

# Reducing the risk of COVID-19 across the Trust

## Risk Procedures and Risk Assessment



This Risk Assessment sets out the measures that must be taken to minimise the risk of anyone in school contracting the coronavirus.

All schools in the Trust must follow these precautionary measures, however, each school will implement their own school-specific routines once open to reflect their specific circumstances and age range.

### January 2022

The following Risk Assessment has been produced in light of the DfE guidance and government guidance which was updated on 19<sup>th</sup> January 2022. It will be kept under review and updated as necessary to ensure it remains in line with further guidance and updates.

### PAXTON PRIMARY SCHOOL

ISSUE	RISK	ACTION	RESPONSIBLE	WHEN
<p>The following is based on DfE guidance and Gov.uk guidance of January 19<sup>th</sup> 2022</p> <p>The following Systems of Control must be followed in every case where they are relevant</p>				
<p><b>System of Control 1:</b></p> <p><b>Minimising contact with individuals who are unwell or have symptoms</b></p>	<p>Failure to remain vigilant and act swiftly in instances of suspected or confirmed cases increases risk of infections occurring in school and the wider community.</p>	<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> <li>they have one or more coronavirus (COVID-19) symptoms (a new, continuous cough or a high</li> </ul>	<p>All staff, pupils and visitors</p>	<p>As necessary</p>

		<p>temperature, or a loss of or change in their normal sense of taste or smell)</p> <ul style="list-style-type: none"><li>• a member of their household has coronavirus (COVID-19) symptoms, unless they meet one of the criteria below.</li><li>• they are required to quarantine having recently visited countries where quarantine is mandatory on return to the UK</li><li>• they have had a positive test</li><li>• they have been told to isolate by NHS Test and Trace/public health protection team.</li></ul> <p>From January 17<sup>th</sup> 2022 the self-isolation for those with COVID-19 can end after 5 full days following two negative LFD tests.</p> <p>The individual must not attend for at least 5 full days from the day after:</p> <ul style="list-style-type: none"><li>• the start of their symptoms</li><li>• the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)</li></ul> <p>Individuals may now take LFD tests on day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 5 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under five, with LFD testing at parental or guardian discretion. If both these test results are negative, and the person does not have a high temperature, they may end their self-isolation after the second negative test</p>		
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		<p>result and return to school from day 6. It is essential that 2 negative rapid lateral flow tests are taken on consecutive days and reported before individuals return to school, if leaving isolation earlier than the full 10-day period.</p> <p>This is the latest government <a href="#">advice</a></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</li><li>• they are below the age of 18 years and 6 months</li><li>• they have taken part in 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>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take an LFD each day for 7 days and report the results through the school's reporting system.</p> <p>If they test negative, then can continue to attend school.</p> <p>If they test positive, they should self-isolate and follow the advice above.</p> <p>Pupils or staff members developing symptoms in school must be:</p> <ul style="list-style-type: none"><li>• sent home and advised to follow the stay at home guidance</li></ul>		
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		<ul style="list-style-type: none"> <li>• Take a PCR test, even if they have had a recent negative LFD test.</li> <li>• self-isolate for at least 5 days following the day of the result, if they have a positive PCR test – until they have 2 x negative LFD test results.</li> <li>• other members of household (including siblings) to self-isolate for 7 days from when the symptomatic person first had symptoms unless they meet one of the criteria above.</li> </ul> <p>Pupils sent home should avoid using public transport and where possible be collected by a member of their family or household.</p> <p>Where parents/carers cannot collect their child, if age appropriate and safe to do so, the child should walk, cycle or scoot</p> <p>Pupils awaiting pick-up they should be isolated in separate, closed room with ventilation (depending on age of child etc). If not possible they should remain in a space that is at least 2 meters away from anyone else. If they need the bathroom to use a separate one that must be cleaned before further use.</p> <p>Any member of staff staying with pupil while awaiting pick-up must wear PPE if social distancing cannot be maintained</p> <p>Any member of staff or pupil who has been in close contact with a symptomatic person/pupil should not self-isolate unless:</p> <ul style="list-style-type: none"> <li>• They develop symptoms (in which case they should arrange a test) or</li> <li>• The symptomatic person tests positive (see <i>System of Control 7</i> below)</li> </ul>		
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		<ul style="list-style-type: none"> <li>• They are required to do so by NHS Test and Trace or PHE service.</li> <li>• They have tested positive from an LFD test as part of a community or worker programme</li> </ul> <p>If an individual with symptoms has already taken an LFD test for any reason and the result is positive, they do not need to take a follow up PCR test.</p> <p>You only need to take a follow up PCR test after a positive LFD test if you:-</p> <ul style="list-style-type: none"> <li>• wish to claim the Test and Trace Support Payment</li> <li>• have been advised to take a PCR test because you are in a clinically vulnerable group</li> <li>• have been advised to do so as part of a research or surveillance programme</li> <li>• have received a positive day 2 LFD after arriving in the UK</li> </ul> <p>Everyone to wash hands for 20 seconds after any contact with someone who is unwell</p> <p>The area around the individual must be cleaned once they have left the building.</p>		
<p><b>System of Control 2:</b></p> <p><b>Appropriate use of face coverings</b></p>	<p>Failure to follow recommended advice could undermine confidence amongst staff/parents and contribute to spread of infection</p>	<ul style="list-style-type: none"> <li>• From 20 January, face coverings are no longer advised for pupils, staff and visitors in classrooms.</li> <li>• From 27 January, face coverings are no longer advised for pupils, staff and visitors in communal areas.</li> </ul>	<p>All pupils &amp; staff</p>	<p>As necessary</p>

		<ul style="list-style-type: none"> <li>From 27 January, staff and pupils should follow <u>wider advice</u> on face coverings outside of school, including on transport to and from school.</li> </ul> <p>In all schools, if there is an outbreak,</p> <ul style="list-style-type: none"> <li>Face coverings should still be worn by staff and visitors in communal areas or classrooms (and by pupils in a secondary school)</li> </ul>		
<b>System of Control 3:</b>				
<b>Clean Hands thoroughly more often than usual</b>	Not following required hand washing routines contribute to spread of infection	<p>Ensure soap and hot water in every toilet (and if possible in classrooms)</p> <p>Hand sanitiser stations set up at the school entrances for pupils and any other individuals entering the school to use</p> <p>Ensure hand-washing requirements/opportunities for pupils/students are built into behaviour expectations and daily routines, including:</p> <ul style="list-style-type: none"> <li>on arrival at school</li> <li>when they return from breaks</li> <li>when they change rooms, and</li> <li>before and after eating.</li> </ul> <p>Supervision should be given where appropriate.</p>	<p>School Facilities Managers</p> <p>School Facilities Managers</p> <p>All adults supervising pupils</p>	<p>Ongoing</p> <p>Ongoing</p>
<b>System of Control 4:</b>				
<b>Ensure good respiratory hygiene</b>			School Facilities Managers	Ongoing

	Not following “catch it, bin it, kill it” approach will contribute to spread of infection.	<p>Provide lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste and ensure they are double bagged when disposing of them</p> <p>Ensure a good supply of disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom and enough to top up regularly</p>	School Facilities Managers	Ongoing
<b>System of Control 5:</b>  <b>Enhanced cleaning routines.</b>	Not establishing and following enhanced cleaning routines will contribute to spread of infection.	<p>Agree cleaning routines with cleaning staff/companies ensuring they are in line with DfE guidance <a href="#">here</a></p> <p>Put in place additional cleaning routines to:</p> <ul style="list-style-type: none"> <li>○ Ensure more frequent cleaning of rooms/shared areas used by different groups</li> <li>○ Frequently touched surfaces are cleaned more often than normal.</li> <li>○ toilets to be cleaned regularly and pupils to be encouraged to clean their hands thoroughly after using the toilet - different groups should be allocated their own toilet blocks if possible (but is not a requirement if the site does not allow for it)</li> </ul>	School Facilities Managers	Ongoing
<b>System of Control 6:</b>  <b>Minimise contact between individuals and maintain social</b>	Failure to minimise contacts and mixing of pupils/groups increase transmission of infection in the case of an outbreak.	<p>It is no longer necessary to keep pupils in bubbles.</p> <p>In the case of a local outbreak, bubbles could be temporarily re-</p>		As necessary

<p><b>distancing wherever possible</b></p>		<p>introduced by the school as could other measure outlined in the Trust's Outbreak Management Plans.</p> <p>Headteachers, Director of Finance and Resources and Assistant Director, The Wandle Learning Partnership can ask staff to work from home, depending on the individual situation</p>	<p>Individual Heads/SLT</p> <p>Headteachers, Dir of Fin &amp; Resources, Asst Dir WLP</p>	<p>As necessary</p>
<p><b>System of Control 7:</b></p> <p><b>Use of PPE</b></p>	<p>Failure to follow PPE guidance will increase risk of transmission of infection and put individuals at unreasonable level of risk</p>	<p>Face coverings are not classified as PPE</p> <p>Use PPE:</p> <ul style="list-style-type: none"> <li>○ Where an pupil/student becomes unwell and 2 meters distance cannot be maintained</li> <li>○ Where a pupil/student need routine intimate care needs</li> </ul> <p>Follow <a href="#">Safe Working in Education Guidance</a></p> <p>Ensure ongoing training for staff in use of PPE where required.</p>	<p>All Staff</p> <p>Individual Heads/SLT</p>	<p>Ongoing</p> <p>Ongoing</p>
<p><b>System of Control 8:</b></p> <p><b>Keep occupied spaces well ventilated</b></p>	<p>Not generating ventilation throughout the buildings could increase risk of transmission.</p>	<ul style="list-style-type: none"> <li>• Natural Ventilation: open windows (while maintaining comfortable temperature). When rooms are not occupied windows should be opened more fully to help purge air.</li> </ul>	<p>All staff Facilities staff</p>	<p>Ongoing</p>

		<ul style="list-style-type: none"> <li>• Mechanical ventilation: increase ventilation rate/set to full fresh air where possible</li> <li>• Open external doors where safe to do so and while also maintaining comfortable temperature</li> </ul>		
<p><b>System of Control 9:</b></p> <p><b>Promote and engage in asymptomatic testing, where available</b></p>	Failure to utilise asymptomatic testing increase risk of virus spreading in schools	<ul style="list-style-type: none"> <li>• Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart. Testing remains voluntary but is strongly encouraged.</li> <li>• There is no need for primary age pupils (those in year 6 and below) to test.</li> <li>• Schools are strongly encouraged to ask parents and other visitors to take Lateral Flow tests before entering the site</li> <li>• Secondary schools must test their pupils <b>once</b> on-site on return in January 2022. Tests, PPE, and funding to support the workforce will be provided as before. After this test on return, pupils should continue to test in line with government guidelines. Updated guidance is available on the <a href="#">document sharing platform</a>.</li> </ul>	All staff & pupils	Ongoing
<p><b>System of Control 10:</b></p> <p><b>Engage with the NHS Test and Trace process</b></p>	Failure to follow Test and trace guidance places whole school at risk of infection	Staff members, parents and carers will need to: Undertake LFD tests if they or their child develop symptoms	All Staff	Ongoing

		<p><u>Self-isolate</u> immediately and not come into school if:</p> <ul style="list-style-type: none"> <li>○ they develop symptoms</li> <li>○ they are required to do so having recently travelled from certain other countries</li> <li>○ they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation</li> </ul> <p>Unless they meet the criteria outlined in “system of control 1” they must self-isolate if:</p> <ul style="list-style-type: none"> <li>○ they have been in close contact with someone who tests positive for coronavirus (COVID-19)</li> <li>○ anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)</li> </ul> <p><u>Provide details</u> of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</p> <p>School to ensure all staff understand the procedures and requirements of the Test and Trace Service</p> <p>Schools to issue PCR tests to symptomatic individuals where they feel they will have barriers to accessing a test elsewhere</p> <p>Keep under review and amend as necessary Trust’s COVID-19 HR procedures.</p> <p>Staff and students aged 16 and over should be encouraged to download and use the NHS COVID 19 app</p>	Individual Heads/SLT	Ongoing
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		<p>Secondary schools participating in the rapid asymptomatic testing programme should follow the Mass asymptomatic testing: schools and colleges guidance for handling any positive tests as a result of that programme.</p> <p>Primary schools should follow the guidance on Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools here.</p> <p>Children under 5 years who are identified as close contacts are exempt from self-isolation and do not need to take part in daily testing of close contacts. They are advised to take a PCR test if the positive case is in their household.</p> <p>Schools should ask parents of children attending school and staff to inform them immediately of the results of any tests taken outside school and follow this guidance:</p> <ol style="list-style-type: none"><li><i>1. If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 7 full days from the date of that contact, unless they meet one of the criteria outlined in “system of control 1”.</i></li><li><i>2. If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must</i></li></ol>		
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<p><b>System of Control 11:</b></p> <p><b>Manage confirmed cases amongst school community</b></p>	<p>Failure to take swift action where confirmed cases are notified places the whole school community at risk of infection.</p>	<p>From Monday 19 July 2021, schools will no longer carry out routine contact tracing. From this point onwards, close contacts will be identified and contacted by NHS Test and Trace.</p> <p>Close Contact means:</p>		



		<p>School to ensure all staff understand the procedures and requirements of the Stay at Home Guidance</p> <p>Put in place systems to maintain contact with vulnerable individuals (pupils and staff) who are self-isolating.</p> <p>School should not request evidence of negative test of other medical evidence before welcoming pupils/students back after a period of self-isolation</p> <p>School should follow Trust HR guidance in managing staff who have tested positive and/or self-isolating</p> <p>Where a parent insists their child attends school despite having symptoms school can refuse to allow child on site.</p> <p>Report actual or suspected cases of coronavirus through the education setting status form.</p> <p>Schools should consider taking extra steps to manage the transmission of COVID-19 and seeking public health advice if the number of positive cases reaches a certain threshold. Please see the school's "Outbreak Management Plan" for further information.</p>		
<b>System of Control 12:</b>				Ongoing

<b>School Educational Visits</b>	School educational visits could expose staff and students to a higher risk of catching COVID-19	<ul style="list-style-type: none"> <li>• Schools will want to consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK.</li> <li>• Individuals arriving in England must follow the red list rules.</li> <li>• Educational <b>day visits &amp; domestic residential visits</b> can go ahead</li> <li>• A risk assessment needs to be carried out, in line with the guidance in Annex C of the <u>DfE's operational guidance</u>, for each Educational visit to determine whether it can be undertaken safely. The risk assessment will refer to any public health advice, such as on hygiene and ventilation.</li> </ul>	Individual Heads/SLT	
<b>System of Control 13:</b>  <b>Wrap-around care</b>	<b>Pupils, staff, parents &amp; carers attending wrap-around care could be exposed to a higher risk of catching COVID-19</b>	<ul style="list-style-type: none"> <li>• All pupils can attend wrap-around care for any reason and they can be in groups of any number.</li> <li>• Parents and carers can attend sessions at out-of-school settings and wraparound care</li> <li>• Make sure any <b>external providers</b> to which you're hiring out your premises have considered any relevant guidance and put appropriate health and safety measures in place</li> <li>• The school and any external providers should have parents and carers' most up-to-date contact details in case of an emergency</li> </ul>	Individual Heads/SLT	Ongoing
<b>System of Control 14:</b>				

<b>Indoor and outdoor performances</b>	Performances could expose staff and students to a higher risk of catching COVID-19	<ul style="list-style-type: none"> <li>• Indoor and outdoor performance can go ahead</li> <li>• Consult the guidance when planning indoor and outdoor performances</li> <li>• Identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas.</li> <li>• From Wednesday, 15<sup>th</sup> December, if you hold an indoor events with 500 people or more you must ask attendees who are 18 or over to show an NHS COVID Pass as a condition of entry.</li> </ul>	Individual Heads/SLT	Ongoing
<b>System of Control 15:</b>  <b>Indoor sport</b>	Indoor sport could expose staff and students to a higher risk of catching COVID-19 due to the lack of ventilation	<ul style="list-style-type: none"> <li>• Indoor and outdoor sport can go ahead</li> <li>• Competitions can take place</li> <li>• Consult government guidance when planning team sports</li> </ul>	All staff	Ongoing
<b>System of Control 16:</b>  <b>Staff and pupils previously considered Clinically Extremely Vulnerable (CEV)</b>	Additional risk to health due to medical status	<ul style="list-style-type: none"> <li>• Staff previously considered CEV should, as a minimum, follow the same COVID-19 precautions as all other staff, but may wish to take extra precautions.</li> <li>• Staff should continue to follow any additional precautions advised by their clinician</li> <li>• Pupils previously considered CEV should follow the same COVID-19 precautions as other pupils</li> <li>• However, if a pupil has been advised by their clinician to isolate or reduce social contact due to the nature of their medical condition or treatment (rather than the pandemic) they should continue to follow that advice</li> <li>• The advice for pregnant women had recently been <u>updated</u></li> </ul>	All staff	Ongoing
<b>System of Control 17:</b>				

<p><b>COVID-19 vaccinations</b></p>	<p>Secondary pupils not receiving the COVID-19 vaccination</p>	<ul style="list-style-type: none"> <li>• All children aged 12 and over are now eligible for COVID-19 vaccination. Those aged 12 to 17 are eligible for a first dose of the Pfizer/BioNTech COVID-19 vaccine, although 12 to 17 year olds with certain medical conditions that make them more at risk of serious illness, or who are living with someone who is immunosuppressed, are eligible for 2 doses.</li> <li>• These children will be contacted by a local NHS service such as their GP surgery to arrange their appointments. All other 12 to 15 year olds will be offered the vaccine via the school-based programme. Young people aged 16 to 17 will be invited to a local NHS service such as a GP surgery or can <u>access the vaccine via some walk-in COVID-19 vaccination sites.</u></li> <li>• You can find out more about the in-school vaccination programme in <u>COVID-19 vaccination programme for children and young people guidance for schools.</u></li> </ul>	<p>Secondary school Headteacher and SLT</p>	<p>Ongoing</p>
<p><b>System of Control 18:</b></p> <p>Communication with staff</p>	<p>Failure to establish consistent set of principles that are in line with national guidance across Trust schools could lead to challenge from Unions, Staff, Pupils and/or RSC/Ofsted etc</p>	<p>Schools to follow Trust-wide guidance for schools.</p>	<p>Director of Resources/Head of Facilities &amp; Estates &amp; Individual Heads</p>	<p>Ongoing</p>

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January 2022