

Risk Assessment Handsworth Primary v16

<b>Description of Activity / Person / Area / Equipment being assessed</b>	Preventing Covid-19 spread in a School Environment
<b>Reference</b>	This risk assessment is based on the <a href="#">Schools Coronavirus Operational Guidance</a> issued in January 2022
<b>Location(s) covered</b>	Handsworth Primary School
<b>Date of Original Assessment</b>	July 2020

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	17/01/22	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No
Copy of form sent to Trade Union Safety Representative	Yes	No

Review Dates

Future Review Date	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
04/09/2020	02/09/2020	Yes	Dave Garioch / H&S Team	
06/11/2020	18/01/2021	Yes, isolation days	Mike Hill / H&S Team	
28/2/2021	23/02/2021	Yes, in line with <a href="#">Schools Coronavirus Operational Guidance</a>	Dave Garioch	
	02/03/2021	Reviewed and recommended edits agreed	Claire Nairne/Mary Wilson	03/03/2021
	18/06/2021	Additional information re: <ul style="list-style-type: none"> <li>Stay and play</li> <li>Independent stay and play 7<sup>th</sup> July 2021</li> </ul>		
	14/12/21	Updated in light of Omicron variant and new guidance	Claire Nairne/Mary Wilson	14/12/21
	07/01/22	Updated in light of latest government guidance	Claire Nairne/Mary Wilson	07/01/22
	11/01/22	Updated in light of latest government guidance (lateral flow testing)	Claire Nairne/Mary Wilson	11/01/22
	17/01/22	Updated in light of latest government guidance (reduced isolation requirements)	Claire Nairne/Mary Wilson	17/01/22
01/03/22				

### Significant hazards and current controls

No.	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
1	Spread of Covid-19 Coronavirus	Everyone at school, including contractors and visitors	<p>The school will follow the government <a href="#">Schools Coronavirus Operational Guidance</a> where reasonably practicable:</p> <ul style="list-style-type: none"> <li>• Ensure that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 10 days.</li> <li>• If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>• Any child awaiting collection, will be moved to the school office with external ventilation (open window). Staff will maintain 2m distance from the child where possible. Where a 2m distance cannot be maintained (such as for a very young child or a child with complex needs) the following guidance will be <a href="#">followed safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</a>.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by <a href="#">NHS Test &amp; Trace</a>.</li> <li>• <b>From Monday 17 January</b>, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.</li> <li>• The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.</li> <li>• If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</li> </ul>	Low

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			<ul style="list-style-type: none"> <li>• Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> <li>○ fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>○ all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>○ people who are not able to get vaccinated for medical reasons</li> <li>○ people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</li> </ul> </li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings outside the home</a> guidance</li> <li>• First Aid may be administered in close proximity, but First Aiders should pay particular attention to sanitation measures immediately afterwards including washing hands; see further guidance on <a href="#">First Aid during Covid-19</a>.</li> </ul>	
2	Poor hand hygiene spreads Covid-19	Everyone	<ul style="list-style-type: none"> <li>• An assessment of hand hygiene needs has been completed and there are adequate hand hygiene and handwashing facilities available for staff and pupils</li> <li>• Staff and pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> <li>• Pupils instructed and supervised about the risks of ingesting hand sanitiser. Small children and pupils with complex needs are continued to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative</li> <li>• Staff and pupils have been informed about <a href="#">good hand hygiene technique</a> from the NHS.</li> </ul>	Low

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3	Poor respiratory hygiene spread Covid-19, including not wearing face coverings	Everyone	<ul style="list-style-type: none"> <li>• 'Catch it, Bin it, Kill it' approach is essential, so the school has enough tissues and bins available in the school to support pupils and staff to follow this routine.</li> <li>• Staff will support younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.</li> <li>• Face coverings are now recommended to be used more widely: <ul style="list-style-type: none"> <li>• In primary schools, the DfE recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</li> </ul> </li> <li>• Staff and students have been reminded wearing a face covering is in addition to the controls already in place. Face coverings are generally one use only. It is very likely wearers will need to have at least two face coverings to use each day and possibly more. There are several exemptions to wearing face coverings, so not all staff and secondary school pupils may be wearing them. There is a <a href="#">downloadable exemption card</a> that anyone exempt can use, some may wear badges or lanyards to indicate exemption.</li> <li>• The BBC has a good video for <a href="#">how to wear a face covering</a>.</li> </ul>	Low
4	Poor levels of cleanliness spread Covid-19	Everyone	<ul style="list-style-type: none"> <li>• The government guidance for <a href="#">cleaning in non-healthcare settings outside home</a> is applied to ensure appropriate controls are put in place</li> <li>• A cleaning schedule is in place and includes: <ul style="list-style-type: none"> <li>○ more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>○ frequently touched surfaces being cleaned more often than normal</li> </ul> </li> <li>• Different groups don't need to be allocated their own toilet blocks, toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet.</li> </ul>	Low
5	Poor use of equipment and cleaning arrangements	Everyone	<ul style="list-style-type: none"> <li>• Classroom based resources, such as books and games, shared within the group are frequently cleaned, along with all commonly touched surfaces.</li> <li>• Shared resources, e.g. sports, art, music and science equipment and cases, are cleaned regularly.</li> <li>• Outdoor playground equipment is cleaned more frequently. This also applies to resources used inside and outside during any wraparound provision.</li> </ul>	Low

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			<ul style="list-style-type: none"> <li>• Pupils have been advised to limit the equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</li> <li>• Pupils and teachers are allowed to take books and other shared resources home, avoiding unnecessary sharing only where it contributes to pupil education and development.</li> </ul>	
6	Poor social distancing spreads Covid-19	Everyone	<ul style="list-style-type: none"> <li>• Teachers maintain 2m social distance from the pupils where possible. Staff will maintain 2m distance from each other where possible.</li> <li>• For younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they will be supported to maintain distance and not touch staff where possible.</li> <li>• In the event of a fire alarm activation everyone will make their way out of the nearest safe exit then reinstate social distancing when outside away from building, as it is more important to have a quick clearing of the building for life safety.</li> </ul>	Medium
7	Lack of Personal Protective Equipment spreads Covid-19	Staff	<ul style="list-style-type: none"> <li>• The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed where: <ul style="list-style-type: none"> <li>○ an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>○ a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> </li> <li>• The guidance on <a href="#">safe working in education, childcare and children's social care</a> will be followed for when, how PPE should be used, what type of PPE to use, and how to source it.</li> </ul>	Low
8	Occupied spaces are not well-ventilated or are too cold	Everyone	<p>Rooms are aired as much as possible by keeping windows open to the outside at least 10 minutes per hour; where practicable windows are kept cracked open when the school is open. Windows and doors to the outside are opened at breaktimes and lunchtimes. Where this impacts on thermal comfort staff and students will be reminded to wear warm clothing; schools will be flexible with uniform requirements</p> <p>To maintain a comfortable temperature:</p> <ul style="list-style-type: none"> <li>• high level windows will be opened in preference to low level to reduce draughts</li> <li>• where reasonably practicable ventilation will be increased when spaces are unoccupied, e.g. between classes, during break and lunch, and when a room is unused</li> </ul>	Low

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			<ul style="list-style-type: none"> <li>furniture has been rearranged, where possible, to avoid direct drafts;</li> <li>the heating has been adjusted to maintain comfort levels in occupied spaces</li> </ul> CO2 monitors are in operation and monitored in classrooms and communal areas.	
9	Spread of Covid-19 goes unchecked	Everyone	<ul style="list-style-type: none"> <li>The school will engage fully with the local authority's public health team's <a href="#">Local Outbreak Control Plan</a> and the NHS Test and Trace system</li> <li>The school reports any new cases to Waltham Forest Public Health daily.</li> <li>The school liaises with Waltham Forest Public Health with regards to triggers being hit in terms of Covid-19 cases in the school – and will be advised on green and amber controls.</li> <li>Staff and parents/carers have been advised they will need to be ready and willing to:               <ul style="list-style-type: none"> <li>Take a lateral flow test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.</li> <li><a href="#">self-isolate</a> if they have a positive result</li> </ul> </li> <li>The business continuity plan has been updated.</li> </ul>	Low
10	Staff or students are asymptomatic carriers of the Covid-19 virus	Everyone	Staff in primary schools will be encouraged to use home testing kits at least twice per week. These controls are in addition to all the other controls already put in place to protect staff and pupils from potential infection.	Low
11	There is a school confirmed case of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The School Office will notify the <a href="#">Public Health Team</a> of any new Covid-19 cases.</li> <li>The School Office maintain a record of all positive cases and those awaiting PCR results as well as isolation periods and return dates.</li> <li>The LCRC/DfE will provide guidance on communications and letter templates for schools to send to staff, parents of contacts, and the wider school community.</li> <li>Ongoing infection control advice and support will be made available to schools via the Public Health team</li> <li>The school follow Government guidance on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</li> <li>The school will notify parents and carers by email – and also school staff.</li> </ul>	Low
12	Pupils and staff use public transport to get	Everyone	<ul style="list-style-type: none"> <li>Pupils and staff have been advised to cycle, scoot or walk to school</li> <li>Extra secure cycle parking has been installed</li> </ul>	Medium

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	to and leave school		<ul style="list-style-type: none"> <li>Where practicable, start and finish times have been amended for groups of pupils to reduce the travel risk.</li> <li>Families using public transport should refer to the <a href="#">safer travel guidance for passengers</a></li> </ul>	
13	Member of school community is clinically extremely vulnerable / clinically vulnerable and staff at an increased risk from Covid-19	Extremely clinically vulnerable person	<ul style="list-style-type: none"> <li>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</li> </ul>	Low
14	Pupils and staff at increased risk of mental ill-health	Pupils and Staff	<p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about this is included in the government <a href="#">Schools Coronavirus Operational Guidance</a></p> <ul style="list-style-type: none"> <li>Other resources that may be used include <ul style="list-style-type: none"> <li><a href="#">webinar</a> for school staff advising how to support pupil and student mental wellbeing.</li> <li>PHE <a href="#">support children and young people's mental health and wellbeing</a>, and <a href="#">Good Thinking</a></li> <li>Being active see <a href="#">the Association for Physical Education, Youth Sport Trust &amp; Sport England</a>.</li> <li>PHE and the NHS <a href="#">Every Mind Matters</a> and <a href="#">Good Thinking</a> campaigns to help take action to look after mental health and wellbeing.</li> <li>A training module, <a href="#">teaching about mental wellbeing</a>, can improve teacher confidence in talking and teaching about mental health and wellbeing.</li> <li>The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>Promote the youth online mental wellbeing community <a href="#">Kooth</a></li> <li>Consider training key/all staff in <a href="#">Psychological first aid for young people</a></li> </ul> </li> <li>The school has an employee assistance provider with the following free phone number 0800 328 1437 and this has been promoted to all staff</li> </ul>	Low

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			<ul style="list-style-type: none"> <li>Teachers may wish to access the free MindEd learning platform for professionals, which includes a <a href="#">coronavirus (COVID-19) staff resilience hub</a> with materials on peer support, stress, fear and trauma and bereavement.</li> <li>Schools will work with school nursing services, as leaders of the <a href="#">healthy child programme</a>, to support the health and wellbeing of pupils</li> </ul>	
15	Lack of staff resources increases risk from Covid-19	Everyone	<ul style="list-style-type: none"> <li>Staff have been asked to work as flexibly as possible. Managers have discussed and agreed any changes before they have been put in place.</li> <li>The school has reviewed existing practices and have used the DfE's <a href="#">workload reduction toolkit</a>.</li> <li>Staff have been made aware of the DfE range of resources, including <a href="#">case studies to support remote education and help address workload</a>.</li> <li>Reference will be made to the Education Endowment Foundation (EEF) guidance on <a href="#">making the best use of teaching assistants</a> to help primary and secondary schools.</li> </ul>	Low
16	Peripatetic / supply staff increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>All peripatetic and supply staff have confirmed they are not suffering any Covid-19 symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) before arriving on site.</li> <li>Records of peripatetic and supply teachers are kept for 21 days after their arrival and will be available for any Test and Trace purposes.</li> <li>The <a href="#">DfE guidance</a> will be followed, including <a href="#">keeping children safe in education</a>.</li> </ul>	Low
17	Pupil behaviour increased risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The behaviour policy has been updated to reflect the requirements of minimising Covid-19 spread and have been made available to pupils and parents before the start of term</li> </ul>	Low
18	Students behaviour in alternative provision may increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>Where appropriate, separate risk assessments are undertaken for each pupil/class/year groups to ensure all are protected. The results of the assessments are integrated into the daily operation of the school</li> </ul>	Low
19	Teaching requires close supervision, e.g. power tools in D&T	Teacher and pupil	<ul style="list-style-type: none"> <li>Guidance from CLEAPSS will be followed on how to use power tools safely during the Covid-19 Pandemic</li> </ul>	Low



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20	Exposure to Covid-19 during educational visits	Staff and pupils on visit	<ul style="list-style-type: none"> <li>The school will follow in the government <a href="#">Schools Coronavirus Operational Guidance</a> for safe the provision of educational visits.</li> </ul>	Low
21	Exposure to Covid-19 during PE	PE Staff and pupils	<ul style="list-style-type: none"> <li>The school will follow in the government <a href="#">Schools Coronavirus Operational Guidance</a> for safe the provision of PE and any team sports.</li> </ul>	Low
22	Exposure to Covid-19 during music, dance and drama	Music staff and pupils	<ul style="list-style-type: none"> <li>The school will follow in the government <a href="#">Schools Coronavirus Operational Guidance</a> for safe the provision music, dance and drama.</li> </ul>	Low
23	Extra-curricular activities increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The school will follow in the government <a href="#">Schools Coronavirus Operational Guidance</a> for safe the provision of extra-curricular and wraparound activities.</li> </ul>	Low
24	Dedicated school transport increases the risk of Covid-19 (N/A)	Pupils	<ul style="list-style-type: none"> <li>The school will follow in the government <a href="#">Schools Coronavirus Operational Guidance</a> for safe the provision of dedicated school transport</li> <li>Dedicated transport providers will be asked for their risk assessments to ensure the <a href="#">DfE guidance</a> is being followed</li> <li>The school and local authority will work closely and in partnership together to ensure the school bus service is safe and sufficient.</li> </ul>	Low
25	Catering staff increase the risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The catering provider will follow in the government <a href="#">Schools Coronavirus Operational Guidance</a> for safe the provision of school meals.</li> </ul>	Low
26	Building not maintained/used without maintenance undertaken	Everyone	<ul style="list-style-type: none"> <li>All the usual pre-term building checks have been undertaken to make the school safe, including managing the risks of Legionnaires' disease. The following guidance has been followed <a href="#">Legionella risks during the coronavirus outbreak</a>.</li> <li>The advice on safely reoccupying buildings from the Chartered Institute of Building Services Engineers' guidance on <a href="#">emerging from lockdown</a> has also been followed.</li> </ul>	Low
28	Staff and parents unsure what to do in the event of a local lockdown	Everyone	<ul style="list-style-type: none"> <li>The school business continuity plan has been updated to include procedures to follow in the event of a local lockdown</li> <li>The SBM/Head will contact the <a href="#">Public Health Team</a> and follow their advice, including what is in the <a href="#">Local Outbreak Control Plan</a>, and share with staff and parents.</li> </ul>	Low

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	due to a local outbreak of Covid-19		<ul style="list-style-type: none"> <li>Guidance on communications and letter templates for schools to send to parents and staff will be shared via LCRC (London Coronavirus Response Centre)</li> <li>Infection control support and training will be made available to staff via Public Health</li> <li>The frequently asked questions are kept up to date on the website to reflect the latest government guidance.</li> </ul>	
29	Person is identified as a close contact of a confirmed omicron variant case		<ul style="list-style-type: none"> <li>Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> <li>fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>people who are not able to get vaccinated for medical reasons</li> <li>people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</li> </ul> </li> </ul>	
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**Risk Rating : if High or Medium use Action Plan**

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date