseases</b></p>	<p>Staff Pupils Others</p>	<p>Lack of infection control</p>	<ul style="list-style-type: none"> <li>• Staff are instructed to monitor themselves and look out for symptoms if a pupil or staff member has been sent home with suspected Covid-19.</li> <li>• Staff are vigilant and report concerns about their own or a pupil's symptoms to the Headteacher or SLT as soon as possible. .</li> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of Covid-19.</li> <li>• Staff inform the headteacher/deputy headteacher when they are permitted to return to work after having Covid-19.</li> <li>• The headteacher monitors the cleaning standards of school and discusses any additional measures required with regards to managing the spread of Covid-19.</li> <li>• In line with DfE guidance, an outbreak is defined as: 5 children, pupils, students or staff, who are likely to have mixed closely, testing positive for COVID-19 within a 10-day period</li> <li>• All settings should seek Public Health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</li> </ul>	<p>MED</p>	
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<b>Lack of communication</b>	Staff Pupils Others	Unsafe Practices	<ul style="list-style-type: none"> <li>• The school staff reports immediately to the headteacher about any cases of suspected Covid-19, even if they are unsure.</li> <li>• The headteacher/deputy headteacher contacts the local PHE in the instance of a Covid-19 outbreak (5+ cases).</li> <li>• Schools put into place any actions or precautions advised by their local PHE.</li> <li>• Schools keep staff and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	MED	
<b>Admitting children into school</b>	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• In most cases, parents will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending school, school can take the decision to refuse the pupil if, in reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Covid-19.</li> </ul>	LOW	
<b>CEV children</b>	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>• All CEV children should attend school unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend</li> </ul>	LOW	
<b>Admitting people into school</b>	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or have been instructed to quarantine</li> </ul>	MED	

			<ul style="list-style-type: none"> <li>• Staff or pupils within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow public health advice.</li> </ul>		
<b>Staff CEV</b>	Staff	Infection control	<ul style="list-style-type: none"> <li>• CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</li> <li>• The school will follow DHSC updated guidance.</li> </ul>	MED	
<b>Educational visits</b>	Pupils Staff	Financial risk	<ul style="list-style-type: none"> <li>• Full risk assessments must be undertaken taking into account Covid-19 measures at the venue being visited and during the journeys to and from the venue.</li> </ul>	MED	
<b>Wraparound care</b>	Pupils	Infection Control	<ul style="list-style-type: none"> <li>• Breakfast and After School Club can offer provision to all children, without restriction on the reasons for which they may attend.</li> <li>• In the event of meeting threshold/advice of PHE, the activities will be limited by year group or upper and lower school, whenever possible and parents will be asked to limit use, if possible.</li> </ul>	MED	
<b>Poor mental health and pupil wellbeing and support</b>	Pupils Staff	Ill health	<ul style="list-style-type: none"> <li>• Keep parents, staff and pupils informed about any changes and of an outbreak.</li> <li>• Support pupils via a curriculum focus on physical and mental wellbeing.</li> <li>• Promote school nurse contact, to parents.</li> <li>• Staff informed of Health Assured support</li> </ul>	MED	

