

<b>Task / Activity:</b>	<b>Schools - Covid-19</b>
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*This risk assessment should be produced in conjunction with the current government guidance as highlighted below:*

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<b>Service Area/Division:</b> Federation of Savile Town & Thornhill Lees CE (VC) I & N Schools	<b>Assessed by:</b> Debbie Douglas	<b>Date of Assessment:</b> 15.2.2022	<b>Ref No:</b> 1/ 22
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Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
<b>School Premise</b>	Personal injury Fire Legionella Infection of coronavirus	<ul style="list-style-type: none"> <li>Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place.</li> <li>Fire Risk Assessment to be reviewed and the Fire log-book is up to date.</li> <li>Legionella checks are to be up to date.</li> <li>Electrical, gas and ventilation systems checks are up to date.</li> <li>Increased cleaning regime.</li> </ul>	<ul style="list-style-type: none"> <li>School risk assessments all updated</li> <li>Individual risk assessment completed for those requiring it, prior to re-entering the school environment. Reviewed as required but at least half termly.</li> <li>Fire Risk Assessments &amp; Fire log book shows weekly tests.</li> <li>Water checks are completed weekly in school for little used areas, then monthly checks as necessary.</li> <li>All electrical, gas and ventilation system checks conducted in line with guidance.</li> <li>Classrooms to be ventilated at all times.</li> <li>Soft furnishings and soft toys are limited. These are to be washed regularly.</li> <li>Staff in classroom are responsible for the cleaning of resources</li> </ul>	HT and all staff

			<ul style="list-style-type: none"> <li>• Regular hand washing and outdoor times built into the day.</li> <li>• Staff to avoid face to face working with pupils, using side by side instead.</li> <li>• Bins with lids on in all classrooms.</li> <li>• Cleaning equipment (wipes and antibac) in all classes, stored at height away from children.</li> </ul> <p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• Allocated toilets for each class (Class picture on toilet door)</li> <li>• Soap and paper towels available, checked before school and at lunchtime.</li> <li>• Additional cleaning of toilets part way through the day/ between Nursery sessions.</li> <li>• Used paper towels disposed of part way through day.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• A thorough deep clean of all the school has taken place prior to reopening in September and in each main holiday.</li> <li>• Staff members must use their own stationary in school.</li> <li>• Works area, phones, keyboards and mice need regular cleaning.</li> <li>• Door handles, keypads etc must be cleaned at regular intervals throughout the day.</li> </ul>	
<b>Infection Control</b>	<p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g.</p>	<ul style="list-style-type: none"> <li>• Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend childcare settings, schools or colleges.</li> <li>• Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</li> </ul>	<p><b>Face coverings.</b></p> <ul style="list-style-type: none"> <li>• Staff are supported to wear a face mask when speaking with parents.</li> <li>• Staff can wear a face mask in communal areas.</li> <li>• Children are not required to wear a face mask.</li> </ul> <p><b>Entering &amp; Leaving school</b></p> <ul style="list-style-type: none"> <li>• Arrival and leaving times to be staggered.</li> <li>• Signage in place around school.</li> </ul>	All staff

	touching contaminated surfaces	<ul style="list-style-type: none"> <li>• Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</li> <li>• Maintain appropriate cleaning regimes, using standard products such as detergents. This should include regular cleaning of areas and equipment (for example, twice per day) with a particular focus on frequently touched surfaces. PHE has published guidance on the <a href="#">cleaning of non-healthcare settings</a>.</li> <li>• Keep occupied spaces well ventilated. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</li> <li>• Where mechanical ventilation systems exist, if possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. HSE guidance on air conditioning and ventilation during the COVID-19 pandemic and <a href="#">CIBSE COVID-19 advice</a> provides more information.</li> <li>• Identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas. CO2 monitors will also be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. A ‘how to’ guide on using CO2 monitors in education and childcare settings is available on the DfE <a href="#">ventilation document sharing platform</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• Children to be dropped off at playground gates and met by staff from their own classes.</li> <li>• Children to be picked up from the playground gates/ outside their class at Savile Town at the allotted pick up time.</li> <li>• Parents to ensure children have their own water bottle.</li> </ul> <p><b>Movement within school</b></p> <ul style="list-style-type: none"> <li>• Children will enter their classroom from the outside doors, and leave through the same route. ( Year 2 at Thornhill Lees will use the landing entrance and hall doors/ One reception class leaves through the red door)</li> <li>• Breakfast club entry is via the hall door. Limited places available.</li> <li>• Lunchtimes staggered times for the school hall.</li> <li>• Children to wash their hands in their classrooms on entering school and after play times.</li> </ul> <p><b>Lunchtimes</b></p> <ul style="list-style-type: none"> <li>• Lunchtimes to be staggered in the school hall.</li> <li>• Staggered outdoor times over lunchtime</li> <li>• Named supervisor with each class</li> <li>• Tables to be antibac wiped prior to eating and after.</li> <li>• Staff are requested to bring their own cup, cutlery, lunchbox etc.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Meetings returned to face to face.</li> <li>• Communications with school to be via telephone or email where possible</li> </ul> <p><b>Reception Areas/ Office</b></p> <ul style="list-style-type: none"> <li>• Reception areas and offices to be well ventilated.</li> <li>• .</li> </ul>	
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<b>PPE (including face masks/coverings)</b>	Spread of infection (coronavirus)	<ul style="list-style-type: none"> <li>• Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the <a href="#">use of PPE in education, childcare and children’s social care settings</a> provides more information on the use of PPE for COVID-19.</li> <li>• Face coverings should be worn in communal areas in all settings by staff, visitors and pupils in year 7 and above, unless they are exempt.</li> <li>• Pupils (in year 7 and above) should wear face coverings in classrooms unless they are exempt. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</li> </ul>	<ul style="list-style-type: none"> <li>• PPE is available in school for all staff.</li> <li>• Face coverings are available for all staff.</li> </ul>	SLT

		<ul style="list-style-type: none"> <li>• Pupils (in year 7 or above) should wear face coverings on public and dedicated school transport unless they are exempt.</li> </ul>		
<b>People who need to self-isolate</b>	Transmission of the coronavirus	<ul style="list-style-type: none"> <li>• All educational and childcare settings should continue to encourage staff and students (year 7 and above) to test twice weekly using lateral flow device (LFD) tests.</li> <li>• Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</li> <li>• Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> <li>• From 16 August 2021, if individuals are fully vaccinated or aged under 18 years and 6 months they will not be required to self-isolate if you are a contact of someone who has tested positive for COVID-19.</li> <li>• The above guidance on contact tracing and isolation remains in place. In addition to these, any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age. You will be contacted directly and told to isolate.</li> <li>• From 22 December 2021 it is possible to end self-isolation after 7 days, following 2 negative</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are supported to test regularly</li> <li>• Isolation is in line with current guidelines.</li> <li>• These guidelines are shared with parents in the monthly newsletter and on the class dojo.</li> </ul>	SLT/ office staff

		LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day.		
<b>Clinically extremely vulnerable (CEV) children</b>	Infection of the coronavirus to CEV children	<ul style="list-style-type: none"> <li>All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</li> </ul>	<b>CHILDREN</b> <ul style="list-style-type: none"> <li>CEV children are all in school</li> <li>Individual risk assessments are in place for all the CEV children.</li> <li>Up to date guidance is followed for all these children</li> </ul>	SENDCO & HT
<b>CEV adults</b>	Infection of the coronavirus to CEV adults	<ul style="list-style-type: none"> <li>CEV staff are advised, as a minimum, to follow the same guidance as everyone else.</li> <li>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. If this is the case, an individual risk assessment with the staff member should be undertaken and any discussion documented including the measures you have put in place. The Health and Safety Executive (HSE) has published guidance on <a href="#">protecting vulnerable workers</a>.</li> </ul>	<b>STAFF</b> <ul style="list-style-type: none"> <li>Regular discussions with ALL staff regarding their wellbeing, (cover personal health conditions i.e. asthma, diabetes etc., and mental health,).</li> <li>Individual conversations regarding any concerns with staff members.</li> <li>Individual Risk Assessments are put in place for those who require it.</li> <li>Staff have contact details for the headteacher and can contact at any time.</li> <li>Maintaining staff wellbeing and providing support where required, offer Employee Healthcare etc.</li> <li>Attending training led by the Educational Psychologist team (virtual)</li> <li>Email updates from HT/ SLT</li> <li>Any available training/CPD opportunities are shared with staff</li> <li>HT keeps in weekly contact with staff who are absent from work.</li> <li>The reporting of any cases follows the up to date guidance.</li> </ul>	HT & DHT
<b>Local outbreak of COVID-19 in school</b>	Transmission of the coronavirus	<ul style="list-style-type: none"> <li>Develop a contingency plan (sometimes called outbreak management plan). It makes sense to think about taking extra action if the number of</li> </ul>	<ul style="list-style-type: none"> <li>Up to date Government and Public Health guidance is followed</li> <li>Communicate on families/home life e.g. whether they or family members have symptoms or are self-isolating.</li> </ul>	SLT

		<p>positive cases substantially increases. A <a href="#">school outbreak management plan template</a> can be downloaded from the Emergency Planning Resources page on Kirklees Business Solutions.</p> <ul style="list-style-type: none"> <li>Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the <a href="#">contingency framework</a>.</li> <li>Identification of areas that could be used to isolate a pupil who developed symptoms during the school day.</li> </ul>	<ul style="list-style-type: none"> <li>Advise PCR tests for close contacts of a positive case.</li> <li>PPE available for all staff (aprons, masks, visors)</li> <li>Individual conversations regarding any positive cases with staff members.</li> <li>Individual Risk Assessments are put in place for those who require it.</li> <li>Staff have contact details for the headteacher and can contact at any time.</li> <li>Email updates from HT/ SLT</li> <li>HT keeps in weekly contact with staff who are absent from work.</li> <li>The reporting of any cases follows the up to date guidance.</li> <li></li> </ul>	
<b>Planned international educational visits</b>	Changes to the red list for international travel to England	<ul style="list-style-type: none"> <li>Individuals arriving in England from red list countries must follow the <a href="#">red list</a> rules.</li> <li>Schools should 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> </ul>	<ul style="list-style-type: none"> <li>School follows the latest Government guidance and advice.</li> <li>No trips abroad take place.</li> </ul>	SLT
<b>School plays, concerts, events etc.</b>	Transmission of the coronavirus	<ul style="list-style-type: none"> <li>Ensure areas are well ventilated</li> <li>Use of face coverings by staff, visitors, and pupils (year 7 and above), unless exempt.</li> <li>Enhanced cleaning regimes</li> <li>Good personal hygiene</li> <li>Encourage staff, visitors, and pupils (year 7 and above) to test twice weekly using LFD tests.</li> </ul>	<ul style="list-style-type: none"> <li>No events planned in school currently.</li> </ul>	SLT

## **Conclusions:**

If the above the measures are followed and employees and pupils with suspected symptoms do not attend the school or if they do are sent home immediately, and a high standard of hygiene is maintained then the risk of transmission will be low.

## **Review Date:**

Review of this document should be annually or more frequent if:

- After an accident / incident involving an activity from this risk assessment
- Any significant changes to work practices, materials, equipment or legislation

**Assessor (Signed):** *D.A Douglas*

**Dated: 15.2.2022**

**Manager (Signed):** *D.A Douglas*

**Dated: 15.2.2022**

## **THIS RISK ASSESSMENT MUST BE SHARED WITH ALL INVOLVED IN THIS ACTIVITY**

The sharing of the risk assessment with all staff involved with the activity is vital to ensure all control measures are complied with, are practical and adhered to.

**Please note:** there is a collective agreement with unions which requires schools to share and discuss the Risk Assessment. If schools fail to do so, then you may be at risk of breaching section 4.4 of the Employment Rights Act and there could be challenge to your school from the unions.

Contact details for trade unions are as follows:

### **NASUWT**

Paula Wescott; [paula.wescott.nasuwat@gmail.com](mailto:paula.wescott.nasuwat@gmail.com)

### **NAHT**

Richard Dodd; [Richarddodd64@hotmail.com](mailto:Richarddodd64@hotmail.com)

### **UNITE**

[Unite@kirklees.gov.uk](mailto:Unite@kirklees.gov.uk)

### **NEU**

Hazel Danson; [hazel.danson@neu.org.uk](mailto:hazel.danson@neu.org.uk)

### **UNISON**

[kirkleescouncilunison@gmail.com](mailto:kirkleescouncilunison@gmail.com)

### **GMB**

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