

Implementing Protective Measures to Mitigate against Covid-19 Infection

Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the 'COVID-19 secure' guidelines.

Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed, the population groups at increased risk are:- older people, people with pre-existing health conditions, men, people from BAME communities.

Basic Principles.

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self awareness of risk group (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough which require self isolation for the case and household contacts.

The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it'll help you manage risk and protect people.

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk.

Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

Prepared and Approved: April 2020. **Updated:** May 2020, July 2020, August 2020, September 2020, October 2020, November 2020, January 2021, March 2021, 3rd May 2021, 16th May, 31st August, 17th September, 11th November (v 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11, 2.12, 2.13)

Risk Assessment	COVID-19 August 2021	
School	Egglescliffe School	
Department:		
Section:		

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection
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Quality Assurance Check by Manager / Line Manager	D.Jolly	Date:	11.11.21
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Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?
System control measure: 1) Ensure good hygiene for everyone	<ul style="list-style-type: none"> All persons are to sanitise their hands on arrival at the building, on entrance to each classroom, on exit from each classroom, before eating, after eating, after sneezing or coughing. Sufficient hand washing facilities are made readily available in toilet blocks with liquid soap dispensers, hand driers and ample supplies of paper towels. COVID-19 safety instruction signs are located throughout the school site Encourage pupils to improve their hygiene habits, use tissues to cough or sneeze into rather than using hands (“catch it, bin it, kill it”) Persons encouraged not to touch their mouth, eyes and nose. 	<ul style="list-style-type: none"> Communicate expectations to students, staff and parents/carers about cleaning and hygiene. Guidance on cleaning non-healthcare premises available here . Hand sanitiser station in each classroom-students to clean hands on entry and exit Frequent hand washing and drying – see guidance on hand cleaning. Hand sanitiser available in public areas such as main reception and student services, as well as offices. Regular reminders to students on hand sanitising/hand cleaning Toilet and social areas will be monitored by staff to ensure social distancing and good hygiene is promoted. Catch it, bin it, kill it posters displayed in each classroom and around the school site. Additional tissues available. Tissues available in each classroom Students advised to bring own pack of tissues to school Disinfectant kits available in each classroom for emergency cleaning use, if required. COVID-19: Cleaning in health non-healthcare settings 	All staff on site to promote hand hygiene	Students informed in start of year assembly At all times to be reinforced
System control measure: 2) Maintain appropriate cleaning regimes	<ul style="list-style-type: none"> Regularly touched surfaces should be cleaned regularly using bleach* or detergent / disinfectant, this will include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. See cleansing guidance. 	<ul style="list-style-type: none"> Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available here. Each classroom to have a disinfectant kit to be used if an adult or child coughs or sneezes. Protective gloves and mask are part of this kit. 	Premises staff Teaching staff	At regular intervals throughout the school day

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?
	<p>*Following manufacturer’s instructions.</p> <ul style="list-style-type: none"> Where possible, all spaces should be well ventilated using natural ventilation. Additional cleaning staff employed during the school day to regularly clean touch points and high use public areas. The premises will be subject to an elevated cleansing regime focusing on contactable surfaces, door handles, handrails, tables and such like. Hand hygiene stations are provided throughout the school, with alcohol gel available in the circumstances where soap and water are unavailable. 			
<p>System control measure: 3) Keep occupied spaces well ventilated</p>	<ul style="list-style-type: none"> Classrooms doors to be propped open whenever rooms are in use. Doors must be closed when vacated in line with fire risk assessment. Windows to be opened where possible. In winter windows may be slightly opened to create a through draft Windows to be opened at break/lunch time to purge the air between classes 	<ul style="list-style-type: none"> Windows to be opened widely at break and lunch to encourage movement of air through the room. If cold in classrooms, students can be permitted to wear coats, when necessary. Office staff to apply the same principles as classrooms for their office space. 	<p>All staff</p>	
<p>System control measure: 4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</p>	<ul style="list-style-type: none"> People showing symptoms should remain at home and self isolate. If people become unwell and display symptoms in an education setting, they must be sent home and follow the advice found here. PPE should be worn by staff caring for the child whilst they await collection, if a distance of 2 mts cannot be maintained. If they require the use of toilet facilities whilst waiting to be collected, they should use a separate toilet, if possible, to all other students. The facilities should be cleaned and 	<ul style="list-style-type: none"> All guidance issued to students, parents/carers and staff outlines this measure. Signage displayed in school reception for visitors Students displaying symptoms will be accommodated in separate first aid area until they can be collected. This is a well ventilated space where they can be isolated, depending on the age of the child and with appropriate adult supervision if required. If it not possible to isolate them, move the student to an area which is at least 2 meters away from other people. During the event a cleaner will need to be available to respond to cleaning requirements should someone become ill with suspected COVID19. PPE requirements are disposable gloves and apron and if necessary eye, nose and mouth protection (depending upon the cleaning requirement). The Trust have invested in a “Fogging machine”. Following a suspected or 	<p>SLT</p> <p>Admin staff</p> <p>Premises team</p> <p>Wider staff-teaching and support</p>	<p>At all times alert to any member of school community with symptoms</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?
	<p>disinfected using standard cleaning products before being used by other persons.</p> <ul style="list-style-type: none"> • If a staff member has assisted someone who was displaying symptoms, they do not need to go home and self-isolate, unless they become unwell themselves or if the student subsequently tests positive for COVID-19. Hygiene standards apply (see hygiene section of this document). • The symptomatic student's class should be monitored by staff to ensure no other possible cases arise. • Should the symptomatic person be a staff member, they must self-isolate and their class/classes, workstation, desk, chair and other frequently used items within the School should be cleansed. • Where the staff member or student tests positive for COVID-19, NHS Test and Trace will work with the positive case to determine close contacts. Those identified will need to take a PCR test in line with national guidance for under 18s. • 	<p>confirmed case of COVID19 this will be used to thoroughly disinfect any rooms which have been used by the infected person/s. School fogging procedure to be followed.</p> <ul style="list-style-type: none"> • Disinfectant kits available in each classroom for emergency cleaning use, if required. COVID-19: Cleaning in health non-healthcare settings • Designated toilet identified for use by students who are displaying COVID-19 symptoms whilst waiting to be collected. Arrangements for cleaning after this use in place. • Teaching staff advised to keep classroom doors open, where possible, to improve ventilation. • Some school events will be held virtually until further notice. 		
<p>Additional measures: Use of face coverings in schools</p>	<ul style="list-style-type: none"> • Students and staff will wear a face covering in communal areas and corridors where social distancing is not possible, unless medically exempt (from 11th Nov 2021) 	<ul style="list-style-type: none"> • If there is an outbreak in the school, Public Health may advise that face coverings are worn in classrooms. In this event, this will be communicated to staff, students and parents/carers. 	All staff	

<p>Additional measures: Promote and engage in asymptomatic testing</p>	<ul style="list-style-type: none"> Staff and students to conduct twice weekly lateral flow tests at home. site two times prior to their return then to conduct home testing twice a week thereafter. (see testing risk assessment) 	<ul style="list-style-type: none"> Staff and students/parents to notify the school of a positive lateral flow when undertaking testing at home and undertake a PCR for confirmation. Please see separate risk assessment for testing programme for detailed measures to mitigate risks associated with testing Additional measure of any household contact to undertaken LFT testing for 7 days (as well as taking an advised PCR test) from 11th Nov 2021 	<p>All staff, parents and students</p>	<p>From 1st September until further notice</p>
<p>Additional measures: Clinically extremely vulnerable staff and students</p>	<ul style="list-style-type: none"> Individual risk assessment for each member of staff and students in this category to identify risks and measures in place which will be updated on return. 	<ul style="list-style-type: none"> Each individual will have their risk assessment updated when necessary as personal circumstances change CEV children should continue to attend unless they have been advised by their clinician or other specialist not to attend. 	<p>SLT Line managers</p>	<p>Communicated prior to opening. Reviewed on a regular basis</p>
<p>Additional measures: One-way systems</p>	<ul style="list-style-type: none"> One way systems will be retained in arts block, science blocks, English clock to control the flow of students and staff in and out of classrooms. 	<ul style="list-style-type: none"> Clear signage in place to advise all staff/students of one-way systems 		
<p>Additional measures: Staggered breaks and lunches/exit of site</p>	<ul style="list-style-type: none"> Break and lunches will remain staggered to keep year groups separate to reduce the risk of any potential spread of infection amongst the school community School exit will be staggered from 3.00pm onwards for various year groups 	<ul style="list-style-type: none"> Clear zoning in place for dining areas when more than one year group on each lunch. 	<p>All staff</p>	<p>Communicated prior to opening. Reviewed on a regular basis</p>
<p>Additional Measures: Pregnant staff/students</p>	<ul style="list-style-type: none"> Each member of staff/student who is pregnant will have an individual risk assessment to identify any additional action that needs to be taken to mitigate risks. 	<ul style="list-style-type: none"> Additional measures may be put in place based on the individual case 	<p>SLT</p>	<p>Reviewed regularly</p>
<p>Additional Measures: Use of 'fogging equipment'</p>	<ul style="list-style-type: none"> When required, fogging machine to be used in areas which has been used by an infected case. This will only be used by the premises team 	<ul style="list-style-type: none"> School will operate the fogging machine in line with the operational instructions. Additional risk assessment in place for the use of the fogging machine 	<p>Premises staff</p>	
<p>Additional measures: Contingency planning for an</p>	<ul style="list-style-type: none"> If 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of students or staff who are likely to have 	<ul style="list-style-type: none"> Extra measures may include an increase in onsite testing, a temporary wearing of face coverings on site for students/staff, a reduction in the moving of students on site, return to video-link assemblies, adapting, limiting or postponing trips, performances etc and any other measures 	<p>All students, staff, and parents</p>	<p>Reviewed with Public Health advice</p>

<p>increase in cases</p>	<p>mixed closely test positive for COVID-19 within a 10-day period test positive extra measures will be introduced</p>	<p>that the local Public Health team may advise.</p>		
<p>Additional measures: Large scale events and visitors on site</p>	<ul style="list-style-type: none"> Each large scale event will be reviewed to determine if additional control measures can reduce the risk of transmission. Where this is not possible the event will be held virtually or cancelled. 	<ul style="list-style-type: none"> Additional measures will include-face coverings at all times, social distancing, one-way systems and hand sanitising. Visitors on site will be limited, where possible. All visitors to wear a face covering and follow other measures in place in the school setting. 		
<p>Unvaccinated members of staff</p> <p>Promote and engage in COVID Vaccination programme</p>	<ul style="list-style-type: none"> The school encourages all eligible staff to take up the vaccine offer and publicises the benefits using impartial, factual information in line with NHS guidance. The school enables staff who are eligible for vaccination to attend booked appointments, including during term time where possible. The school consults with its recognised trade unions when implementing its approach to vaccinations. The head teacher ensures all line managers are aware of the school's approach to vaccinations and implement it accordingly. The school asks for the vaccination status of members of staff on the basis that schools are a place of high contact and its need to protect other staff and pupils. Where a member of staff raises concerns about the vaccine, their line manager or a trusted member of staff discusses the matter with them openly and honestly, listening to any concerns without pressuring the staff member to make a decision. Copies of any communications produced 	<ul style="list-style-type: none"> 		

	<p>by the school regarding vaccination are retained, in line with the Data Protection Policy, in case of complaints from a member of staff.</p> <ul style="list-style-type: none">• Unvaccinated members of staff are reminded by their line manager to pay particular attention to the school's existing system of controls, e.g. regular handwashing.• The headteacher considers additional measures to protect unvaccinated staff members on a case-by-case basis. Measures to consider include the following:<ul style="list-style-type: none">- Working from home where possible- Increased use of testing- Social distancing- The use of PPE• The school adheres to the Data Protection Act 2018 and the UK GDPR when asking staff members if they have been vaccinated and when handling information relating to the vaccination status of a member of staff.• In all cases, the school does not discriminate against any member of staff who has not being vaccinated for any reason.			
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