

COLMERS FARM COVID-19 RISK ASSESSMENT

Colmers Farm School Version 20 – 27th February 2022

This risk assessment will be regularly updated based on Government advice/regulations and circumstances within our school. Please refer to www.gov.uk for the latest guidelines.

The use of this or any other Risk Assessment will NOT make any building COVID safe.

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> All staff must ensure they are aware of the current Coronavirus guidelines. All staff are able to access the following information on-line for up-to-date information on COVID-19 <ul style="list-style-type: none"> ➢ Public Health England ➢ Gov.co.uk ➢ NHS ➢ DfE ➢ Department for Health and Social Care This risk assessment is to be read in conjunction with BCC COVID19 staff guidance https://www.birmingham.gov.uk/staffguidance Cleaning Risk Assessment COVID19 Cleaning in a non-health care setting https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 		Y	

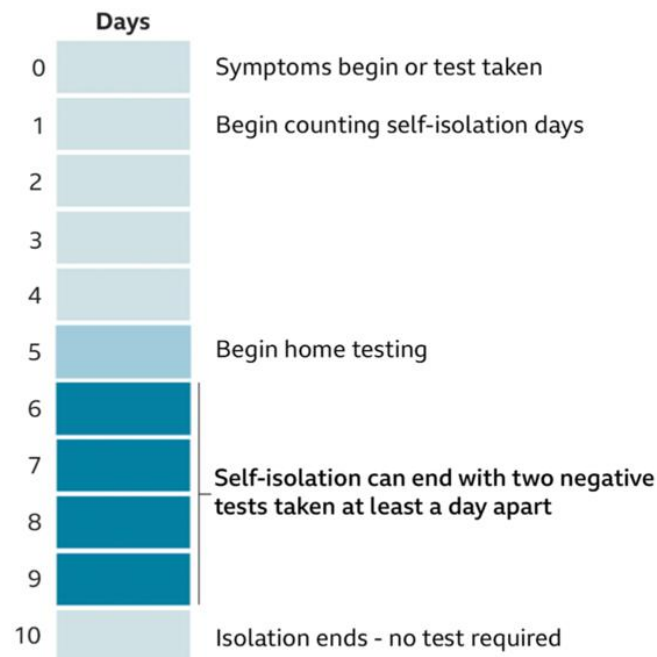
			<ul style="list-style-type: none"> • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, website or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. • All staff, including those who use PPE, should read the following guidance. This has been emailed to all staff: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf. • The Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Visitors/parents are allowed on site. Pupils, staff and visitors are encouraged to wash their hands with soap or use the sanitiser provided and to follow infection control procedures in accordance with the DfE and PHE's guidance. Posters around school reinforce this. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • All cutlery and cups are thoroughly cleaned before and after use. 		Y	

			<ul style="list-style-type: none"> • All classrooms to have lidded bins. Lids must be closed after use and to be emptied regularly throughout the day. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. Regular enhanced cleaning is undertaken (including of regularly touched surfaces). This includes used rooms/shared areas and toilets. • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the bodily spillage procedure, using PPE at all times. • The 'catch it, bin it, kill it' approach continues to be communicated to children through regular reminders by their class teacher and posters around school. Pupils are also regularly reminded about washing and sanitising hands. 			
Ill health	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Staff and parents are informed of the symptoms of possible coronavirus infection, e.g. a new continuous cough, a high temperature, loss of, or change in, their normal sense of taste or smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Staff should be vigilant, stay alert and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or Deputy Headteacher as soon as possible. • If a pupil displays symptoms whilst in school. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Parents are advised to contact 999 if the pupil becomes seriously ill or their life is at risk. They are also requested to get the pupil tested. • Any members of staff who display signs of infection are sent home immediately and are advised to contact call 999 if they become seriously ill or their life is at risk. • Unwell pupils who are waiting to go home are kept in June's old office, where they can be isolated with appropriate adult supervision. Ideally, a window should be opened for 		Y	

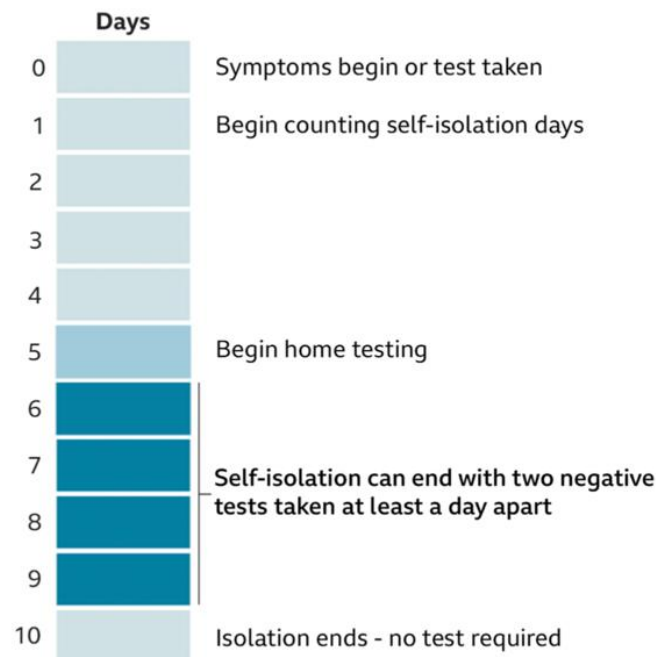
			<p>ventilation. If a child requires the toilet during this period, they should use the disabled toilet outside of the office. These toilets will then be out of action until they have been cleaned and disinfected.</p> <ul style="list-style-type: none"> Any pupil or member of staff who displays signs of Coronavirus are advised to follow the https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ which sets out that they should arrange to have a test to see if they have coronavirus (COVID-19). Whilst awaiting the test result they should self isolate. Other members of their household/support bubble (including any siblings) do not need to isolate if they are under 18 or adults that are fully vaccinated, unless they develop symptoms themselves. The isolation period for the positive case following a positive result includes the day symptoms started for the symptomatic person, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and least the next 5 full days assuming two consecutive negative LFD test results (taken 24 hours apart) on days 5 and 6, but up to 10 days if daily LFD tests continue to be positive up to this point. If a member of the household starts to display symptoms and tests positive, they should also isolate for a minimum of 5 days, until they have two negative LFD tests, the first of which should be taken on days 5. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves. The school must be informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 			
Living in the same household as	Staff Pupils Others	Spread of infection	If you do not have symptoms of COVID-19 and live in the same household as someone with COVID-19, you do not have to isolate. You should though:		Y	

someone with Covid-19			<ul style="list-style-type: none"> • minimise contact with the person who has COVID-19. • work from home if you are able to do so. • avoid contact with anyone you know who is at higher risk of becoming severely unwell if they are infected with COVID-19, especially those with a severely weakened immune system. • limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces. • wear a well-fitting face covering made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people. • pay close attention to the main symptoms of COVID-19. If you develop any of these symptoms, order a PCR test. You are advised to stay at home and avoid contact with other people while you are waiting for your test result. 			
Confirmed Case of Covid- 19	Staff Pupils Others	Spread of infection	<ul style="list-style-type: none"> • Where the child, young person or staff member tests negative, they can return to their setting. • If a staff member or pupil tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 5 days from the day after the onset of their symptoms or the day after their test positive was taken if they did not have symptoms. You may only return to school on day six if two LFD tests taken on days 5 and 6 (at least 24 hours apart and not before these days) prove negative. A cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. <u>Other members of their household do not need to self-isolate if they are under 18 or adults that are fully vaccinated, unless they develop symptoms themselves.</u> 		Y	

How five-day isolation rule works in England



- If staff have a positive LFD test result, they must also have a PCR test. The PCR test result overrides the LFD test result even if the LFD is positive.
- Staff must inform the headteacher when they plan to return to work after having coronavirus.

			<p>How five-day isolation rule works in England</p>  <ul style="list-style-type: none"> • If staff have a positive LFD test result, they must also have a PCR test. The PCR test result overrides the LFD test result even if the LFD is positive. • Staff must inform the headteacher when they plan to return to work after having coronavirus. 			
Contact with a positive case	Pupils Staff	Spread of infection	From 24 th February 2022, contacts are no longer required to self-isolate or advised to take daily tests. Contact tracing has ended.		Y	
Lack of communication	Pupils Staff Parents Others	Unaware of changes to guidance	<ul style="list-style-type: none"> • We will keep staff, pupils and parents adequately updated about any changes in relation to guidance/procedures around coronavirus. 		Y	

Use of PPE/face masks	Pupils Staff Parents Others	Spread of infection	<ul style="list-style-type: none"> • Face coverings may be worn by staff and adults (including visitors) when moving around in corridors, in staff meetings and in other communal areas. This is however optional. • The guidance on the use of PPE in education, childcare and children's social care settings https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure provides more information on the use of PPE for COVID-19. Most staff in education, childcare and children's social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work. If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. Additional PPE for COVID-19 is only required in a very limited number of scenarios: <ul style="list-style-type: none"> - if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary - when performing aerosol generating procedures (AGPs) • Staff and other visitors are not required to wear face masks outdoors, including at pick up and drop off times. They may however do so if they wish. 		Y	
Arriving at school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Any visitors who have been authorised to enter the school will have the risk assessment explained to them on entry. • Anyone exhibiting COVID symptoms should not enter the school site. If a parent or carer insists on a pupil attending your school where they have a confirmed or suspected case of COVID-19, the HT/DHT will take the decision to refuse the pupil if, in their reasonable judgements, it is necessary to protect other pupils and staff from possible infection with COVID-19. • Hand sanitiser is located by office entrance for staff and visitors to use and by all entrance doors for children. This must be used by all staff and visitors. A member of staff will be on each entry door to ensure children use the hand sanitisers located by each entrance door or wash their hands on entry. 		Y	

Breakfast club/after school clubs	Pupils Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Room/s used for these will be well ventilated (windows and doors open). Hands should be washed/sanitised at the start and end of these sessions. Tissues should be available for children to use when needed during these sessions. 		Y	
Classroom set up/ Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Children no longer are required to sit in rows facing forwards. Tissues will be available on all tables for pupils to use. These must go into a bin after use. Children will be regularly reminded about the importance of the catch it, bin it, kill it message. Children will be reminded regularly about the importance of washing/sanitising hands regularly. Classrooms should be well ventilated with windows and the main class door being opened. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. If children change rooms, they should wash their hands or use the hand sanitiser. Outside space, as a learning environment, should be used as often as possible. 		Y	
Social Distancing	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Social distancing has come to an end when we moved to step 4 on the 19th July. Children can mix. Consistent groups (Bubbles) will no longer be required. Assemblies will still take place in classrooms and full staff meetings will take place in the hall. Briefings will still take place via Teams each Tuesday. In the event of an outbreak social distancing measures may temporarily be put back in place. 		Y	
Visitors to the office	Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> Due to the limited size of the office reception area, only one set of parents/family or visitors will be allowed in this area at once. Where possible, parents will be encouraged to use a telephone to contact the office. 		Y	

			<ul style="list-style-type: none"> • Contact details are no longer needed to comply with track and trace. 			
Physical Environment/ Ventilation	Staff Pupils	Spread of infection	<ul style="list-style-type: none"> • Ventilate all spaces using natural ventilation where possible by opening windows and doors where possible. • Heating to be on throughout the day (during colder months). Classrooms can reduce the openings of windows during these periods (to balance the need for increased ventilation while maintaining a comfortable temperature). Windows/doors to be open to capacity when children aren't in the classroom to give a ventilation blast. • CO₂ monitors are available in classrooms to monitor the quality of air and ventilation within them. • Stand-alone fans may be used where available. 		Y	
Covid 19 variants becoming present within the local community.	Staff Pupils Parents Others	Increased spread or mortality rate of new variants	<ul style="list-style-type: none"> • We will follow the local or national government procedures for this. 		Y	
Asymptomatic spreaders	Staff	Inadvertent spread of coronavirus	<ul style="list-style-type: none"> • Staff are no longer expected to continue taking part in regular asymptomatic testing. 		Y	
Vaccinations	Staff	Reduce probability of contracting Covid and reduce severity of symptoms	<ul style="list-style-type: none"> • It is recommended that all staff are vaccinated. 			



Please note:

Colmers Farm Primary School will undertake all measures possible to prevent the spread of infection. Unfortunately even with all measures put into place, the school/Excelsior MAT cannot guarantee 100% that any school site, or persons upon the site are COVID free.

Appendix 1

Cleaning Schedule for use in Excelsior Schools

This guidance is to be used alongside the Government Publication 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>

- One member of the cleaning staff to be in school all day to clean areas that are being used during the day – toilets, classrooms, corridors, door handles, clean surfaces that children and staff are touching, desks, chairs, doors, sinks, toilets, light switches, bannisters.
- Cleaning staff will be rota'd throughout the week where possible.
- The designated cleaner to make sure there is ample supplies of hand soap/paper towels in all areas of the school where needed. All hand sanitisers to be checked and refilled daily.
- Tissues and hand sanitisers are to be available in every classroom in use.
- All bins are emptied throughout the day with facilities to ensure used tissues etc are double bagged.
- All remaining cleaning staff to be in at the end of the day to do a deep clean daily in all rooms in use that day – all non-cleaning staff must be off site before the deep clean is started so as not to cross contaminate areas to ensure a ready and clean start of the next school day.
- All areas/supplies to be checked at the end of the day to make sure for eg soap,paper towels, tissues, tissue bags, hand sanitisers are fully stocked up ready for the start of the next school day.

