

RISK ASSESSMENT

Company:	Inspire Partnership Multi Academy Trust	Date of Assessment:	7.09.2021 Version 15a
Schools:	Gawthorpe Community Academy, Towngate Primary Academy, Half Acres Primary Academy, Ackton Pastures Primary Academy, Girnhill Infant School, Fitzwilliam Primary School, South Hiendley Primary School, Ash Grove Primary Academy, Grove Lea Primary School		
Description of work activity / process being assessed:	Revised to comply with changes from 27 August 2021 – “Schools Coronavirus (COVID 19) Operational Guidance” Applies to all pupils and staff		

Persons exposed:		Type of assessment:	
Employees	<input checked="" type="checkbox"/>	Initial	<input type="checkbox"/>
Pupils	<input checked="" type="checkbox"/>	Change in Government Guidance following Covid 19 Outbreak	<input checked="" type="checkbox"/>
Contractors	<input checked="" type="checkbox"/>	Operational review	<input checked="" type="checkbox"/>
Visitors / Members of the public	<input checked="" type="checkbox"/>		

COVID – 19 (Corona Virus) - COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes. Symptoms of COVID-19 appears usually within two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

EFFECTIVE INFECTION PROTECTION AND CONTROL

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend school	Communicate expectations clearly with parents and staff	Headteacher	1 Sept 21	
	Any pupils or staff that have tested positive in the last 10 days must not attend school	Communicate expectations clearly with parents and staff	Headteacher	1 Sept 21	
	Anyone developing coronavirus symptoms during the school day will be sent home and should follow public health advice. They will be asked to self isolate and arrange a PCR test.	Anyone who becomes unwell with a new continuous cough, a high temperature, or has a loss of, or a change in, their normal sense of taste or smell must be sent home and advised to have a PCR test ASAP. If you live in the same household as someone with COVID-19, you should stay at home and self-isolate, if applicable. From 16 August 2021, if you are fully vaccinated or aged under 18 years and 6 months <u>you will not be required to self-isolate if you live in the same household or are a close contact of someone who has tested positive for COVID-19.</u> It remains essential that anyone who gets a positive test result from a LFD result self isolates immediately, as must other members of their household unless fully vaccinated or aged under 18 years and 6 months while they get a confirmatory PCR test.	ALL	Ongoing	
	Frequent and thorough hand cleaning should be regular practice	Continue to ensure that pupils clean their hands regularly using soap and water or hand sanitiser. Wash hands thoroughly for 20 seconds with running water & soap and dry them thoroughly or use hand sanitiser ensuring all parts of the hand are covered.	ALL	Ongoing	

	Ensuring good respiratory hygiene – promote the ‘catch it, bin it, kill it’ approach	Tissues/bins in all classrooms and to be emptied daily. Educate pupils to use tissues or sneeze into elbow area of arm	Premises & Classroom based staff	Ongoing	
	Maintain an appropriate cleaning schedule using standard cleaning products such as detergents and bleach.	Regular cleaning of areas and equipment with a particular focus on frequently touched surfaces, such as door handles, light switches, work surfaces and regularly used equipment. As a minimum, touched surfaces should be wiped down twice a day and one of these should be at the beginning or the end of the working day. When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over what would usually be used.	Premises & Classroom based staff	Ongoing	
	Children displaying any symptoms of COVID 19 should not attend school, given the potential risk to others.	If a parent or carer insists on a pupil attending school, the Headteacher can take the decision to refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID 19.	Headteacher/ SLT	Ongoing	
	Any pupil requiring first aid should continue to receive care in the normal way. No additional PPE is needed because of COVID 19 for anyone who does not have COVID 19 symptoms.		ALL School Staff	From 1 st Sept 21 onwards	
	Home visits undertaken by staff should only be conducted if absolutely necessary, these are to be conducted on the doorstep or via an open window	Lone working procedures must be adhered to at all times when undertaking home visits	ALL School Staff	From 1 st Sept 21 onwards	
	Ensure areas are well ventilated and that a comfortable teaching environment is maintained. Doors to be propped open (exc fire doors) rooms need to be well ventilated with windows open :- Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air.	To balance the need for increased natural ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing.			

Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)	<ul style="list-style-type: none"> • rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>	SLT		
Consider which lessons or classroom activities could take place outdoors	Communicate with Staff			
Minimise parental attendance in school unless fulfilling statutory obligations and ensure social distancing is maintained at meetings with parents/external visitors. Review at the end of the first half term.	Communicate with parents on newsletter			
If possible, stagger break and lunch times and consider groups remaining in one location at these times to reduce movement around school	Add to timetables			
Maintain social distancing amongst parents/carers at drop off and collection times	Senior leaders to observe starts and ends of day			
Remove whole school gatherings/assembly times from daily routines and review at the end of September	Communicate with staff- offer assemblies/virtually			
Staff meetings should take place in the school hall and social distancing maintained	Communicate with staff			
Review of the school's behaviour policy to ensure that it covers COVID 19 related incidents	If non-symptomatic children present behaviours which may increase the risk of droplet transmission or require care that cannot be provided without close hands on contact, they should continue to receive care in the same way, including any existing routine use of PPE.			
Educational visits including residential visits will resume in the autumn term including swimming	Schools must undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.			
No visitors, staff, children, contractors, parents can enter the buildings if they have any symptoms	Regularly clean common contact surfaces in the reception area.			
Schools should have discussions with key contractors about the school's control measures and ways of working. Site guidance on hygiene should be	Regularly clean common contact surfaces in the reception area.		From 1 st Sept 21 onwards	

	explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.				
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PERSONAL PROTECTIVE EQUIPMENT (PPE) Including Face Coverings

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus	Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The reintroduction of face coverings may be advised for a temporary period in response to particular localised outbreaks, including variants of concern (see Outbreak Management Plan)	The Gov recommends that face coverings 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.	Headteacher	1 Sept 21	
	If a child has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.	Additional PPE for COVID 19 is only required in a very limited number of scenarios : <ul style="list-style-type: none"> If a child becomes ill with COVID 19 symptoms and only then if close contact is necessary When performing aerosol generating procedures (AGPs) 	All Staff	Ongoing	
Child becoming unwell with symptoms of coronavirus and needs direct personal care until they can be collected from school	The following PPE will be available for staff to use : Face masks, disposable gloves and a disposable apron.	If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn	All Staff	Ongoing	

PUPILS WHO ARE CLINICALLY EXTREMELY VULNERABLE

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus amongst individuals deemed to be at a higher risk of severe illness	All clinically extremely vulnerable (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 not to attend.	Where a pupil is unable to attend school because they are complying with clinical or public health advice, schools must be able to offer them access to remote education	Headteacher	1 Sept 21	

SCHOOL WORKFORCE - CLINICALLY EXTREMELY VULNERABLE

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus amongst individuals deemed to be at a higher risk of severe illness	From 19 July, social distancing measures have ended in the workplace and it is no longer necessary for the government to instruct people to work from home. CEV people, as a minimum, are advised to follow the same guidance as everyone else.	Individuals at a higher risk of becoming seriously ill from COVID 19 may wish to think particularly carefully about additional precautions they might wish to continue to take.	ALL Staff	From 1 st Sept 21 onwards	
	Those who are pregnant, as a minimum, should follow the same guidance on COVID-19 as everyone else (for example about testing or self-isolation), though some pregnant women may wish to take extra precautions. UK government recommendation that all pregnant women should pay particular attention to social distancing measures and good hygiene and that this is particularly important at 28 weeks' pregnancy and beyond.	A risk assessment should be conducted for pregnant women. Key advice for pregnant women during the pandemic: <ul style="list-style-type: none"> Vaccination is recommended in pregnancy. You can get vaccinated against COVID-19 if you're pregnant and aged 18 or over. Receiving two doses of the vaccine is the safest and most effective way of protecting you and your baby from COVID-19 infection 			

	This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19).	<ul style="list-style-type: none"> As COVID-19 restrictions ease across the UK, pregnant women who are unvaccinated or not fully vaccinated, may choose to limit the close contact they have with those they do not usually meet with in order to reduce the risk of catching or spreading COVID-19, particularly if they are in the third trimester and when COVID-19 disease levels in the general community are high. 			
	Some people with particular characteristics (inc BAME) may be at comparatively increased risk from coronavirus – these staff can attend school and should follow the system of controls implemented in this risk assessment.				
	Any member of staff required to stay home under the government guidance, for example due to having Covid19 symptoms or contact with a Covid19 case, must inform their headteacher following the sickness reporting procedures. If self isolating, the initial notification from Test and Trace (email or text) plus a self isolation note must be submitted to the school.	Employees who are self isolating and who are fit to work may work from home in agreement with their headteacher			
	The government has set a requirement for people returning from some countries to upon their return – this guidance must be adhered to.	Staff should not knowingly book/attend holidays to destinations that require quarantine upon return. If this happens, staff may be asked to take unpaid leave upon their return for the quarantine period if it is in term time			
	Staff returning from travel outside the UK can be asked to take a test before returning to school/site and may be legally required to quarantine, if they have recently visited countries outside of the Common Travel Area	Anyone arriving from a red list country, or having transited through one in the past 10 days must follow the government's quarantine regulations.			
	All staff have access to the Trust's Wellbeing Service through Champion Health. This includes access to a confidential counselling service (More info available from SBOs)				

IF SOMEONE BECOMES UNWELL IN YOUR SCHOOL

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
If someone shows symptoms of the virus, there is a higher risk of transmission to others	If someone becomes unwell with a new continuous cough or a high temperature or a loss of, or change in, their normal sense of taste (anosmia), they must be sent home and should follow public health advice.		SLT	Ongoing	
	If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.	A window should be opened for ventilation.	SLT	Ongoing	
	If they need to use a bathroom while waiting to be collected, they should use a separate bathroom if possible	The bathroom should be cleaned and disinfected before being used by anyone else	SLT	Ongoing	
	Appropriate PPE should be worn by staff caring for the child while they await collection if close contact is necessary (ie a very young child or one with complex needs)		All Staff	Ongoing	
	Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> the symptomatic person subsequently tests positive and they are identified by NHS Test & Trace as a close contact and they are not fully vaccinated they develop symptoms themselves (in which case, they should arrange to have a PCR test) 	Wash their hands thoroughly for 20 seconds after any contact with someone who is unwell	All Staff	Ongoing	
	Cleaning the affected area(s) with an approved cleaning product after someone with symptoms has left to reduce the risk of passing the infection onto others		All Staff	Ongoing	
Individual being severely ill on your premises	In an emergency call 999 if seriously ill or injured or their life is at risk.	Do not visit the GP, pharmacy, urgent care centre or a hospital	SLT/All Staff	Ongoing	

IF THERE IS A CONFIRMED CASE OF CORONAVIRUS IN YOUR SCHOOL

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus	<p>If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self isolate and arrange a PCR test ASAP.</p> <p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.</p> <p>Staff who do not need to isolate, and children aged under 18 years and 6 months who have been identified as a close contact, should continue to attend school as normal.</p>	<p>Individuals are not required to self isolate if they live in the same household as someone with COVID 19, or are a close contact of someone with COVID 19, and any of the following apply :</p> <ul style="list-style-type: none"> • They are fully vaccinated • They are below the age of 18 years and 6 months • They have taken part in or are currently part of an approved COVID 19 vaccine trial • They are not able to get vaccinated for medical reasons <p>Instead they 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.</p>	SLT	Ongoing	

ENGAGE WITH THE NHS TEST AND TRACE PROCESS

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Transmission risk is potentially higher if NHS Test and Trace process is not adhered to	Staff will be asked to continue to undertake twice weekly LFD home tests whenever they are on site until the end of September, when this will also be reviewed. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home kit. Staff also need to inform their Headteacher of a positive result ASAP.	Staff will be asked to test on a Sunday afternoon/evening (at a time which allows a clear 48hr window (ie after 5pm) from last being in school and in contact with colleagues and pupils). If a staff member has a positive LFD test result, they must self isolate until a PCR test is undertaken and a result determined.			
	Testing is not mandatory and staff do not need to provide proof of a negative test to attend school.	Staff will be asked to take a 2 nd test on a Wednesday evening (at home). If a staff member has a positive LFD test result, they must self isolate until a PCR test is undertaken and a result determined. If the PCR test result is negative then the individual will be able to return to school. If the PCR test is positive, the individual will be required to self isolate.			
	Staff with a negative LFD test result can continue to attend school.				
	Staff or pupils with a positive LFD test result will need to self isolate and arrange a polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test and is negative, this result overrides the self test LFD test and the staff member or pupil can return to school, as long as the individual doesn't have COVID 19 symptoms.				
	If the PCR test is positive, the individual will be required to self isolate.				
	Anyone who displays symptoms of coronavirus can and should get a PCR test.		ALL	Ongoing	
	Parents and staff should inform school immediately of the results of a positive test and follow public guidance.	If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self isolating. If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus infection & must	ALL	Ongoing	

		continue to self isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self isolating until their temperature returns to normal.			
	Those identified as a close contact will be informed by NHS Test and Trace that they have been in close contact with a positive case and advised to take a PCR test. The government strongly encourages all individuals to take a PCR test if advised to do so. There is no requirement to self-isolate while awaiting PCR test results and so pupils and staff identified as close contacts should continue to attend school as normal.				
	The Trust has an Outbreak Management Plan which they will implement if advised to do so by the Local Authority, Directors of Public Health, Public Health England health protection teams or the national government.		Headteacher	From 1 Sept 21 onwards	

CLEANING AND HYGIENE

Follow the COVID 19: cleaning in non healthcare settings guidance

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
<p>Potential Exposure to Covid – 19 (Corona Virus):</p> <p>Normal cleaning routine.</p>	<p>Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.</p> <p>Follow UK Government guidelines in reducing the likelihood of exposure</p> <p>Personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • Disposable gloves • Disposable Apron • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. • Clean and disinfect frequently touched objects and surfaces twice per day • Do not touch your eyes, nose or mouth if your hands are not clean. 	<p>Additional cleaning products (Zoono) introduced to bolster the impact of routine cleaning. MSDs issued to PS</p> <p>Internal deep cleans</p> <p>Accurate recording of routine cleaning undertaken in all areas - ALL</p> <p>Fogging machine to be used at each school at termly intervals and following any confirmed cases</p> <p>Availability of appropriate PPE</p> <p>Increase order quantities of skin friendly hand soap</p> <p>Cleaning routine to be extended to door handles and access keypads</p> <p>Wash hands after cleaning task</p>	<p>EHSO</p> <p>EHSO</p> <p>Cleaners/All</p> <p>PS</p> <p>PS</p> <p>PS</p> <p>Cleaners</p>	<p>Ongoing</p>	
<p>Potential Exposure to Covid – 19 (Corona virus):</p> <p>Cleaning after symptomatic individual has passed through and spent minimal time.</p>	<p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> • Objects which are visibly contaminated with body fluids. • All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells. <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs,</p>	<p>Fog area if suspected symptomatic person has come in contact</p> <p>When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection. Training on the PPE to be given i.e donning a mask.</p>	<p>PS</p> <p>EHSO/PS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

	<p>door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> • Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine; <p>or</p> <ul style="list-style-type: none"> • A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants; <p>or</p> <ul style="list-style-type: none"> • If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses. <p>Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p> <p>If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.</p>				
	<p>Wet wipe surfaces. Apply chosen cleaning chemical and wipe with warm wet cloth</p> <p>Fogging and External cleaning specialised to be organised as additional precautions at agreed intervals if required</p>			Ongoing	
				Ongoing	
Waste	Waste should be put in a plastic rubbish bag and tied when full.				
Normal removal of waste (including disposable cloths and tissues):	<p>Waste should be put in a plastic rubbish bag and tied when full.</p> <ul style="list-style-type: none"> • Personal protective equipment (PPE) <ul style="list-style-type: none"> • Disposable gloves • Disposable Apron 	Availability of appropriate PPE	PS	Ongoing	
			PS	Ongoing	

	<ul style="list-style-type: none"> Hands should be washed with soap and water for 20 seconds after all PPE has been removed. Clean and disinfect frequently touched objects and surfaces. do not touch your eyes, nose or mouth if your hands are not clean. 	Increase order quantities of skin friendly hand soap			
Waste Waste from possible cases and cleaning of areas where possible cases have been.	<p>Waste should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be put in with the normal waste.</p> <p>If the individual tests positive, then store it for at least 72 hours and put in with the normal waste If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</p>	<p>Specific log to be kept remote from waste storing area to keep accurate inventory of suspected contaminated waste. Log to be maintained by senior leadership team.</p> <p>When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection</p>		Ongoing	
				Ongoing	

Review period: After any UK Governmental Department announcement.