

## COVID-19 ASSESSMENT:

Actions which apply to all schools opening at the start of the new term - Schools must use this to COVID-19 readiness for the start of the new term	
1. Schools must refer to the Government Guidance <a href="#">'Schools COVID-19 Operational Guidance'</a> when completing this risk assessment. School leaders should be aware that Govt. guidance is likely to change and that they must review this risk assessment accordingly. 2. A completed copy of this risk assessment should be posted on the school's website.	
Person completing form (i.e. Headteacher / Premises Manager)	SLT
Date of assessment	04/04/2022
Review date (add subsequent lines as required)	10/06/2022

How harm can be caused	Who can be harmed?	Recommended control measures	Control measures you will implement / Actions you will take	Who will implement	When this is needed by	Date action complete
<b>GOOD HYGIENE FOR EVERYONE:</b>						
<b>Poor standard of hand hygiene</b> - Personnel becoming infected due to poor standards of hand hygiene of others	All adults and children	Frequent and thorough hand cleaning should be regular practice. Ensure that staff and pupils can clean their hands regularly with soap and water or hand sanitiser (recommended 70% alcohol). Display instructive posters.	4.4.22 - Hygiene checklists to be used in all classrooms. Hand sanitiser and hand washing facilities in each classroom. Foot pedal bins to be used in each classroom to avoid hands being used on bins. All staff and pupils will be reminded of the expectations at the start of term and regularly thereafter. Children will be expected to wash/sanitise their hands at the classroom station before eating times (snack/lunch) and after playtimes when necessary as well as is always expected having been to the toilet.	All staff	04/04/2022	Click or tap to enter a date.
<b>Poor standard of respiratory hygiene</b> - Personnel becoming infected due to poor standards of respiratory hygiene of others	All adults and children	The 'catch it, bin it, kill it' approach should be promoted. Display instructive posters. Promote the importance of staff and pupils carrying tissues with them. Have spare tissues available. Provide bins for the disposal of soiled tissues. Encourage good hand hygiene. Ensure bins are regularly emptied / disposed.	Tissues are freely available and plentiful in every classroom so children are not expected to carry their own. Bins are emptied daily. All staff and pupils will be reminded of the expectations at the start of term and regularly thereafter.	All staff	01/09/2021	Click or tap to enter a date.
<b>Lack of Personal Protective Equipment (PPE)</b> - Personnel exposed to infection - Required if a pupil has routine intimate care that requires staff to use PPE and if a pupil displays COVID-19 symptoms and close contact is required and when performing aerosol generating procedures (AGPs)	All adults and children	Keep a supply of PPE for occasions where it is required. Including: - Disposable gloves. Disposable plastic apron. Fluid repellent surgical mask. Eye protection - where there is risk of eye contamination from respiratory droplets or from splashing of secretions. Additionally for AGPs: - Long-sleeved disposable fluid repellent gown. FFP3 Respirator. Provide face fit testing for FFP3 masks (usually undertaken annually over summer or very early autumn to ensure completed before winter).	PPE equipment pack to be available in each classroom for use in emergency as well as in central places such as the community room. An unlimited supply of PPE equipment is available in the business manager's office and an ongoing schedule for ordering PPE is in place to ensure constant supply. Staff are no longer required to wear face masks, however it will remain optional. All staff will be reminded of the expectations at the start of term and regularly thereafter.	School business manager and Premises officer.	04/04/2022	Click or tap to enter a date.

		Provide training on how to put-on, remove and dispose of used PPE. Provide arrangements for disposal of PPE.				
<b>MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS:</b>						
<b>Poor cleaning regimes –</b> Personnel exposed to infection from transferring contamination on touched surfaces to nose/mouth	All staff and pupils	Arrange a regular cleaning schedule (e.g. twice per day) of frequently touched surfaces (i.e. surfaces which are touched by several people, e.g. door handles). Arrange/enable cleaning of shared equipment.	Hygiene checklist to be adhered to in each classroom. Business manager will be working alongside MMS to co-ordinate cleaning routines at lunchtime. See separate risk assessment for external clubs e.g. Kiwi club / breakfast club etc. Business manager to liaise with external cleaning company to communicate daily cleaning expectations.	All staff and external cleaning company.	04/04/2022	Click or tap to enter a date.
<b>KEEP OCCUPIED SPACES WELL VENTILATED:</b>						
<b>Poorly ventilated occupied indoor spaces –</b> Increased risk of infection via higher concentration of contaminated droplets in the air	All staff and pupils	Identify poorly ventilated occupied indoor spaces. Take steps to improve fresh air supply to those spaces. Minimise occupant numbers who are using hard to ventilate spaces. Purge spaces when they are unoccupied. If using Co2 detectors to measure fresh air supply rate, refer to the levels given in the <a href="#">HSE</a> and <a href="#">CIBSE</a> guidance and seek the advice of a building services engineer on what type of Co2 detector to use and how to use one. If Co2 levels remain above the <a href="#">HSE</a> and <a href="#">CIBSE</a> advisory levels in an occupied indoor space, consider: - <ul style="list-style-type: none"> <li>Maximising window and non-fire door opening;</li> <li>Increasing air purging opportunities;</li> <li>Reducing occupancy numbers in affected spaces;</li> <li>Reducing occupancy time in affected spaces;</li> <li>Using air cleaning and filtration units (see <a href="#">HSE</a> and <a href="#">CIBSE</a> guides and seek the advice of a building services engineer).</li> </ul> Balance the need for increased ventilation while maintaining a comfortable temperature. <b>Note: Maintenance of either ventilation or temperature levels must not be by the practice of propping open fire doors unless those fire doors are fitted with hold-back devices which are directly linked to and released by the building's fire alarm system.</b>	Upon receiving CO2 monitors, concentration of CO2 and quality of ventilation will be monitored regularly. Premises officer to open windows in communal areas e.g. hall and staff room. Encourage all staff to have windows and doors open when possible to aid ventilation (windows and doors can be ajar and still provide required ventilation – whilst maintaining a minimum of 18 degrees for thermal comfort). Internal doors to be open at all times. Encourage outside learning wherever possible. Numbers in clubs will be limited and ventilation/hand hygiene etc will continue to be promoted. Only one boy and one girl from each class will be allowed to use the toilet at any one time (thereby reducing the total number of children in that space); CO2 Monitors continue to be monitored daily.	All staff	04/04/2022	Click or tap to enter a date.
<b>FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19:</b>						
<b>An individual develops COVID-19 symptoms or has a positive test –</b> Personnel exposed to increased risk of infection from symptomatic/positive person	School community	Brief and remind staff and pupils to not come into school if they have C19 symptoms, have a C19 positive test result or other reasons requiring them to stay at home due to C19 (e.g. they are required to quarantine).	Letter to be sent to parents as a reminder of the latest Government guidance around Covid-19. Phone call home will be made if a child displays symptoms and needs to leave the premises. A set of PPE will be available to staff supporting a child and a member of SLT will take on the responsibility of ensuring the space is thoroughly	SLT	04/04/2022	Click or tap to enter a date.

		<p>Have arrangements for anyone in the school who develops C19 symptoms to be sent home (avoiding public transport) and told to follow <a href="#">public health advice</a>.</p> <p>Have arrangements in place to isolate a C19 symptomatic person while awaiting collection (consider ventilation and PPE if this person cannot be left alone and room cleaning after they have left).</p> <p>Brief and remind staff and pupils that, if anyone in their household is a possible or confirmed C19 positive, that they <a href="#">should not attend school</a>.</p>	<p>cleaned according to the guidance. In line with government guidance, close contacts of a positive case no longer need to self-isolate. It is now ADVISED that people who test positive try to stay at home for 5 full days until they feel better and they no longer have a temperature (if they had one), at which point they can return to school. Any close contact (household member) of someone with confirmed Covid can continue to attend the school and do not need to take a daily LFD test. It is not recommended that children are tested for Covid-19 unless directed by a health professional. If a child or young person has a positive test they should try to stay at home and avoid contact with others for 3 full days after the day they took the test. After 3 days if they feel well and do not have a high temperature they can return to school.</p>			
<p><b>Asymptomatic testing –</b> Personnel exposed to increased risk of infection from symptomatic/positive person</p>	All staff	<p>Brief and remind staff and pupils to continue twice weekly home testing up until the end of September 2021.</p> <p>Secondary schools only - Retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.</p> <p>Secondary schools only – Ensure arrangements are in place to test year 7 pupils at the ATS at the start of the autumn term.</p>	<p>Following the Governments updated guidance and 'Living with Covid' document, staff are not required to take twice weekly LFD tests. Staff are encouraged, wherever possible, to take a LFD test if they feel they are displaying symptoms of Covid-19 or if they are self-isolating and wish to carry out further tests. However, if LFD tests are unavailable staff cannot be expected to test. They will be able to return to school if they feel well enough.</p>	SLT	04/04/2022	Click or tap to enter a date.
<p><b>Confirmatory PCR tests –</b> Personnel exposed to increased risk of infection from symptomatic/positive person</p>	All staff and pupils	<p>Brief and remind staff and pupils with a positive LFD test result to self-isolate in line with the <a href="#">stay at home guidance</a> and to get a free PCR test to check if they have COVID19 (they should continue to self-isolate while awaiting the result).</p>	<p>Remind staff of the procedure should they get a positive LFD test result.</p>	Click or tap here to enter text.	01/09/2021	Click or tap to enter a date.
<p><b>Clinically Extremely Vulnerable (CEV on Shielded Patient List) attending school</b> – CEV pupils at increased risk of a poor outcome if exposed to infection</p> <p>See <a href="#">Govt. guidance</a></p>	CEV pupils and staff	<p>Remind CEV pupils that they should attend their education setting unless they are under paediatric or other specialist care who have been advised by their GP or clinician not to attend (see <a href="#">supporting pupils at school with medical conditions</a>). Staff members who are in the CEV category may return to school but school leaders should take account of this in their Staff / Volunteer Assessment (see previous assessment page).</p>	<p>Individual risk assessments will be carried out for all staff members, including CEV members of staff.</p>	SLT	01/09/2021	Click or tap to enter a date.
<p><b>Contractors and others visiting the school –</b> Contractors and other visitors not adhering to the school's C19 measures and risking cross-infection</p>	All staff and pupils	<p>Provide contractors and other visitors with information about the school's C19 control measures and ways of working.</p>	<p>Visitors will be directed to the website / risk assessment. Upon arrival, visitors will be asked about any symptoms they may have. Ensure meeting spaces are well-ventilated wherever possible. During any internal meetings, social distancing will be encouraged. Although face coverings are no longer mandatory, these will be available if required. From 4th April Parents will be allowed to enter the school premises for events such as parent consultation and performances.</p>	SLT and office staff	04/04/2022	Click or tap to enter a date.
<b>OTHER CONSIDERATIONS:</b>						

<p><b>Face coverings</b> - Personnel exposed to increased risk of infection from symptomatic / positive person</p>	<p>Click or tap here to enter text.</p>	<p>Currently, there is no national requirement for pupils, staff and visitors either in classrooms or in communal areas to wear face masks. However, Director of Public Health has advised that head teachers may wish to consider their continuing use in specific circumstances, e.g. in response to cases; this includes public transport and dedicated transport to school. The Director of Public Health may order the reinstatement of face coverings if there is an outbreak.</p>	<p>Following government guidance, face coverings will no longer be required but will be optional.</p>	<p>SLT</p>	<p>04/04/2022</p>	<p>Click or tap to enter a date.</p>
<p><b>Pupil wellbeing and support</b> - Pupils experiencing emotions in response to the C19 pandemic, such as anxiety, stress or low mood</p>	<p>All Pupils</p>	<p>Refer to sources of support on <a href="#">promoting and supporting mental health and wellbeing in schools</a>.</p>	<p>Wellbeing survey to be carried out at the start of the term. This will help to identify any individuals who may need any extra support i.e. ELSA time. Changes to routines will be communicated to the children through an assembly on the first day of term.</p>	<p>SENDCO</p>	<p>01/09/2021</p>	<p>Click or tap to enter a date.</p>
<p><b>Educational visits</b> - Personnel exposed to increased risk of infection</p>	<p>All staff and pupils</p>	<p>If educational visits are to be undertaken, refer to the Govt's <a href="#">general guidance</a> which is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>.</p>	<p>We are now able to undertake Educational visits and each one will be risk assessed according to government guidance and the schools' own risk assessment procedures.</p>	<p>SLT / staff</p>	<p>04/04/2022</p>	<p>Click or tap to enter a date.</p>
<p><b>Extra-curricular activities</b> - Personnel exposed to increased risk of infection</p>	<p>All staff and pupils</p>	<p>Refer to the Govt. guidance <a href="#">for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a></p>	<p>Clubs will be operating during the Summer Term. Some clubs can only run with children in mixed year groups. Therefore, to enable clubs to take place there will be some mixing where necessary. Numbers in these groups will be limited and ventilation/hand hygiene <del>etc</del> will continue to be promoted.</p>	<p>SLT /KW</p>	<p>04/04/2022</p>	<p>Click or tap to enter a date.</p>
<p><b>School transport</b> - Personnel exposed to increased risk of infection</p>	<p>Click or tap here to enter text.</p>	<p>Contact your transport provider to find out what measures they are taking on transport from the autumn term 2021. Consider what the PPE requirements are for passenger assistants. Refer to <a href="#">Govt. guidance</a>.</p>	<p>N/A</p>	<p>Click or tap here to enter text.</p>	<p>Click or tap to enter a date.</p>	<p>Click or tap to enter a date.</p>
<p><b>Outbreak Management Plan</b> - If you have several confirmed cases within 14 days, you may have an outbreak</p>	<p>Click or tap here to enter text.</p>	<p>Refer to the Govt's <a href="#">Contingency framework: education and childcare settings</a> and draw up outline plans to respond to an outbreak. For schools that subscribe to The Key, there is an <a href="#">Outbreak Management Plan</a> template available to members.</p>	<p>Refer to the school's Outbreak Management Plan. Advice around any potential outbreak will also be sought from West Sussex County Council.</p>	<p>SLT</p>	<p>01/09/2021</p>	<p>Click or tap to enter a date.</p>



