

COVID-19 outbreak January 2021

Risk Assessment for Critical Worker Emergency Education Scheme - On Site Working

Risk	Severity			Control Measures / Mitigating Action	Responsible People
	Low	Medium	High		
Risk to all users of site					
Risk to staff of contracting and /or sharing virus on site			x		
				<p>‘At risk’ / ‘Clinically Extremely Vulnerable’ staff Any member of staff or pupil identified by their doctor as Clinically Extremely Vulnerable will have a revised risk assessment undertaken, and will be permitted to work from home when local or national guidance is applied. Staff in this group will have previously received a letter from the NHS or their GP informing them of this. This letter should be shared with the employer. Remote learning will be provided for any pupil in this category.</p>	JR/CC
				<p>‘Clinically Vulnerable’ staff A member of staff or pupil who is clinically vulnerable will have their own risk assessment for working at the college during the duration of the key worker school. Risk assessments for clinically vulnerable and other staff should include how social distancing will be maintained in a Covid-19 safe workplace. This should identify any suitable control measures that must be in place before returning to work/school. Risk assessments for clinically extremely vulnerable staff should continue be reviewed regularly.</p>	JR/CC
				<p>Pregnant staff Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees. Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Information</p>	JR/CC

contained in the [Royal College of Obstetricians and Gynaecologists](#), [Royal College of Midwives guidance on coronavirus \(COVID-19\)](#) in pregnancy should be used as the basis for a risk assessment.

Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.

Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).

Risk assessments for clinically vulnerable staff and pregnant staff should be reviewed regularly. The former is in addition to the risk assessment for expectant mothers.

Symptoms

Parents, staff and pupils are all familiar with symptoms of disease and aware that no one with any symptoms of either high temperature, new continuous cough, or loss or change to sense of taste or smell must attend site. All such cases to seek testing and isolate until confirmed safe to return to school.

All

Unwell

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', i.e. self-isolate for at least 10 days from onset of symptoms and arrange to have a test to see if they have

All

coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

We have been provided with a small number of PCR home testing kits that can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact, do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.

A centralised log is kept of anyone with symptoms, distributed at the start of each day to highlight those who should not be on site.

Step by step information is provided to parents if a case/ symptom arises in accordance with Public Health England advice and in liaison with the Local Authority. All positive cases are reported according to guidance.

Staff with symptoms are expected to cooperate with NHS Test and Trace systems.

Seating plans must be used in order to aid the NHS Track and Test process.

Lateral Flow Testing

PB/JB/JR/ All

				<p>Staff are now invited to take a lateral flow test for Covid-19, as provided by the Government in the school testing centre, as an additional control measure.</p> <p>On-site pupils are now invited to take a lateral flow test once weekly for Covid-19 and the results are reported to parents/carers. Pupils who are on-site for irregular times will be tested where possible. Anyone who tests positive must complete a PCR test and follow the government guidance.</p>	
				<p>Staff-to-staff social distancing</p> <p>Staff to observe social distancing between each other</p> <ul style="list-style-type: none"> • Maintain a least 2 metre distance between people • Use separate offices /classrooms for individual work when possible • Avoid sharing of areas – there are enough rooms in school for staff to work individually. If working in a shared area, space must be used to ensure maximum practicable distance. • Use phone / video conferencing for all possible communication • 3 ply face coverings strongly recommended to be worn at all times when in contact with others 	All
				<p>Hygiene</p> <p>Staff to observe rigorous hand-hygiene. The school has a large supply of soap and access to warm water for washing hands. Hand hygiene and cough/sneeze protocols insisted upon. Posters displayed around school. Sanitiser, wipes and tissues in every classroom.</p>	All
				<p>Working with pupils:</p> <ul style="list-style-type: none"> • Class sizes kept as small as practicable • Pupils maintained in bubbles and in consistent rooms where possible. • Maintain 2 metre distance from pupils • Avoid sharing desks or tables • Avoid leaning over pupils • Teach from front rather than individually / small group 	All teaching and support staff

- Ensure good ventilation of all shared spaces
- Safe hand-washing routines established
- *Catch it/Bin it/Kill it & Elbow sneeze* routines reminded frequently
- Frequently disinfect items touched by pupils
- Avoid touching pupils' property
- Send for escort for any pupils showing signs of infection to be removed directly to Nurse Office
- Staff to move rooms instead of pupils. Limited movement of staff whilst key worker school is running.
- All staff in contact with pupils have been issued with a visor. All staff and pupils to wear face coverings in communal areas, and this is strongly encouraged in classrooms. Ideally, this should be a three-ply mask. Guidance delivered to staff and pupils for the safe use of masks, in order to reduce the risk of bacterial cross contamination as a result of misuse.

In addition, PPE is necessary for the following situations:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE
- Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.
- Where close proximity working (school Site Team) is required for longer than 15 minutes, the need to issue employees with appropriate Personal Protective Equipment is assessed.
- Re-usable PPE should be thoroughly cleaned after use and not shared between staff.
- Temporary face-coverings should be disposed of in a 'black bag' waste bin (not recycling bin) or reusable face coverings placed in a plastic bag that pupils can take home with them. Hands to be cleaned after handling

				<p>masks. A supply of face coverings and sealable bags will and between use by different groups be available.</p> <ul style="list-style-type: none"> In the case of suspected COVID-19 case, used PPE to be double-bagged and stored for 72 hours before putting in communal bin area. 	
				<p>Enhanced cleaning regime</p> <ul style="list-style-type: none"> Observation of all PHE guidance Frequent daily cleaning of high-contact areas; sinks and taps; toilets; door handles, bannisters etc. Classroom tables disinfected daily Sports Hall / Gym and studio halls cleaned daily A rolling 28 day 'misting' cycle with Zoono antiviral sanitiser is in place, which claims to be effective as an antiviral for the duration of time (this is currently awaiting nationally verified certification). This is applied to all classroom/teacher desks and other high-touch areas. COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn (disposable gloves, aprons etc) If area heavily contaminated, cleaners to wear mouth/nose protection and follow additional guidance issued by DfE. Training given in correct use of a mask/visor. 	CP; Site team; cleaners
				<p>Observation of all Public Health England Medical guidance: Dissemination and Implementation</p>	JB, PB and JR First Aiders All to observe published guidance
				<p>Cafeteria usage</p> <ul style="list-style-type: none"> Enhanced surface and other cleaning as advised by Pabulum Pupils to wash hands/sanitize hands before eating 	Pabulum CP/ Site Team
Member of staff falls ill with COVID-19 symptoms on site.		x		<ul style="list-style-type: none"> Follow procedure published by Julie Barker. Alert First Aid team by email 	JB, PB and JR

				<ul style="list-style-type: none"> • If taken very ill while with class, member of staff discreetly to summon assistance to get to medical room • If slightly unwell, member of staff immediately and discreetly takes self to private car if available; or to medical room if not • Speaks to First Aid team to establish fitness to drive / alternative way to get home • Seek NHS 111 advice 	
Staff fatigue due to demands of new regime		x		<ul style="list-style-type: none"> • Staff to speak to line-managers before problem worsens • Colleagues to look out for each other and report concerns • Regular KIT meetings maintained via Teams etc • Line-managers to keep close eye on teams; advise breaks as needed 	All All colleagues Line-managers
Staff suffer new / recurring mental health issues due to COVID-19 related concerns	x			<ul style="list-style-type: none"> • Line managers to check-in regularly with people with known history • Positivity from leaders inspires positive school ethos • Colleagues to offer support • Regular sharing of good news / thanks /praise • Dissemination of best practice in maintaining good mental health • Dissemination of ways to access professional support – services - available to staff free of charge for initial period: Counsellor: Alison Oliver Advisor: Sue Olney 	All leaders All colleagues SEMH staff JJ
General low mood if situation endures – staff and pupils		x		<ul style="list-style-type: none"> • Pooling of ideas to maintain morale • Shared projects, i.e. to improve fabric of school, gardening etc • Community projects • Shared exercise opportunities 	All teachers and support staff

Concerns over distribution of work under new regime	x			All staff to ensure utmost effort to contribute fairly Line-manager to publish transparent plans detailing roles of all members of team, taking individual circumstances into account	All teachers and support staff
Risk of lone working	x			<ul style="list-style-type: none"> No member of staff to be alone on site Shifts to be approved Radios to be carried at all times by staff working in remote areas of site 	CP/JR/ All site and cleaning staff
Fire Safety			x	<p>Personal Emergency Evacuation Plans (PEEPs) continue to be in place for relevant staff and pupils.</p> <p>Ensure all emergency escape routes / doors are fully operational and kept clear. Review Fire Safety Policy with regards to evacuation areas and how this can be achieved with whole school. Drill organised.</p> <p>Reminders to staff and pupils that if the fire alarm is activated that they must still observe social distancing when at the evacuation point.</p>	PB/JR
Risk to/from externals: visitors / contractors			x	<p>All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19.</p> <p>All planned/reactive maintenance to be undertaken outside of school hours unless emergency.</p> <p>Clear guidance for visitors on hygiene set up/ record of their visit/ contact number for NHS Test and Trace protocol.</p> <p>Guest speakers etc to the school will be permitted, provided they work within a year group bubble.</p> <p>A separate RA for community use of the school is in place. All community sports groups and competition between different schools are currently suspended.</p> <p>Contractors to be questioned whether they have any symptoms of Cov-19, and refused entry to site if so. Contractor pack given- contains College RA and extra appendix with protocols</p>	PB, CP and JR

				<p>needed to avoid infection of Covid-19. Contact number taken on signing in and person seeing must be taken on sign in app.</p> <p>Parents only on site when strictly necessary, by appointment only and preferably limited to a single person. Planned parental meetings should happen virtually. This is likewise the case for multi-agency meetings. Visitors should wear masks at all times on site, and staff are advised to wear a mask or visor for the meeting. Ideally, this should be a three-ply mask.</p> <p>Parent consultations will continue in a virtual format.</p> <p>Professionals supporting the work of staff and students may continue to attend school where phone-calls or Teams meetings are not appropriate. Visitors will need to be issued with a copy of the COVID-19 Visitors Protocol upon arrival and required to observe all its protocols.</p>	
Accident reporting – COVID 19 incidents		x		<p>The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</p> <p>For further advice and guidance you should contact James Russen.</p> <p>A new protocol for accidents at work has been implemented in order to enhance communication and speed up any remedial actions that might be required.</p>	CP and JR
In school Lateral Flow Testing Centre	x			<p>Staff are now invited to take a lateral flow test for Covid-19, as provided by the Government in the school testing centre, as an additional control measure.</p> <p>On-site pupils are now invited to take a lateral flow tests for Covid-19 at regular intervals and the results are reported to parents/guardians. Pupils who are on-site for irregular times will be tested where possible. Anyone who tests positive must complete a PCR test and follow the government guidance.</p>	JR, PB and JB

All risks have been assessed in the 'COVID_19_Testing_RA' individual document. This is a live document that will be updated and reviewed on a regular basis.

Risk to pupils attending Key Worker Scheme

Risk of pupils contracting and /or sharing virus on site

x

- Parents requested to keep at home children showing signs of illness
- Social distancing to be emphasised, including on journeys to and from school.
- At the start of the school day, pupils line up in socially-distanced queues in their year group bubble. Pupils are advised to wear masks whilst queuing. Pupils are then taken to their classroom when ready.
- Pupils educated about virus and its transmission, without raising alarm
- Class sizes kept as small as practicable; pupils well-spaced, ideally at least 2 metres apart
- No assemblies or large gatherings
- Avoid pupils sharing desks or tables
- Technology used to promote group and paired working, avoiding proximity of others
- All shared spaces well-ventilated
- Safe hand-washing routines established, including before meals
- *Catch it/Bin it/Kill it & Elbow sneeze* routines reminded frequently
- Frequent disinfection of items touched by pupils
- Avoid sharing of property. One glue stick for each pupil.
- Consistent year group 'bubbles' reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Groups are kept apart and movement around the school site kept to a minimum.
- Pupil movement around school reduced by assigning to individual rooms, moving between rooms only where specialist spaces are needed.

All

				<ul style="list-style-type: none"> • Pupils accessing areas such as Centre/Link/BR during lessons to be carefully managed under the principle of reducing numbers and by marking out designated areas for year group areas. • Where possible and weather permitting – breaks to be taken outside. 	
Pupil falls ill on site		x		<ul style="list-style-type: none"> • Follow procedure published by Julie Barker, School Nurse. • Alert First Aid team by email / via colleague • Escort summoned • Pupil taken to medical room; isolated until collected • Parent contacted for removal. • Advised to seek NHS 111 advice 	JB, PB and JR
Pupils adversely affected by new working conditions; implications for mental health		x		<ul style="list-style-type: none"> • Staff lead with positivity and kindness • Learning sessions well supported • Focused pupil interaction encouraged - observing social distancing • Learning sessions encourage some talk and safe social interaction • Frequent exercise sessions, preferably outside • Staff aware of pupil fears and anxieties – individuals monitored; opportunities give to talk • Possible work in school garden / polytunnel • Pupils signposted to mental health services • Referral to SEMH coordinator if worrying signs • Referral to extensive resources on school website 	All, MY
Pupil suffers bereavement	x			<ul style="list-style-type: none"> • Sensitive communication with family • Provision of counselling / bereavement services at right time 	SLG Trust Staff - Athene

Severe illness of member of school community		x		<ul style="list-style-type: none"> • Appropriate member of staff to liaise between family and SLG • Confidentiality 	
Death of member of school community	x			<ul style="list-style-type: none"> • Trust and HR informed and guidance followed. • Sensitive management of news • Sensitive communication with family • Provision of bereavement counselling services to closest colleagues / pupils • Careful management of school input to funeral /memorial services • Provision of book of condolences 	SLG Trust Staff – Athene JJ