

## Risk Assessment: COVID-19 Control Measures September 2021

Fairlawn Primary School



**Date of initial assessment: 27<sup>th</sup> August, 2021**

To be revised and amended in line with government guidance

**Review dates:** date and initials of person carrying out the review

**LGB Monitoring:** date and initials of LGB member carrying out the review

1.09.2021	J Molesworth	L Freed			
9.12.2021	J Molesworth	L Freed			



Hazard	Control Measures	Risk Rating: High, Medium, Low	Responsible Person
	<b>Infection Control - Hygiene</b>		
<b>Infection of COVID-19 from touch points</b>	Maintain an appropriate cleaning regime which includes regular cleaning of high touch point areas using standard cleaning chemicals	Medium	Cleaning Team
<b>Infection from airborne droplets in indoor spaces</b>	Keep the office or classrooms well ventilated using natural ventilation where possible. If using mechanical ventilation, avoid units that circulate air from one room to another.	Medium	Class teachers/office manager
<b>Infection from airborne droplets in indoor spaces</b>	Promote good respiratory hygiene by promoting “catch it, bin it, kill it”. Ensure posters are displayed in prominent areas such as receptions and communal areas.	Medium	ALT (Academy Leadership Team)
<b>Infection from touch points</b>	Promote good handwashing practices with soap and water and washing hands for 20 seconds being the primary means. Hand gel should be considered a secondary means of hand hygiene.	Medium	ALT
	<b>Outbreak Management Plan</b>		
<b>Infection from COVID-19 due to local outbreaks in the school setting or community</b>	<ul style="list-style-type: none"> <li>• All schools must have a COVID-19 ‘Outbreak Plan’ with control measures including               <ul style="list-style-type: none"> <li>○ Reintroduction of face coverings</li> <li>○ Reintroduction of bubbles</li> <li>○ Reintroduction of staggered starts</li> <li>○ Home learning</li> <li>○ Temporarily postponing non-essential trips and visits or visitors to the school</li> </ul> </li> </ul>	Medium	ALT
	<b>Face Coverings</b>		
<b>Infection of COVID-19 from airborne droplets</b>	In line with the Government “plan B”, face coverings are to be worn in communal areas outside the classroom by staff, visitors and above unless medically exempt. Face coverings are required on public transport and school transport. Face shields can be worn by those exempt from wearing face coverings.	Medium	ALT



	<b>Bubbles</b>		
<b>Infection of COVID-19 through mixing of bubbles</b>	<p>It is no longer recommended to keep children in consistent bubbles. Assemblies can resume and there will be no need for staggered starts. The reintroduction of bubbles will not be taken lightly by the DfE and the need to consider the detrimental impacted of the delivery of education is needed, however: -</p> <ul style="list-style-type: none"> <li>• Bubbles must form part of the outbreak plan and the need to temporarily reintroduce bubbles in the event of a local outbreak of COVID-19 to reduce mixing of groups</li> <li>• Advice on reintroduction of bubbles should be taken from advice from PHE</li> <li>• <b>Assemblies are not whole school</b></li> </ul>	Medium	ALT and Exec Team
	<b>Pregnant Workers</b>		
<b>Pregnant workers being infected with COVID-19</b>	<ul style="list-style-type: none"> <li>• Pregnant workers should be encouraged to take the COVID-19 vaccine and follow general guidance for COVID-19 infection control</li> <li>• Where necessary, follow guidance from a midwife or other healthcare professional in relation to the pregnancy</li> <li>• Pregnant workers less than 28 weeks pregnant           <ul style="list-style-type: none"> <li>○ Carry out a workplace risk assessment (the expectant mother must first formally tell the employer of her pregnancy)</li> <li>○ Adhere to any active national social distancing</li> </ul> </li> <li>• Pregnant workers 28 weeks or more pregnant           <ul style="list-style-type: none"> <li>○ If suffering from underlying health conditions, take a more precautionary approach</li> <li>○ Consider home working where possible</li> <li>○ Reduce time in crowded spaces</li> <li>○ Supply hand sanitiser</li> <li>○ If risk of infection cannot be controlled through adjustments, seek HR guidance</li> </ul> </li> </ul>	Medium	ALT/Line Manager



Working from home			
Infection through close contact or working in an office based setting	<p>Office workers who can work from home should do so from Monday 13 December. Anyone who cannot work from home, for example, face to face teaching staff and essential maintenance staff such as caretakers should continue to go into work. The Trust strongly advise that staff who continue to attend the setting take regular LFD testing on Mondays and Thursdays to manage your own risk and the risk to others.</p> <p>Please see the <a href="#">Working Safely during Coronavirus</a> for more information</p> <p>Please see <a href="#">Plan B</a> for more information on how the new measures may affect you outside of the workplace</p>		
When you do not need to self-isolate			
Risk of infection through incorrect isolation procedures	<p>If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> <li>• You are fully vaccinated – this means 14 days has passed since your final dose of the COVID-19 vaccine given by the NHS</li> <li>• You are under 18 years, 6 months old</li> <li>• You are taking part or have taken part in a COVID-19 vaccine trial</li> <li>• You are not able to get vaccinated due to medical reasons</li> </ul> <p>Even if you do not have symptoms, you should still:</p> <ul style="list-style-type: none"> <li>• Get a PCR test</li> <li>• Consider limiting contact with people who are at higher risk from COVID-19</li> <li>• Individuals will be contacted by the NHS track and trace and advised to get a PCR test</li> </ul> <p><b>Tell people you've been in close contact with that you have symptoms</b></p> <ul style="list-style-type: none"> <li>• Tell people you've been in close contact with in the past 48 hours that you might have COVID-19.</li> <li>• You should tell them to follow advice on how to avoid catching and spreading COVID-19.</li> </ul>	Medium	ALT



	<ul style="list-style-type: none"> <li>• They do not need to self-isolate unless they're contacted by the NHS Test and Trace service.</li> <li>• If they get any symptoms of COVID-19, they should self-isolate and get a test as soon as possible.</li> </ul> <p><b>Omicron Variant Update</b></p> <ul style="list-style-type: none"> <li>• You do not need to self-isolate if any of the following apply:</li> <li>• you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS</li> <li>• you're under 18 years, 6 months old</li> <li>• you're taking part or have taken part in a COVID-19 vaccine trial</li> <li>• you're not able to get vaccinated for medical reasons</li> </ul> <p><b>However, if you've been in contact with someone who may have the Omicron variant of COVID-19, this does not apply and you'll still need to self-isolate. <u>NHS Test and Trace will contact you if this is the case.</u></b></p> <p>Regular LFD testing will help to manage the risk to yourself and others.</p> <p><a href="#">Click for information of self-isolation</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></p>		
<b>COVID-19 Symptoms</b>			
<p><b>Infection of COVID-19 from an infected person</b></p>	<ul style="list-style-type: none"> <li>• Any person, staff or student who displays one or more of the COVID-19 symptoms MUST stay at home and not return until either the 10-day isolation period has been achieved or proof of a negative PCT test is provided</li> <li>• The school setting has the right to refuse entry to a student if they feel that admitting that student will put others at risk</li> <li>• The four symptoms             <ul style="list-style-type: none"> <li>○ Loss of smell</li> <li>○ Loss of taste</li> </ul> </li> </ul>	<p>Medium</p>	<p>SLT</p>

	<ul style="list-style-type: none"> <li>○ High temperature</li> <li>○ New and continuous cough</li> </ul>		
<b>Close Contacts and Isolation</b>			
<b>Infection of COVID-19 through close contact of a positive case</b>	<p>Education settings will no longer be expected to undertake Track &amp; Trace; the NHS will work with the positive case to identify close contacts. In the event of a positive case: -</p> <ul style="list-style-type: none"> <li>● Staff – <ul style="list-style-type: none"> <li>○ Must not attend school if they show symptoms of COVID-19 and should take a PCR test</li> <li>○ A negative PCR test will allow the staff member to return to work</li> <li>○ A staff member developing symptoms must isolate immediately and arrange for a PCR test</li> <li>○ Staff are encouraged to test twice weekly at home on a Monday and Thursday morning</li> <li>○ A staff member with a positive LFD result must arrange for a PCR test within 2 days of a positive LFD result. A negative PCR test result will override a positive LFD result</li> <li>○ Close contacts who can prove that they are double vaccinated and have had a two-week period since the second vaccine do not need to self-isolate</li> </ul> </li> <li>● Students <ul style="list-style-type: none"> <li>○ Must not attend school if they have any COVID-19 symptoms and should arrange a PCR test</li> <li>○ A negative PCR test will allow the student to return to school</li> <li>○ Students developing symptoms on site must isolate immediately and parents/carers contacted to arrange collection</li> </ul> </li> </ul> <p>In all cases, staff and students must report any positive cases to the NHS track and trace</p> <ul style="list-style-type: none"> <li>● From 16<sup>th</sup> August, if you are fully vaccinated or under 18, you do not need to self-isolate following close contact with someone who has COVID-19 but you will need to take a PCR test and isolate if the test is positive.</li> </ul>	Medium	ALT



<b>Asymptomatic Testing</b>			
<b>Infection of COVID-19 through asymptomatic people</b>	<ul style="list-style-type: none"> <li>Staff should continue to test at home two times a week on a Monday and Thursday morning when attending the school setting</li> <li>Results must be reported to the NHS track and trace</li> <li>Results should be reported to the designated person at the local setting (school form completed)</li> </ul>	Medium	ALT
<b>Ventilation</b>			
<b>Infection of COVID-19 from droplets in classrooms and offices</b>	<ul style="list-style-type: none"> <li>Spaces must be ventilated with fresh air where possible</li> <li>Mechanical ventilation can be used but avoid mechanical ventilation that circulates air from one room to another</li> <li>Ventilation does not mean spaces need to be cold, a comfortable working temperature should be maintained</li> <li>Fire doors must NOT be wedged open unless an approved hold open device is used</li> <li>Classroom/office doors may be held open when occupied, in all other circumstances, the doors must be closed</li> </ul>	Medium	ALT Class teacher
<b>CEV (Clinically Extremely Vulnerable)</b>			
<b>CEV becoming infected with COVID-19</b>	<p>All CEV staff and students should attend the educational setting unless the following apply: -</p> <ul style="list-style-type: none"> <li>Students are under specialist care and their GP advises them to isolate</li> <li>Staff are under specialist care and their GP advises them to isolate</li> <li>There is a local outbreak and PHE advises them to isolate</li> <li>Maintain flexibility for staff and students who are CEV</li> </ul>	Medium	ALT/Exec
<b>International Travel and Quarantine</b>			
<b>Infection of COVID-19 from international travel</b>	<p>Red list countries</p> <ul style="list-style-type: none"> <li>No staff or students must attend the school setting until they have completed the quarantine period and taken two COVID-19 tests in a managed hotel</li> </ul>	High	ALT
	<p>Amber List Countries</p> <ul style="list-style-type: none"> <li>quarantine at home or in the place you are staying for 10 days</li> <li>take a COVID-19 test on or before Day 2 and on or after Day 8</li> </ul>	Medium	ALT



	<p>Green List Countries</p> <ul style="list-style-type: none"> <li>You must take a COVID-19 test on or before Day 2 after you arrive</li> <li>Children aged 4 and under do not need to take this test</li> <li>You do not need to quarantine unless the test result is positive</li> <li>You must quarantine if NHS Test &amp; Trace informs you that you travelled to England with someone who has tested positive for COVID-19</li> </ul>	Low	ALT
<b>UK Travel - day and residential</b>			
<p><b>Risk of infection with COVID-19 from UK local and national educational trips</b></p>	<ul style="list-style-type: none"> <li>Avoid overcrowding on transport</li> <li>Allow sufficient ventilation on transport by opening windows where possible (windows do not need to be fully open, just sufficient enough to allow for ventilation)</li> <li>Encourage face coverings on transport (this is no longer a legal requirement but is good practice)</li> <li>Ensure good respiratory hygiene with Catch it, Bin it, Kill it</li> <li>Ensure regular hand washing</li> <li>Avoid touching the face</li> <li>Have a supply of hand sanitiser to back up where hand washing can't be carried out</li> </ul> <p>Overseas Travel Update: From 4am Monday 4th October Countries will move to a single RED list system and the rules for international travel will be: -</p> <ul style="list-style-type: none"> <li>If you have been fully vaccinated for 14 days with one of the approved vaccines</li> <li>Book and pay for a 2-day COVID-19 test to be taken after arrival in England</li> <li>Complete a passenger locator form any time within 48 hours before you arrive in England</li> <li>Take a COVID-19 test on or before 2 days after you arrive in England, arrival day is day 0</li> </ul> <p>You do not need to: -</p> <ul style="list-style-type: none"> <li>Take a pre-departure test</li> <li>Take an 8-day covid test</li> </ul>		





	<ul style="list-style-type: none"> <li>• Quarantine at home or the place you are staying for 10 days after you arrive in England</li> <li>• You must be able to prove that you have been fully vaccinated for over 14 days</li> <li>• If you are not fully vaccinated, you must: -</li> <li>• Take a pre-departure COVID-19 test to be taken in the 3 days before you travel to England</li> <li>• Book and pay for a 2-day COVID-19 test, to be taken after your arrival in England</li> <li>• Complete a passenger locator form, any time within 48 hours before you arrive in England</li> <li>• After you arrive in England you must: -</li> <li>• Quarantine at home or the place you are staying for 10 days</li> <li>• Take a COVID-19 test on or before day 2 and on or after day 8</li> <li>• The Trust are not supporting international travel for the remainder of 2021, this will be revised in 2022.</li> <li>• The Trust do not support travel to RED list countries at any time (this will be reviewed at a later date)</li> </ul>		
	<b>Travel - Financial</b>	High	
<b>Loss of funds from cancelled trips and visits</b>	<ul style="list-style-type: none"> <li>• Ensure that there is adequate financial protection in place</li> <li>• Does travel insurance include cancellations in the event of COVID-19</li> </ul>	Medium	EVC ALT
	<b>PPE (Personal Protective Equipment)</b>		
<b>Infection of covid-19 from close contact personal care</b>	<ul style="list-style-type: none"> <li>• PPE is not required beyond what would normally be needed for their work</li> <li>• PPE should be temporarily reintroduced in the event of a local outbreak</li> <li>• Allow staff to wear PPE in special settings where infection rates are rising</li> <li>• Allow staff to wear PPE in all settings, where a risk is identified, when infection rates are high</li> </ul>		
	<b>Local Outbreak</b>		
<b>Infection from COVID-19 through local outbreak</b>	<ul style="list-style-type: none"> <li>• All schools to have a local outbreak plan to include: -             <ul style="list-style-type: none"> <li>○ Temporary reintroducing control measures set out in this risk assessment</li> </ul> </li> </ul>	High	ALT Exec Team



	<ul style="list-style-type: none"> <li>▪ Face coverings for staff and students</li> <li>▪ Bubbles</li> <li>▪ Social distancing</li> <li>▪ Staggered start times</li> <li>▪ PPE</li> <li>▪ Following PHE advice</li> <li>○ Provision for home/remote learning</li> <li>○ Provision of free school meals for eligible students who are home learning</li> <li>○ Cancelling any non-essential trips and visits</li> <li>○ Cancelling any non-essential visitors</li> </ul> <p>Compliance maintenance visits are classed as essential</p> <ul style="list-style-type: none"> <li>○ Follow the advice from PHE</li> </ul>		
	<b>Meetings</b>		
<b>Transmission of COVID-19 from face-to-face meetings</b>	<ul style="list-style-type: none"> <li>• Continue to use Teams where possible</li> <li>• Ensure meeting rooms are ventilated where in person meetings are held</li> <li>• Do not overcrowd meeting rooms</li> <li>• Consider local COVID-19 infection levels before arranging in person meetings</li> </ul>	Medium	Meeting Organiser
	<b>Classroom Layout</b>		
<b>Transmission of COVID-19 through classroom layout</b>	<ul style="list-style-type: none"> <li>• Front facing classrooms are not required from the start of the autumn term</li> <li>• Continue with front facing classrooms where possible and practicable</li> </ul>	Medium	ALT
	<b>Vaccination against COVID-19</b>		
<b>Transmission of COVID-19 through unvaccinated staff</b>	<ul style="list-style-type: none"> <li>• Vaccination against COVID-19 is not mandatory</li> <li>• Encourage the take up of the vaccine through visual posters</li> <li>• Encourage staff to have the booster jab</li> </ul>	Medium	ALT
	<b>External Lettings</b>		
<b>Cross infection from spaces let to external clubs etc.</b>	<ul style="list-style-type: none"> <li>• Ensure thorough cleaning takes place between the end of the letting and use by the school</li> </ul>	Medium	ALT



	<ul style="list-style-type: none"> <li>• Ensure that external clubs take all personal kit and equipment home with them at the end of the session</li> <li>• Any equipment left must be securely bagged and stored</li> <li>• Communication to club leader reminding them to remove all personal belongings</li> </ul>		
	<b>Contractors</b>		
<b>Infection of COVID-19 from contractors or visitors to the school/head office setting</b>	<ul style="list-style-type: none"> <li>• Any contractor or visitor must NOT enter the setting if they display any of the four COVID-19 symptoms             <ul style="list-style-type: none"> <li>○ Loss of taste</li> <li>○ Loss of smell</li> <li>○ High temperature</li> <li>○ New continuous cough</li> </ul> </li> <li>• Contractors are expected to wear face coverings in communal areas or other highly populated areas</li> <li>• Contractors must wash their hands when entering the building</li> <li>• If hand washing facilities are not immediately available, then hand sanitiser must be used</li> </ul>	Medium	ALT
	<b>Communication</b>		
<b>Risk assessment not being followed due to inadequate communication</b>	<ul style="list-style-type: none"> <li>• Inform of risk assessment at KIT meetings</li> <li>• Inform of risk assessment at OP's meetings</li> <li>• Local settings to hold staff briefing to inform of risk assessment</li> <li>• Risk assessment to be uploaded to vNet/website</li> </ul>	Low	ALT H&S Lead for Ops
	<b>Local School Governors</b>		
Risk of spread of COVID-19 infection by visiting governors	<ul style="list-style-type: none"> <li>• Governors displaying any of the following symptoms must NOT attend the school setting             <ul style="list-style-type: none"> <li>○ High temperature</li> <li>○ A new, continuous cough</li> <li>○ A loss or change to your sense of taste or smell</li> </ul> </li> </ul>	Low	ALT



	<ul style="list-style-type: none"> <li>• Governors must wash their hands as soon as possible when entering the school setting</li> <li>• If hand washing is not immediately available, then hand sanitiser must be used.</li> <li>• Governors are to use face coverings in communal, highly populated, or enclosed spaces.</li> <li>• Governors must avoid unnecessary visits to the school setting</li> <li>• Visits are to remain as short as possible</li> </ul> <p>Where possible, governors should arrange visits to minimise close contact to as few people as possible.</p>		
	<b>Support</b>		
Support for COVID-19	<ul style="list-style-type: none"> <li>• Support will be provided by PHE during the academic year</li> </ul>		
	<b>Communication</b>		
Risk assessment not being followed due to inadequate communication	<ul style="list-style-type: none"> <li>• Inform of risk assessment at KIT meetings</li> <li>• Inform of risk assessment at OP's meetings</li> <li>• Local settings to hold staff briefing to inform of risk assessment</li> <li>• Risk assessment to be uploaded to vNet</li> </ul>	Low	SLT H&S Lead for Ops