

Spring Term 2021-Whole School return 8th March 2021 - Infection Control COVID-19 General Risk Assessment Form

All schools are advised to note the issues and suggested control measures in this document and then add detail specific to their school.

Name and Address of the School: Timothy Hackworth Primary School, Byerley Road, Shildon, Co. Durham, DL4 1HN		
Additional Controls considered on: 6 th March 2021	Name of Person reviewing the Additional Controls: Lynn Boulton – Head Teacher	Date of assessment: 6 th March 2021
Date of review: Fortnightly		
<p><u>Update</u>-Changes made to the systems of controls.</p> <p>You must always:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure face coverings are used in recommended circumstances. 		

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- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
 - 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
 - 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
 - 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
 - 7) Keep occupied spaces well ventilated.
 - 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
 - 9) Promote and engage in asymptomatic testing, where available.
 - 10) Promote and engage with the NHS Test and Trace process.
 - 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
 - 12) Contain any outbreak by following local health protection team advice.
- [Added-The school are following Schools coronavirus \(COVID-19\) operational guidance](#)
- Added-** An infected person can pass on the virus through talking, breathing, coughing, or sneezing even if they do not have any symptoms.

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Hazards/Issues	Risk Rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
1. Staff and Pupils and the wider school community					
NHS COVID-19 Vaccination	H	<p>-COVID-19 vaccination programme has commenced in the local community.</p> <p>-Priority groups have been identified and the community that the school is part of are being vaccinated.</p> <p>-Staff and pupils that have been identified as CEV/CV have been included in the priority groups identified.</p>		L	
Asymptomatic Testing-Lateral Flow Device (LFD) Testing in School/ Home testing	H	<p>-Current guidance followed-Rapid testing remains a vital part of the plan to suppress the virus. Schools are following the guidance set out for their settings:</p> <ul style="list-style-type: none"> • <u>Primary schools, school-based nurseries and maintained nursery schools</u> • <u>Secondary schools and colleges</u> • <u>Specialist settings</u> <p>-Secondary school pupils asked to take their:</p>	<p>-LFD testing should start when students return but opening the full school can be a phased return to manage the number of students passing through the test site.</p> <p>-Schools can request pupils attend the school site just to undertake an LFD test.</p> <p>-Where need identified, continue to offer pupils in school LFD testing.</p>	L	Head teacher

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		<p>-first 3 tests at their place of study under the supervision of a trained operator</p> <p>-fourth test themselves using a home test kit.</p> <p>-Pupils will then continue taking twice-weekly tests using a home test kit provided by the school.</p> <p>-Pupils report their result to NHS Test and Trace as soon as the test is completed, either online or by telephone, as set out in the home test kit instructions.</p> <p>-X number of pupils are participating in the LFD testing process.</p> <p>-X number of staff are participating in the LFD testing process.</p> <p>-Primary age pupils will not be tested with LFDs.</p> <p>-Participation in the LFD testing programme is voluntary for staff and pupils in secondary and special schools.</p> <p>- Pupils not undergoing testing should attend school in line with your phased return arrangements.</p>	<p>-Registers to be maintained to ensure that staff and pupils who have given consent are participating in the testing programme, taking sickness absence into consideration.</p> <p>-Parents/Carers to be contacted and made aware that Rapid lateral flow testing is now available to households and bubbles of school pupils and staff.</p> <p>-Parent/Carers to be advised to inform the school if their child has tested positive for COVID-19 in the last 90 days. It is not advised that they take part in the LFD testing programme until the 90-day period has lapsed.</p> <p>-Pupils/Staff with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection.</p> <p>-Those pupils participating in the LFD testing programme can return to face-to-face education following their first negative test result.</p>		
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		<p>-Staff not participating in the LFD testing programme can return to work.</p> <p>-Specific LFD Testing risk assessment in place for both home testing and in school testing.</p> <p>-The LFD testing programme does not replace the current testing policy for those with symptoms.</p> <p>-Anyone with <u>COVID-19 symptoms</u> (even if they recently had a negative LFD test result), should still self-isolate immediately in line with current guidance.</p> <p>-Staff, Parents/Carers are aware that those presenting COVID-19 symptoms are to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus.</p> <p>-The School is retaining minimal testing capacity on site so they can offer testing to pupils who are unable or unwilling to test themselves at home.</p> <p>-Pupils and staff can opt in and out of the LFD testing programme at any time.</p>	<p>-Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact).</p>		
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COVID-19 Outbreak		- 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, may indicate an outbreak.	-Trends identified and where need identified reported to DCC Public Health Team via COVID-19 Education settings reporting tool		
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2.Maintaining hand and respiratory hygiene on the school site

Maintaining the system of controls put in place in the Autumn Term for the full school opening.	H	<p>- Pupils, staff, and other adults are aware they must not come into the school if:</p> <ul style="list-style-type: none"> -They have one or more coronavirus (COVID-19) symptoms a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms. -They are required to quarantine having recently visited countries outside the Common Travel Area -They have had a positive test they must immediately cease to attend and not attend for at least 10 days from the day after: -The start of their symptoms 	<p>-Consideration be given to taking the morning of the 8th March to remind staff and pupils of the <u>systems of control</u> that are in place to ensure the safety of the whole school;</p> <p>-Staff members to be issued with the updated 12 points of System of Control, (as part of school guidance), which make up the systems of control within the school environment:</p> <p>-Washing their hands regularly /where hand washing is not always available the application of hands sanitiser-</p> <ul style="list-style-type: none"> • when they arrive at the school 	L	

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		<p>-The test date, if they did not have any symptoms but have had a positive test (whether this was a <u>Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test</u>)</p> <p>-The school identifies <u>close contacts</u> and they are informed to self-isolate for 10-days.</p> <p>-Separate risk assessment in place for Staff and Pupil LFD testing school and home testing.</p>	<ul style="list-style-type: none"> • when they return from break periods • when they change rooms • before and after eating <p>-Refresh staff and pupils of the principles of catch it, bin it, kill it.</p> <p>-Ensure that staff and pupils adhere to seating plans that have been put in place for year group bubbles/class bubbles.</p> <p>-Pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, individual risk assessments to be reviewed on their return to school.</p> <p>-Reiterate to pupils to follow, where possible <u>Hands-Face-Space</u>:</p> <p>-HANDS - Wash your hands regularly and for 20 seconds.</p> <p>-FACE - Wear a face covering in indoor settings where social distancing may be difficult, and where you will encounter people you do not normally meet.</p> <p>-SPACE -Year groups have been placed in class bubbles and seating plans put in place</p>		
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			<p>so that close contacts can be identified throughout the school day.</p> <p>-Pupils and staff to be reminded that where possible stay 2 metres apart from people you do not live with, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors) especially when travelling to and from the school site and moving about the school building.</p> <p>-Review the cleaning schedules put in place in classrooms and around the school site and resources that are used in subject areas.</p> <p>--<u>Supporting pupils at school with medical conditions</u> guidance followed.</p>		
Ventilation	H		<p>All staff are to be reminded that;</p> <p>-Buildings to be well ventilated prior to and following the school day.</p> <p>-Classrooms, offices, and corridor areas etc. are to be</p>	L	All Staff

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			<p>well ventilated prior to the start of the school day, during lesson periods and when the classroom is unoccupied.</p> <p>-Windows to be opened just enough to provide constant background ventilation.</p> <p>-Where available high-level windows opened in preference to low level windows to reduce draughts.</p> <p>-Windows are opened fully during break and lunchtime periods to purge the air in the workspace.</p> <p>-Internal doors opened to assist with creating a throughput of air.</p> <p>-Where need identified external doors opened where safe to do so.</p> <p>-Where need identified furniture re-arranged.</p> <p>-Mechanical ventilation systems used where available – they are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation</p>		
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			<p>meets current guidance systems adjusted to full fresh air.</p> <p>-Where fresh air is not available, then systems should be operated as normal (as long as they are within a single room and supplemented by an outdoor air supply).</p> <p>-The HSE guidance for ventilation is followed.</p> <p>-Heating used to ensure comfort levels are maintained in the school building.</p>		
Cleaning resources/hand sanitiser	H	-Cleaning schedules in place for the whole school and resources located within the classroom.	<p>-Full Stock check to be carried out on resources available/stock currently held.</p> <p>-Stocks to be replenished where need identified.</p> <p>-Ensure that hand, cleaning, and respiratory stations are located in each classroom/halls etc. and at strategic points around the school site.</p> <p>-Ensure that COSHH assessments are shared with staff who are using products on a daily basis.</p>	L	Head teacher

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Face Coverings	H	<p>-Face coverings in schools guidance and Face coverings in education.(in years 7 and above) followed;</p> <p>-Primary-Face coverings worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering</p> <p>-Secondary- Face coverings worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>-Face coverings worn in classrooms or during activities unless social distancing can be maintained.</p> <p>-face covering not worn if it would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>-Face coverings do not need to be worn by pupils when outdoors on the premises.</p>	<p>-Review the schools Behaviour Policy to include the changes in the use of Face Coverings in Secondary schools.</p> <p>-Staff and pupils to be reminded;</p> <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • cleaning/sanitising of hands before and after touching – including to remove or put them on • safe storage in individual, sealable plastic bags between use. <p>-Staff and pupils to be advised that where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>-Consideration be given to staff being supplied with a small number of face coverings for their subject areas.</p> <p>-Transparent face coverings, which may assist communication with someone</p>	L	Head teacher/Staff
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		<p>-Face coverings do not need to be worn by pupils when outdoors on the school site.</p> <p>-The use of Face Coverings in Education will be reviewed in Easter.</p>	<p>who relies on lip reading, clear sound or facial expression to communicate, can be worn. - Staff to be advised that there is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).</p> <p>-Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.</p> <p>-A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth.</p> <p>-Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission</p>		
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			<p>when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>-Ensure that the school is holding sufficient stock levels of face coverings to support visitors/staff and pupils who may need to be supplied with a face covering.</p>		
4.Managing a staff member/ pupil positive case					
LFD/COVID-19 Positive result	H	<p>- Public Health have advised that an LFD positive test is acted upon in the same way as a Covid positive case as the purpose is to break the chain of transmission as soon as possible. Although there is a possibility of a confirmatory PCR coming back negative, it is more likely to confirm the positive status.</p>	<p>-Where a staff member/pupil's LFD test is positive they are to self-isolate and arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was a home test. If a confirmatory PCR comes back as negative and staff member/pupil have no symptoms, then they can stop isolating. The school identifies close contacts of the staff member/pupil to self-isolate based on a positive LFD. If a</p>	L	

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		<p>-Head teachers report the confirmed case to the COVID-19 Education settings reporting tool.</p> <p>-Close contacts are defined as;</p> <p>-Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19</p> <p>-Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:</p> <p>Face-to-face contact including being coughed on or having a face-to-face conversation within one metre.</p> <p>Been within one metre for one minute or longer without face-to-face contact.</p> <p>Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day</p>	<p>confirmatory PCR comes back as negative and close contacts have no symptoms, then they can stop isolating.</p> <p>-Those with a negative LFD test result can continue to attend school if they are free from symptoms.</p> <p>-In school testing: Where a pupil LFD test is positive they are to self-isolate and close contacts identified and instructed to self-isolate.</p> <p>-The pupil is isolated and their parents/carers contacted and the pupil isolates for 10 days.</p> <p>-Parent/Carers to be made aware, where need identified: They could be fined if you do not self-isolate following a notification by NHS Test and Trace.</p> <p>-Advise Parents/Carers and Staff they may be entitled to a one-off payment of £500 through the NHS Test and Trace Support Payment scheme if they are required to stay at home and self-isolate.</p>		
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		Travelled in the same vehicle or a plane.			
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5. Staff and Pupils accessing vehicles to travel to and from the school.

Transport on and off the school site.	H		-Fresh air (from outside the vehicle) through ventilation, is to be maximised, particularly through opening windows and ceiling vents. -Consider installing sneeze guards in school owned minibuses.	L	
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6. Staff/Pupil, family member who maybe at increased risk

Pupils who are Clinically Extremely Vulnerable or Clinically Vulnerable	H	-Copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is held by the school. -The DHSC guidance for the CEV is not compulsory, although pupils, students and parents are strongly	-Review pupil individual risk assessments in place to manage identified pupils under lying health conditions. -Review the First Aid Risk Assessment to ensure all pupils medical needs are met.	L	
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		<p>advised to follow the guidance in order to help stay safe.</p> <p>-Pupils and students who live with someone who is CEV, but who are not clinically extremely vulnerable themselves, should still attend school or college.</p>			
Staff who are Clinically Extremely Vulnerable	H	<p>-CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation.</p> <p>- CEV staff are advised not to attend the workplace.</p> <p>-If CEV staff wish to return to school before the 31/3/2021 they are to inform the Head teacher.</p> <p>-LFD home testing available to all staff and pupils</p> <p><u>-Who's at higher risk from coronavirus guidance followed.</u></p>	<p>-CEV staff to be advised to speak with their GP/Consultant about a return to work.</p> <p>-Where CEV staff return to work before the 31/03/2021 individual risk assessments to be put in place for CEV staff.</p>	L	
Staff who are Clinically Vulnerable	H	<p>-LFD home testing available to all staff and pupils.</p> <p>-CV staff risk assessments in place.</p> <p><u>-Who's at higher risk from coronavirus guidance followed.</u></p>	<p>-Review the risk assessments put in place for CV staff in the Autumn term.</p> <p>-CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission and the <u>social distancing guidance.</u></p>	L	

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			-Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.		
7.New and Expectant mums in the school community					
Pregnant staff	H	<p>-Guidance in place-Coronavirus (COVID-19): advice for pregnant employees.</p> <p>-Guidance COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</p> <p>-HSE</p> <p>-Where need identified New and Expectant Mum risk assessments completed.</p> <p>-Who's at higher risk from coronavirus guidance followed.</p>	<p>-Pregnant staff are defined as Clinically Vulnerable, in some cases they may be defined as Clinically Extremely Vulnerable</p> <p>-Review the New and Expectant Mum risk assessment that was put in place when they returned to school in the Autumn Term.</p> <p>-Risk Assessments should be reviewed in line with the HSE guidance for pregnant staff and Coronavirus (COVID-19): advice for pregnant employees.</p> <p>-Guidance COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding is to be shared with pregnant staff.</p>	L	
Pregnant pupils	H	<p>-Guidance in place-Coronavirus (COVID-19): advice for pregnant employees.</p>	<p>-Risk assessment to be put in place.</p> <p>-School nurse to be contacted for support.</p>	L	

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		<p>-Who's at higher risk from coronavirus guidance followed.</p> <p>-Guidance COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding Royal College of Gynaecologists</p>	-New and Expectant mums to raise their concerns with their midwife/GP.		
9.Non-school staff working in the building					
Pupils with EHCP's supported by external agencies	H	<p>-Face covering guidance followed.</p> <p>-Face coverings in schools guidance and Face coverings in education.(in years 7 and above</p>	<p>-Therapists and external support staff to be advised that they will need to wear face coverings when on the school site where 2 metre social distancing cannot be maintained.</p> <p>-All therapies and external support that would normally be in place for children and young people with EHC plans to be provided.</p> <p>-The reviewed Full School COVID-19 risk assessment to be shared with agencies working within the school.</p>	L	
16.Subject area needs					
Maintaining the systems of control	H		-Subject areas to ensure that they review the risk assessments put in place within	L	

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			<p>their subject areas in the Autumn Term ensuring that;</p> <ul style="list-style-type: none"> - Hand, cleaning, and respiratory stations are located and easily accessible to staff and pupils in the classroom -Classrooms are well ventilated when occupied. -Windows and doors open when the classroom/hall area etc are unoccupied. -Enforcing hands-face-space within the classroom to ensure the safety of staff and pupils. -Cleaning regimes are in place for resources used and for the end of the lesson period when the class bubble is leaving the classroom. -Main Halls/Sports halls are to be well ventilated during occupation and following occupation. -Where schools are considering team sports, schools must only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the 		
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			government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. -Competition between different schools should not take place.		
Educational Visits	H	-Educational visits are not advised at the present time. -Special Schools are following the guidance contained in- Additional operational guidance for special schools, special post-16 institutions and alternative provision		L	
19.Pupils with First Aid/Medication					
First Aid needs	H		-Review your First Aid Risk Assessment. -Training to be reviewed. Where need identified, refresher training booked. -Review the First Aid Risk Assessment in line with the HSE guidance for First Aid	L	
20.Mental Wellbeing					

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<p>Vulnerable pupils self-Isolating during the school term</p>	<p>H</p>		<p>-Staff/Pupils have a legal obligation to self-isolate but may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.</p> <p>Where pupils who are self-isolating and are within the definition of vulnerable, a contact monitoring system is to be put in place.</p> <p>When a vulnerable pupil is required to self-isolate:</p> <ul style="list-style-type: none"> • Notify their social worker (if they have one) • Agree with the social worker the best way to maintain contact and offer support <p>Ensure you have procedures in place to:</p> <ul style="list-style-type: none"> • Check if a vulnerable pupil can access remote education support • Support them to access it (as far as possible) • Regularly check if they are accessing remote education <p>- Where staff members are having to self-isolate, agree set dates that their immediate manager/buddy will contact</p>	<p>L</p>	
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			them to check on their wellbeing.		
21. Building Management					
Overall review	H		<ul style="list-style-type: none"> -Ensure that signage relating to COVID-19 is in place and located at prominent points around the school site. -Where need identified signage to be replaced. -Clear information is to be displayed at the school entrance for all visitors to follow. -Ensure that all statutory testing is up to date. <p>Review the building checklist completed for the start of the Autumn Term.</p> <ul style="list-style-type: none"> -Emerging from lockdown guidance to be followed. -Fire drill to be planned for the Spring Term. 	L	

Guidance

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	<u>Schools coronavirus (COVID-19) operational guidance</u>
	<u>Actions for schools during the coronavirus outbreak</u>
	<u>COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</u>
	<u>Mass asymptomatic testing: schools and colleges.</u>
	<u>'Why, Who, What and When' Rapid Testing for Secondary Schools and Colleges in March 2021</u>
	<u>Mass asymptomatic testing in specialist settings.</u>
	<u>Who's at higher risk from coronavirus</u>
	<u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>
	<u>-Rapid lateral flow testing is now available to households and bubbles of school pupils and staff.</u>

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