



COVID-19 RISK ASSESSMENT v11

Netherbrook Primary School – Monday 28th 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.

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L		Further Action Required	
						YES	NO
Awareness of policies and procedures	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • All staff, parents, governors, visitors and volunteers are aware of all current guidelines and relevant policies and procedures. • All staff have access to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 • The Health Protection (Notification) Regulations 2010 • Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' • DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice and guidance issued by, but not limited to, the following: DfE, NHS, Department for Health and Social Care, PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. 				✓



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			<ul style="list-style-type: none"> Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, email/text and Class Dojo– they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Parents should notify the HT and the school office ASAP. Staff, pupils and families are clear on reporting arrangements following the outcome of the tests. The dedicated staff member who initiates the contact tracing process is Phil Rawlings (Headteacher). If a parent or carer insists on a pupil who has tested positive attending school, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Pupils are made aware of the need to tell a member of staff if they feel unwell. 			
Measures are not in place to accommodate mandatory attendance	Staff Pupils Others	Poor attendance causes pupils to fall behind	<ul style="list-style-type: none"> Parents are aware that attendance is mandatory from September 6th when school reopens for children. Engagement of appropriate services for families not engaging with school 			✓



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			<ul style="list-style-type: none"> Dudley resources to support mental health and wellbeing, including anxiety of returning to school for pupils and parents. Family Support/Early Help to be offered if required. 			
Disruption to the running of the school in cases of local outbreak	Staff Pupils Others	Infection control	<ul style="list-style-type: none"> Outbreak Management Plan will override this risk assessment in cases of a local outbreak. The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local PH department or DfE helpline where required. Follow Government advice and follow any instructions 			✓
Number of staff available is lower than that required to teach classes in school	Staff Pupils Others	School Closure – pupils at risk	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated by HT. Including all teaching and non-teaching staff (EY practitioners, DSLs, SENCO, Paediatric 1st Aid (for under 2-year olds)/ 1st Aider or emergency 1st aid for children 3-5 years, domestic/kitchen staff etc.) Full use is made of those staff who are isolating due to a positive test but who are well enough to teach lessons remotely The HT will consider staffing changes to cover absence if and when appropriate. 			✓



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			<ul style="list-style-type: none"> • We may need to alter the way in which we deploy our staff and use existing teaching and support staff more flexibly. Use of teaching assistants and pastoral staff to supervise classes if needed. • Supply agencies will be used where necessary to provide cover for classes. Where this is not possible or desirable internal support staff will cover classes under the supervision of their year group teaching team. • Contingency planning with the LLMAT is in place and additional resources identified, for example bringing additional teachers in to help, for example supply teachers, where possible staff will be consistent each week in this case. • Schools should ensure that appropriate support is made available for pupils with SEND as well as pupils isolating at home or considered vulnerable. Consider deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups 			
Confirmed case of Covid 19	Staff Pupils Others	Spread of infection	<ul style="list-style-type: none"> • All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested. 		✓	



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			<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 current guidance for households with possible or confirmed coronavirus (COVID-19) infection. https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts and should continue to self-isolate for at least 6 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. • Staff and pupils should 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.</u> • 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. 	H / M / L	



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			<ul style="list-style-type: none"> Staff must inform the Headteacher when they are able to return to work after having coronavirus. The school will report all positive cases of Covid-19 (staff and pupils) to the Dudley Public Health Team via the School Life App. <p style="text-align: center;">See next page for current self-isolation procedures (28.02.22):</p>		



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Living in the same household as someone with Covid-19	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 are no longer legally required to self-isolate.		✓	
Contact with a positive case	Pupils Staff	Spread of Infection	As of the end of Monday 28 th February 2022, there is no longer an obligation to do more frequent testing if someone comes into close contact with a positive case. Individuals should stay vigilant for symptoms and test if appropriate.		✓	
Use of Transport	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> • Pupils and staff are advised to follow the advice of dedicated transport or public transport operators when directed to do so. 			✓
Cleaning of school	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> • All hard surfaces to be cleaned on a regular basis in line with normal procedures, this will include <ul style="list-style-type: none"> ➢ All door handles ➢ All tables and chairs used by staff and pupils ➢ Toilet flushes and regular cleaning of toilets. • All classrooms to have disinfectant wipes available for staff to use if they wish. 			✓



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			<ul style="list-style-type: none"> Regular cleaning of surfaces will reduce the risk of spreading the virus. All used wipes to be thrown away to be double bagged and then placed in a secure area at the end of the day. 			
Ventilation class/office	Pupils Staff	Infection control	<ul style="list-style-type: none"> Identify any poorly ventilated spaces and take steps to improve fresh air flow If mechanical ventilation systems are used to draw fresh air or extract air from a room these should be adjusted to increase the ventilation rate wherever possible Ensure that mechanical ventilation systems only circulate fresh outside air and where this is not possible, in a single room supplement with an outdoor air supply Where appropriate open external windows, internal doors and external doors to improve natural ventilation If external doors are opened, ensure that they are not fire doors and are safe to do so Use of CO2 monitors to aid school's ventilation and identify areas of poor ventilation. 			✓
Poor hygiene practice	Staff Pupils	Ill Health	<ul style="list-style-type: none"> We will continue to ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser 			✓



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	Others		<ul style="list-style-type: none"> • Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Pupils are discouraged from sharing cutlery, cups or food. • All cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • A senior member of staff will arrange enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE 		



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Spread of infection including asymptomatic spreading	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed that they should still not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended isolation period (or the 'self-isolation' period) has passed, in line with national guidance. • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents to notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school-in liaison with relevant medical professionals where necessary- reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher, in liaison with the pupil's parents where necessary. 	H / M / L		✓



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			<ul style="list-style-type: none"> Confirmatory PCR tests are required for staff with a positive LFD test result. 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 individual can return to school, as long as the individual doesn't have COVID-19 symptoms. 			
Classroom management	Pupils Staff	Infection control	<ul style="list-style-type: none"> Netherbrook will revert back to previous control measures in the event of a local outbreak. See Outbreak Management plan. Continue to use a cautious approach with classroom arrangements. 			✓
Assemblies	Pupils Staff	Infection Control	<ul style="list-style-type: none"> There are no restrictions in place for holding assemblies and singing in the school hall. If Government guidance changes then this will be amended accordingly. 			✓
Staff meetings	Staff	Infection Control	<ul style="list-style-type: none"> There are no restrictions in place for holding staff meetings together as a whole staff in one space. However, due to the size of the school's workforce, we shall continue to hold meetings via a hybrid system where some meetings will be held virtually via Teams and others in the 			✓



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			hall. The decision will be taken by the HT and will be based on the size of the staff group and the requirements of each meeting.			
Lunchtimes	Pupils Staff	Infection Control	<ul style="list-style-type: none"> Lunchtime arrangements will follow the rota devised for 2021-22. Lunch tables must still be cleaned on a regular basis throughout dinner time activities. 			✓
Playtime and using equipment	Pupils Staff	Infection Control	<ul style="list-style-type: none"> Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment. 			✓
Personal Protective Equipment Face Coverings	Pupils Staff	Infection control	<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 should they so wish. However, this is not obligatory. 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. 			✓
Ill Health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high 			✓



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			<p>temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. • For pupils the relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. 		



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			<ul style="list-style-type: none"> If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. 			
Autumn Term Asymptomatic testing	Pupils Staff	Infection Control	<ul style="list-style-type: none"> No testing is required of Primary age children Staff are no longer obliged to undertake twice weekly home tests, but may do so if they wish. 			✓
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> Staff are instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. 			✓



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			<ul style="list-style-type: none"> • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. • Staff inform the Headteacher when they plan to return to work after having coronavirus. • A nominated person (PR) monitors the cleaning standards of school cleaners and discusses any additional measures required with regards to managing the spread of coronavirus. 			
Lack of communication	Staff Pupils Others	Unsafe Practices	<ul style="list-style-type: none"> • The school staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure. • The Headteacher contacts the local PH Team or follows the advice given from and discusses if any further action needs to be taken. • Schools put into place any actions or precautions advised by their local PH Team. • Schools keep staff and parents adequately updated about any changes to infection control procedures as necessary. 			✓



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Admitting children into school	Pupils Staff	Infection Control	<ul style="list-style-type: none"> In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending our school, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Our decision will be carefully considered in light of all the circumstances and current public health advice. 			✓
CEV children	Pupils Staff	Infection control	<ul style="list-style-type: none"> All CEV children should attend their education setting as normal. 			✓
Admitting adults into school	Pupils Staff	Infection control	<ul style="list-style-type: none"> Pupils, staff and other adults should not come into school if they have the classic three symptoms, have had a positive test result or have been instructed to quarantine Anyone - staff or pupils within the school who appear to have 'classic' COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow public health advice In the case of a pupil awaiting collection, they should be taken to a room away from other pupils and supervised 			✓



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			<ul style="list-style-type: none"> If the member of staff is in close contact with the child, then they should wear appropriate PPE A window should be opened for fresh air ventilation if possible Any rooms that have been used for this purpose should be cleaned after they have left As anyone within the household should follow the PHE guidance for households with possible or confirmed COVID-19 infection, then any siblings within the school will be identified and also sent home. 			
Admitting contractors, supply staff and other workers into school.	Pupils Staff	Infection control	<ul style="list-style-type: none"> All adults who come to the school will be required to read the risk assessment prior to visiting either via the website or having one directly emailed to them. 			✓
Staff who are CEV	Staff Pupils	Infection control	<ul style="list-style-type: none"> CEV people are <u>no longer advised to shield</u> but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus The school will follow DHSC updated guidance Expectant mothers will follow the advice of their medical practitioners. 			✓



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Educational visits	Pupils Staff	Financial risk	<ul style="list-style-type: none"> If booking new visits, we will ensure we have adequate financial protection in place Full risk assessments must be undertaken using the school's risk assessment software for educational visits (Evolve) and given to the EVC. This must be signed off by the Headteacher prior to visit taking place. 			✓
Breakfast and out of school clubs	Pupils	Infection Control	<ul style="list-style-type: none"> Consideration should be given to the latest government advice regarding the specific activity being undertaken Enough staff available to meet the required ratio Where extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number. Cleaning takes place of tables and chairs as soon as possible after the club has finished Club register must be taken before start of activity and kept secure for emergency contact purposes. 			✓
Out of school settings Parents attendance	Pupils Parents Staff Others	Infection Control	<ul style="list-style-type: none"> Parents are no longer limited to specific number attendance. Ensure up to date contact information is available in the event of an emergency. 			✓

Please note:

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