

## SCHOOLS COVID -19 RISK ASSESSMENT FORM – template guidance Spring Term 2022

<b>DIRECTORATE AND SECTION</b>	People Services
<b>LOCATION</b>	West Park School
<b>ASSESSMENT DATE</b>	Spring Term 2022
<b>NAME OF ASSESSOR/S</b>	Originated by the DCC Corporate H&S Team. Scott McGregor, Charlotte Hawksley
<b>WORK ACTIVITY AND/OR ENVIRONMENT</b>	
<p>The risk assessment explains the actions West Park will take to reduce the risk of transmission of COVID-19 for the start of the spring term 2022. It is based on:</p> <p>Schools COVID-19 operational guidance <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p> <p>Separate guidance is available for early years and childcare settings and additional operational guidance for special schools. All these links can be found in the above link on page 4 of the document.</p>	

List significant hazards – anything that could cause harm	What harm could occur and who might be affected?	What measures are already in place to protect people?	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed, the person responsible for action and the timescales
Staff, pupils, contractors and visitors attending West Park who are symptomatic or confirmed as positive with COVID-19 – transmission of COVID -19	Staff & pupils COVID related illness	<p><u>Vaccination</u> We encourage all school staff and eligible pupils to take up the offer of a vaccine. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings</a></p> <p>Any member of staff or pupil who have symptoms of COVID-19 or are confirmed as positive must not attend school and must isolate for 10 days. 5 days with 2 negative LFT results.</p> <p>Individuals who have symptoms must book a PCR COVID test to establish COVID status.</p> <p>From 11<sup>th</sup> January 2022 anyone who receives a positive lateral flow test showing no symptoms must self-isolate in accordance with the latest Government guidance</p> <p><a href="https://www.gov.uk/government/news/confirmatory-pcr-tests-to-be-temporarily-suspended-for-positive-lateral-flow-test-results">https://www.gov.uk/government/news/confirmatory-pcr-tests-to-be-temporarily-suspended-for-positive-lateral-flow-test-results</a></p> <p>See Derby City Council (DCC) COVID-19 pages for all COVID-19 updates. This includes the link to the local outbreak plan –</p> <p><a href="https://www.derby.gov.uk/environmental-health-licensing-trading-standards/environmental-health/health-and-safety/employees-and-public/novel-coronavirus/">https://www.derby.gov.uk/environmental-health-licensing-trading-standards/environmental-health/health-and-safety/employees-and-public/novel-coronavirus/</a></p> <p>Where a COVID-19 infection (staff only) has occurred as a result of occupational exposure, this requires reporting to the HSE as an occupational disease under <b>RIDDOR</b>.</p> <p>If this is the case, contact CHST for further advice and support, <a href="mailto:employee.healthandsafety@derby.gov.uk">employee.healthandsafety@derby.gov.uk</a>. Schools outside DCC control should contact their own H&amp;S consultant for advice.</p>	Cases & transmission may still occur	<p>Continue to review and monitor that the controls implemented are being followed and take any necessary action.</p> <p>Continue to review and revise your risk assessment if further controls are needed and if cases increase then move to your <b>contingency plan</b> as appropriate.</p>

		<p>If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p> <p>Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work.</p> <p><b>Wraparound provision and extra-curricular activity</b> If this provision is being provided, please ensure you refer to the guidance below: <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</a></p>		
Transmission of COVID -19 within the school environment	Staff & pupils COVID related illness	<p><b>Ensure good hygiene:</b></p> <p><b>Hand hygiene –</b> Frequent and thorough hand cleaning should now be regular practice. Continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. Regular reminders will be sent out through form tutors and emails to West Park families.</p> <p>Ensure ample hand washing stations/hand sanitiser are available in classrooms and key locations.</p> <p>The school have ensured that they have enough tissues and bins to manage additional waste.</p> <p>Bins frequently emptied to avoid overflowing. Enhanced cleaning in place across the school site.</p> <p>Display hand wash signage to remind children and staff of good hand hygiene techniques.</p>	Cases & transmission may still occur	

		<p>Schools must ensure younger children and those with complex needs are supported to ensure appropriate hand hygiene is maintained.</p> <p><a href="https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm">https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm</a></p> <p><b>Respiratory hygiene –</b> Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Signage in place.</p> <p><b>Cleaning:</b> Maintain robust cleaning schedules. This should include regular cleaning of areas and equipment (e.g., twice per day), with particular emphasis on frequently touched surfaces.</p> <p>More frequent cleaning depending on the number of people using the space and equipment within it. For example, gym equipment, door keypads etc.</p> <p>Remove clutter and difficult items to clean. Spft furnishings have been removed where appropriate.</p> <p>Appropriate cleaning materials should be used ensuring required dilution rates are used.</p> <p>See government guidance on the cleaning of non-healthcare settings: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>and HSE guidance <a href="https://www.hse.gov.uk/coronavirus/cleaning/cleaning-workplace.htm">https://www.hse.gov.uk/coronavirus/cleaning/cleaning-workplace.htm</a></p>		
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	<p><b>Positive test result:</b> Staff and pupils with a positive test result must self-isolate in line with stay-at-home guidance for households with possible or confirmed COVID-19 infection.</p> <p><b>Self-isolation:</b> Pupils, staff and other visitors should not come to school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of passing on COVID-19 (e.g., required to quarantine) <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> <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 the close contact.</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"> <li>• They are fully vaccinated (received 2<sup>nd</sup> vaccination more 14 days prior to being told to self-isolate)</li> <li>• They are below the age of 18 years and 6 months</li> <li>• They have taken part in a or are currently part of an approved COVID-19 vaccine trial</li> <li>• They are not able to get vaccinated for medical reasons</li> </ul> <p>If the above apply, NHS T&amp;T will contact you and advise you to take a test.</p> <p><b>Face coverings:</b> Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.</p> <p>The controls are:</p>		<p>You should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p>
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		<p>Clean rooms after they have left – follow principles of cleaning after an individual with symptoms of, or confirmed, COVID-19 has left the setting or area. See link:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>		
Carrying out first aid – fleeting contact under 15 minutes.	<p>First aider, person being treated by the first aider.  Staff &amp; pupils  COVID related illness</p>	<p>No PPE is required for fleeting contact - i.e. applying a plaster to a graze other than good hand washing.</p>	<p>Cases &amp; transmission may still occur</p>	
<p>Prolonged first aid contact lasting longer than 15 minutes.</p>	<p>First aider, person being treated by the first aider.  This could lead to persons involved in the first aid process becoming infected with COVID-19 through close contact</p>	<p>Try to assist at a safe distance from the casualty</p> <p>Minimise the time you share a breathing zone.</p> <p>Although treating the casualty should be your first concern, tell them to do things for themselves if they are capable.</p> <p>Remember the 3P model – preserve life, prevent worsening, promote recovery.</p> <p><b>Preserve life: CPR</b>  Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms.</p> <p>Ask for help. If a portable defibrillator is available, ask for it.</p> <p>Before starting CPR, use a cloth or towel to cover the patient's mouth and nose. This should minimise the risk of transmission</p> <p>If available, you should use:</p> <ul style="list-style-type: none"> <li>• <b>a fluid-repellent surgical mask</b></li> <li>• <b>disposable gloves</b></li> <li>• <b>eye protection</b></li> </ul>		



		<ul style="list-style-type: none"> <li>• <b>apron or other suitable covering</b></li> </ul> <p>Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths.</p> <p>For CPR in paediatric settings see <a href="#">guidance from the Resuscitation Council UK</a> .</p> <p><b>Prevent worsening, promote recovery: all other injuries or illnesses</b></p> <p>If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms.</p> <p>If you're giving first aid to someone, you should use the recommended equipment listed above if it is available.</p> <p>You should minimise the time you share a breathing zone and direct them to do things for you where possible.</p> <p><b>After delivering any first aid:</b></p> <p>Make sure you discard disposable items safely and clean reusable ones thoroughly.</p> <p>Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.</p> <p>Clean the area as per the cleaning guidance for non-health care settings. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>See link: <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p>		
Vulnerable people including clinically extremely	Staff & pupils COVID related illness  Those in the	Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>  In some circumstances, a child or young person may have received	Cases & transmission may still occur	

<p>vulnerable (CEV) staff and pupils.</p> <p>Supporting pupils with medical conditions.</p>	<p>CEV category may be at greater risk of serious illness from COVID-19</p>	<p>personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>Where parents are concerned about their child's attendance speak to the family to discuss the general measures in place and any other measures that can be put in place to ensure their children attend school regularly.</p> <p><a href="https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3">https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3</a></p> <p>See HSE guidance: Protect vulnerable workers during the coronavirus pandemic:</p> <p><a href="https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm">https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm</a></p>		
<p>Stress &amp; anxiety</p>	<p>Pupils and staff may be experiencing a variety of emotions in response to the COVID-19 pandemic</p>	<p>Adjust timetable to ensure sufficient or increased time for social and emotional support for pupils.</p> <p>Review or consider support offered to those directly affected by COVID-19. Staff wellbeing - free helpline to school staff for mental health and wellbeing. <a href="#">Education support</a></p> <p>Pupil wellbeing and support - to access useful links and sources of support for pupil's wellbeing and support:</p> <p><a href="https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges">https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges</a></p> <p>Conduct individual Stress risk assessments</p> <p>Pupils to attend school to promote wellbeing.</p>	<p>Cases &amp; transmission may still occur</p>	
<p>Educational visits</p>	<p>Staff, pupils, parents, guardians and</p>	<p>Undertake a full and thorough risk assessment 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</p>	<p>Cases &amp; transmission may still occur</p>	

	<p>volunteers.</p> <p>Increased transmission risk and reduced infection control within the location or whilst undertaking activities</p>	<p>assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). All visits are planned through the school EVOLVE system.</p> <p><a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits</a></p> <p><a href="https://oeapng.info/">https://oeapng.info/</a></p> <p>Wherever possible organise activities outside.</p> <p>Add trips to the EVOLVE system including covid measures.</p>		
<p>Dedicated transport to schools – arriving and leaving school</p>	<p>Staff and pupils using dedicated transport.</p> <p>Increased risk of transmission.</p> <p>Staff &amp; pupils COVID related illness</p>	<p>Pupils must wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school.</p> <p>Work with school transport providers to discuss proportionate control measures which include:</p> <ul style="list-style-type: none"> <li>• Reminding pupils not to board dedicated transport if they have symptoms or other reasons requiring them to stay at home.</li> <li>• Reminding pupils about the use of face coverings on school transport</li> <li>• Avoiding overcrowding on school transport.</li> <li>• Provide hand hygiene where possible</li> <li>• Follow good respiratory hygiene – promote the ‘catch it, bin it’ approach</li> <li>• Maintain cleaning regimes</li> <li>• Let fresh air into vehicles when occupied by opening windows and ceiling vents, whilst balancing the need for increased ventilation with maintaining a comfortable temperature.</li> </ul> <p><a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance</a></p>	<p>Cases &amp; transmission may still occur</p>	
<p>Managing</p>	<p>Staff, pupils &amp;</p>	<p>Ensure that key contractors are aware of the school’s control measures</p>	<p>Cases &amp;</p>	

contractors – meeting those you do not normally meet	contractors  COVID related illness	and ways of working by:  <ul style="list-style-type: none"> <li>• Those who have symptoms or have tested positive must not attend school sites.</li> <li>• Request copies of contractors COVID measures and risk assessment</li> <li>• Make contractors aware of the schools COVID controls and risk assessment. Update contractors if further measures are introduced due to increased cases and/or outbreak management.</li> <li>• Pre-planned appointments outside of school hours wherever possible.</li> <li>• Maintain social distancing wherever possible.</li> <li>• All contractors are required unless exempt to wear a face covering within the school building.</li> <li>• Encourage contractors to undertake a lateral flow test prior to the visit.</li> </ul>	transmission may still occur	
Managing visitors – meeting those you do not normally meet	Staff, pupils and visitors	Those who have symptoms or have tested positive must not attend school sites.  Pre-planned appointments wherever possible.  On-line meetings (including staff meetings) where possible  Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.  All visitors are required unless exempt to wear a face covering within the school building.	Cases & transmission may still occur	
Cases of COVID-19 within school settings and school outbreaks.	Staff, pupils, visitors and wider community.  Increased number of positive cases within school	<b>Contingency Plans:</b> Schools are required to have a robust contingency plan to manage positive cases and school outbreaks – this must remain robust and up to date. Review these plans for the start of the winter term 2022.  The plan should cover: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• When and how to seek public health advice</li> <li>• Details of the types of control measures that might be required to</li> </ul>	Cases & transmission may still occur	

	<p>settings may require additional measures to be in place</p>	<p>control outbreaks.</p> <p>For each additional control measure include:</p> <ul style="list-style-type: none"> <li>• Actions you would take to put it in quickly and</li> <li>• How you would communicate changes to children, pupils, parents, carers and staff</li> </ul> <p>When schools should consider extra action:</p> <p>Schools should seek additional advice from:</p> <ul style="list-style-type: none"> <li>• UK Health Security Agency (UKHSA),</li> <li>• local outbreak management teams at the City Council,</li> <li>• the Corporate Health &amp; Safety Team and/or their independent adviser as soon as possible in the event of positive cases and/or outbreaks that may require extra measures to be put in place.</li> </ul> <p>All schools should follow the link below:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings</a></p> <p>All schools should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 – phone the DfE helpline – 0800 046 8687 or alternatively contact the local helpline &amp;/or Corporate Health and Safety Team:</p> <p><b>Notification of cases – pupils:</b>  Report all cases to the public health outbreak team at Derby City Council by completing the online notification form or by emailing:  <a href="mailto:cct@derby.gov.uk">cct@derby.gov.uk</a></p> <p>Early years &amp; school nursery settings should also notify Ofsted at:  <a href="https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business">https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business</a>  and DCC Early Years by emailing <a href="mailto:coral.golding@derby.gov.uk">coral.golding@derby.gov.uk</a></p> <p>Schools should also notify <a href="mailto:Jayne.hadfield@derby.gov.uk">Jayne.hadfield@derby.gov.uk</a></p> <p><b>Staff cases:</b>  See the guidance for workplaces: NHS Test and Trace in the workplace</p>		
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		<p><a href="#">NHS Test and Trace in the workplace</a></p> <p>Further action to consider if local contingency measures are required:</p> <ul style="list-style-type: none"><li>• Review and reinforce the testing, hygiene and ventilation measures already in place – focussed and enhanced cleaning as required.</li><li>• For all staff cases contact NHS Test and Trace in the workplace</li><li>• Increased testing for staff and pupils</li><li>• Limiting residential educational visits, open days, transition and taster days, parental attendance at schools and live performances.</li><li>• Restricting attendance – only as a short-term measure and as a last resort</li><li>• Re-introduction of ‘bubbles’</li><li>• Establishing if classes, exercise and assemblies could take place outdoors</li><li>• Pausing events e.g. shows, performances, spring fayre or fete</li></ul>		
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