



Protection from Transmission of COVID-19

Version:	Date:	Notes/Changes:
1.0	Wednesday 1 st September 2021	
	Monday 29 th November 2021	Omicron Variant
	Monday 6 th December 2021	Update with Additional Control Measures
	Tuesday 4 th January 2021	Update for Spring Term

Risk Assessment

A	Date:	School:	Team:	Location:
	29.11.21	Longmoor Community Primary School		Longmoor Community Primary School
	Review Date: at least fortnightly in first instance	Ref:	Assessor:	Head Teacher:
	04.01.22	Version Omicron	Mark Garside	Mark Garside

B	Assessment of Risk for:
	Protection from transmission of COVID-19 – Schools

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N° I	COVID-19: General	Staff Pupils Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Pupils and staff who are symptomatic will be requested to isolate as per national guidance. Test to release is in place with all members of the school community and can end self-isolation after two consecutive, negative Lateral Flow Test Results – at the earliest on Day 7 (after negative results on day 6 and 7).</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers • Extended duty of care • Stress • Individual pupil assessments <p>Manager to regularly update and inform staff re government guidance regarding COVID-19 controls required:</p>	LOW

- Gov.uk www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19
- Gov.uk Public Health England <https://www.gov.uk/government/organisations/public-health-england>
- Health and Safety Executive <https://www.hse.gov.uk/>

Referring to the following guidance and publications, as applicable:

- HSE COVID19 latest information and advice
- HSE Working safely during the coronavirus guide
- Government guidance COVID-19: guidance for schools COVID-19
- Government publication COVID-19: cleaning in non-healthcare settings
- Government publication Best Practice: how to hand wash
- Government guidance for food business on Coronavirus (COVID-19)
- Government guidance COVID-19: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

Due to the changing advice on COVID-19, managers should ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.

Staff to undertake twice weekly home tests (before work on a Monday and Thursday) whenever they are due on site until such time when reviewed advice removes this requirement.

Staff testing will increase to daily for those working in an area of school, where there is an outbreak of 4 or more connected cases.

There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:

- Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes

PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:

- Disposable half face mask
- Disposable gloves

			<ul style="list-style-type: none">• Disposable aprons• Where personal care is to be provided eye protection/surgical face mask <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> <p>There is regimented hand washing/sanitising of all staff, children and visitors at key times of the day that involve moving around school and leaving/returning to their main place of work/learning.</p> <p>School will encourage vaccine take up and enable staff who are eligible for vaccination to attend booked appointments where possible.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting ‘catch it, bin it, kill it’. Posters displayed in prominent areas and toilets.</p> <p>Staff kept informed via email, online meetings etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none">• HSE RIDDOR reporting of COVID-19:<ul style="list-style-type: none">○ an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as <u>a dangerous occurrence</u>○ a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as <u>a case of disease</u>	
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			<ul style="list-style-type: none"> ○ a worker dies as a result of occupational exposure to coronavirus. This must be reported as <u>a work-related death due to exposure to a biological agent</u> <p>Contractors and visitors will be allowed onto school premises and into the school building by making a prior appointment, which is authorised by a member of the Senior Leadership Team.</p> <p>All contractors are asked for verbal or written evidence to confirm that:</p> <ol style="list-style-type: none"> 1. I am at present not suffering from any symptoms or have tested positive for COVID-19 within the last 10 days (or 7 days if they have two-consecutive negative Lateral Flow tests). 2. I have not travelled abroad to any country within the last 10 days. 3. I have not been contacted by NHS Test and Trace within the last 10 days. <p>This will be gained to questions on the school's 'Sign-In App'</p> <p>The school reserves the right to deny access or request a person to leave the school premises if the person was deemed to be displaying COVID-19 symptoms or being aggressive or abusive to school staff.</p> <p>When possible, school will endeavour to ensure contractors and visitors attend outside of normal school operating hours, if safe to do so.</p>	
2	COVID-19; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School first aid risk assessment reviewed.</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Entrance to Phases • Corridors • Staff rooms • Toilets • Changing areas 	LOW

- **Where there is an outbreak (4 or more connected cases), outside individual year groups and classrooms**

Hand Hygiene is regimented of all: staff and children will sanitise their hands:

- At the beginning of the day (before they touch anything)
- When entering the classroom for any reason;
- On their way out to play;
- On their way in from play;
- On their way out to lunch;
- On their way in from lunch;
- Before eating in the classroom or dining hall.

Face coverings (that cover the nose and mouth) must be worn in all communal areas (corridors, staff rooms and meetings) – especially when Social Distancing between adults cannot be maintained.

Multiple staffrooms are created so that there is adequate space for staff:

- Nursery: own office space
- Reception: caterpillar room
- Year 1/Year 2: lower staff room
- Year 3/Year 4: library
- Year 5/Year 6: upper breakout room (old ICT suite)

In the case of an outbreak (4 or more connected cases), staff working in this year group will use their own space as designated by SLT.

Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.

Staff verbally reinforce controls in corridors, walkways and stairwells where necessary. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. All staff have a Health and Safety responsibility to clean regular contact points.

Refillable bottles or disposable cups should be used – no sharing.

			<p>No pupil/staff member will from the water fountain.</p> <p>Use of Key Stage 2 Cloakrooms will be temporarily suspended.</p>	
3	COVID-19: School reception and offices	<p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff to wear a face covering when at all times when outside of their main work space – i.e. office or classroom – and then talking to all adults.</p> <p>Staff are requested to send information via email or by telephone call.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p>Classrooms and office spaces are well ventilated; windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>Telephones not to be shared. Staff should transfer calls rather than pass handsets to colleagues. In the rare incident when a phone is shared, then it will be wiped down before being used by somebody else.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	LOW
4	COVID-19: Meetings	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Whole school meetings (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees or online:</p> <ul style="list-style-type: none"> Attendees encouraged to take LFT test on the morning of the meeting prior to attending. 	LOW

			<ul style="list-style-type: none"> • Face coverings will be a requirement in staff meetings – covering nose and mouth. <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p> <p>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p> <p>Parent group meetings:</p> <ul style="list-style-type: none"> • Parent group meetings to be held in as large a space as possible to allow for adequate distancing between attendees. • If adequate spacing between attendees cannot be achieved, the wearing of face coverings is required. • School encourages the use of outdoor space for parent groups where appropriate. • Indoor parent groups numbers are restricted appropriate to room size etc. <p>Attendees encouraged to take LFT test on the morning of the parent group prior to attending.</p>	
5	COVID-19: Classrooms	Staff Pupils	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible. In KS2, classroom doors will be open.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p>	LOW

			<p>School when ensure that events held in school (e.g. plays, assemblies) are held in locations where ventilation can be maximised.</p> <ul style="list-style-type: none"> • There will be no assemblies taking place during January. <p>Events that involve people attending school from the wider community (families and parents) will not take place; all events in school may be subject to an additional, stand-alone Risk Assessment that clearly outlines the change in risk and any additional control measure that are to be put in place.</p> <p>Physical Education should take place outside where possible to maximise ventilation.</p> <p>Pupils will attend school in their PE Kit for their designated PE Days.</p> <p>School will remain vigilant and aware of the additional risk of infection in environments where singing, chanting, playing of wind or brass instruments, dance or dram takes place.</p> <p>Classes/Year Groups in which there is an outbreak of 4 or more connected cases will attend assembly virtually.</p>	
6	COVID-19: Dining areas	Staff Pupils	<p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room windows will be opened to allow natural ventilation.</p> <p>Classes/Year Groups that have an outbreak of 4 or more connected cases:</p> <ul style="list-style-type: none"> • Packed Lunches will eat in the base; • School Meals will be eaten in the hall at a time when there are no other children using it, • The surfaces in the hall (tables, chairs, door handles) will be sanitised before being used by another group of children. 	LOW
7	COVID-19; Cleaning	Staff Pupils	<p>All cleaning staff are experienced and have received appropriate training.</p>	LOW

		<p>Visitors</p> <p>Contractors</p>	<p>Any new cleaning products brought on site in response to the current COVID-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaners have appropriate PPE in line with COSHH risk assessments</p> <p>Classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been.</p> <p>Classrooms where there are 4 or more connected cases will be cleaned frequently throughout the day (break and lunchtime as a minimum)</p>	
8	COVID-19; Ventilation	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window.</p> <p>Fans should not be used in poorly ventilated areas.</p>	LOW

CO₂ monitors used in Key Stage 2 Classrooms and school communal areas as an indicator of ventilation:

1. 3B
2. 3BJ
3. 4M
4. 4O
5. 5L
6. 5S
7. 6H
8. 6M
9. EM's Maths Room
10. Staff Room
11. Staff Room
12. Music Room
13. Speech and Language Room
14. Meeting Room

It is clear to staff that these monitors are not in lieu of ventilation, but are a further control measure that indicated good, normal or poor air quality.

In the event of 'poor' air quality showing, in the first instance, additional steps should be made to improve ventilation, with advice taken from a COVID-19 Lead (MG/LR/PR/DC) if the quality fails to improve.

Maximum Occupancy will be re-introduced on small, communal spaces in school

Poorly Ventilated Rooms:

- All Store Rooms;
- Server Room;
- Music Room.

In these areas:

- *Limit numbers entering and working within (ideally only one person to enter at a time);*
- *Reduce time spent in area;*
- *Door kept open whilst within and left open when leaving to air room (unless fire door).*

9	COVID-19; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate/follow public health advice.</p> <p>HT (MG) or AHT (AH/LR) to be notified as well as Phase Lead (AH/LA/EM).</p> <p>Staffing Levels monitored to ensure that they are safe.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice.</p> <p>Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. A PCR test will be required to check the LFT test result.</p> <p>If PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school, as long as they are not symptomatic.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact local authority SPOC team if they have a positive case. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through</p>	LOW

			<p>the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.</p> <p>For individuals or groups of self-isolating pupils, remote education plans are in place and school will provide this provision when necessary.</p> <ul style="list-style-type: none"> • Free School Meals will be provided for those who are eligible for benefit-related free school meals. • SEND: school will work collaboratively with families to put in place reasonable adjustments. • School will work with families to ensure all pupils are able to access remote education (devices, internet, wifi etc.) • Safeguarding: the school's Designated Safeguarding Lead (EM) will be informed of any children self-isolating so that an informal Risk Assessment can be completed to establish whether any contact/support is needed. 	
10	COVID-19; Outbreaks	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Schools has an outbreak management plan in the event that there are four or more connected cases in a class/year group:</p> <ul style="list-style-type: none"> • bubbles will be re-introduced for that class/year group (for 2 weeks); • staff will take daily Lateral Flow Tests; • lunches will be served to this class/year group in a way that means they do not interact with other children; • they will have their own area of the playground; • their classroom/base will be cleaned with increased frequency; • Hand Hygiene will be regimented and more frequent. • and all previous social distancing controls may be reintroduced locally due to raised COVID cases locally. <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response</p>	LOW

11	Staff/Pupils at Increased Risk	Staff Pupils Visitors Contractors	Staff/Pupils who may be at increased risk may attend the workplace/school as long as they are able to follow current control measures. When necessary Individual Risk Assessments will be carried out and reviewed at the beginning of Spring Term, by 07/01/22.	LOW
12	Unable to Social Distance on Public Transport	Staff Pupils	Public Transport Staff and pupils are advised to follow current government guidelines. Wearing a face mask on public transport is advised but no longer mandatory. The school will encourage staff and pupils to walk or cycle to school. Car Sharing All staff and pupils will avoid car sharing where possible. If car sharing is essential, windows should be open to maximise ventilation with passengers seated I the back.	LOW
13	Lack of Control over External Agencies using the school facilities	Staff Pupils Visitors Contractors	The school will ensure that all external organisation using the facilities follow the latest government guidance.	LOW

Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place