



COVID-19 Specific Risk Management Assessment



Educational Setting	Hartford Infant School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Rae Lee (Headteacher) – September 2021
Review Date	January 2022 [updated 14.1.2022 re January 17th changes to 5 days isolation]

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Access/ egress of school buildings	All children, adults and parents.	<ul style="list-style-type: none"> • One way system in place for external blue gates – enter via gate closest to bike sheds and exit via gate near bungalow (shared with HJS) • Two playground pedestrian gates to be opened and one way system in operation– enter via coded gate and exit via gate close to bungalow. • Year groups to start and finish as different times to limit flow of children, staff and adults on site. • Year R 8.40 - 3.10 • KS1 8.45 – 3.15 • YR children enter/exit the school from the Pre school garden. • Y1 Children enter school with staff from the front playground through hygiene room door. • Y2 enter school, with staff from back playground through usual brown doors. Children exit from the white classroom doors. • Where possible, external and internal doors to be propped open to reduce the need for touching (all other fire protection measures must be adhered to). • Head teacher and caretaker to regularly check external gates to ensure school site safe. • All children required to wash hands thoroughly using designated facilities when enter and exit class/school building. • Parents to wear face covering when entering front foyer. • Staff may choose to wear a face covering on the school grounds. 	<p>Caretaker to open and lock gates.</p> <p>RL to create video about expectations to parents and upload transition booklet to Facebook.</p>	All staff All parents All children		
Administrative & other office based staff	All office based staff.	<ul style="list-style-type: none"> • Strict one-in-one-out management of visitors into the office foyer area. • Staff/visitors in office /foyer to wear a face mask • Cleaning – see below. • Cleaning resources to be left in photocopying room for all staff to clean resources/ equipment after use. 		Office staff Head		

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Break/Lunch times	All children and adults.	<ul style="list-style-type: none"> • Staggered break and lunchtimes. • Reception:12.00 – 1.10 using back playground/ field • KS1: 12.15 – 1.25 using back playground/ field • All children to use own year group toilets, access via brown doors (all 3 open). • Swap with front playground use if field out of use with HJS- see board in staff room to see who using • Cleaning – see below 				
Cleaning	All children and adults.	<ul style="list-style-type: none"> • WB 3.1.2022 all surfaces in school (excluding those with ICT equipment) will be sprayed with antimicrobial coated surface spray lasts for 90 days. • Cleaning procedures reviewed and communicated to all staff to prioritise daily cleaning of high traffic areas and facilities particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities ○ Light switches ○ Toilet flush and seats (gloves and separate cleaning resources MUST be used) ○ Door frames, handles and push plates ○ Machinery and equipment controls, inc iPads and laptops ○ All areas used for eating must be thoroughly cleaned before and after breaks, including chairs and tables ○ Telephone equipment and bubble radios ○ Photocopiers and other office equipment (after each use using provided cleaning resources) ○ Classroom desks and chairs ○ Pencils, scissors and all other individual pupil stationary to be cleaned/sprayed at the end of each day (classroom staff) ○ Individual boxes/trays of construction resources to be cleaned each day (classroom staff) ○ Bikes/trikes cleaned after each use (classroom staff) ○ PE and FS equipment cleaned by classroom staff after each use. • All class resources to be cleaned by cleaner – resources from caddies will be left to dry and support staff to return to caddy the next day • Ensure each classroom and communal space (including spaces such as the staffroom, photocopying room and front office etc) have their own cleaning materials and equipment: <ul style="list-style-type: none"> ○ antibacterial type spray and suitable disposable cloths e.g. paper towels, kitchen roll etc ○ Boxes of tissues ○ A box of gloves (with spares stored centrally in front office as usual) ○ Liquid soap and hot water ○ Bucket for each bubble for cleaning ○ Wipes for electrical goods 	<p>Headteacher to liaise with caretaker and finance secretary to order necessary cleaning resources</p> <p>Caretaker to maintain cleaning equipment for staffroom/school</p>	All adults in addition to usual cleaning staff.		
Communication		<ul style="list-style-type: none"> • Walkie talkies (see protocol) in all classrooms/year group areas and office areas. These must be used for effective communication across classes and charged at the end of every day (clean when return). Please check the staff notice board re changes to channels as needed. • Wash hands after using walkie talkies. 		All staff	Ongoing	

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		<ul style="list-style-type: none"> Walkie talkies must remain with class at all times and therefore taken outside with children. These are clearly indicated with class numbers. MDS to have radios for lunchtime use. Staff on gates and playground during drop off and collection times must carry class radio and clean after use. Staff mobile phones remain in lockers as usual (these cannot be taken outside on site). Staff to ensure they engage with ScholarPack for attendance and collection/drop off messages. Tapestry to be used for homework rather than books. Teaching staff to communicate with parents of SEND with an existing communication book via email weekly. Parents can contact staff to let them know essential information but staff will not reply immediately unless urgent. Teaching staff to give Linton white slips to children/parents at the end of the day. 				
Contact calls	Safeguarding of staff	<ul style="list-style-type: none"> All staff to adhere to attendance policy. Office staff to continue with calls re. attendance as required. Safeguarding issues noted on calls will be reported to DSL immediately and My Concern will be completed. Pertinent information will be shared with SLT/SENDCo using Edukey/Scholarpack. 		All staff		
Contractors	All site users	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include COVID-19. All planned/reactive maintenance to be carried out preferably out of hours unless appropriate social distancing can be maintained. See visitors. 	Finance secretary to liaise with contractors re. DBS and inform HT and school secretary	Caretaker Office team Head	Ongoing	
COVID-19 incidents and accident reporting		<p><u>We will:</u></p> <ul style="list-style-type: none"> support and implement local processes to reduce the risk of COVID-19 transmission inform parents/carers of the NHS Test & Trace process and make them aware of what to expect if there is a possible or confirmed case in the setting. direct staff/children who have symptoms to book a PCR test. help, if requested, the Local Authority (LA)/ Public Health England (PHE)/ DfE to identify contacts of cases in the setting environment following national protocols. when an outbreak or confirmed case occurs, communicate with parents, children, and staff, making use of template letters provided by LA, DfE or PHE. monitor absenteeism rate, and if concerned that an increase could be related to COVID-19, should notify their LA. contact the Emergency school closure inbox for support if needed. <p><u>Testing and Contacts</u> There are 2 main types of tests to check if a person has coronavirus:</p> <p>Tests for people with symptoms People with symptoms of COVID-19 (a high temperature, a new and persistent cough or a loss or change to their sense of smell or taste) should book a PCR test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119. While awaiting a PCR test the symptomatic person should self-isolate and carry on isolation for 10 days if the PCR is positive. If the PCR is negative, the person can end self-isolation and resume daily activities as normal.</p>		Head teacher All staff All parents	Ongoing	

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		<p>Tests for people without symptoms (asymptomatic testing) Twice weekly Lateral Flow Tests, also known as rapid tests/LFTs or LFDs, are only for use with asymptomatic staff in Primary Schools. LFD test kits can be ordered online and used at home or in a workplace setting. cambridgeshire.gov.uk/rapidtesting Where a positive LFD test is recorded from a home or workplace LFT, the member of staff immediately begins self-isolation at home and must have a confirmatory PCR test.</p> <p><i>Note: If a person has had a positive PCR test within the last 90 days, then the LFD and PCR test may remain positive even if the person is not infectious, therefore it is recommended that a person should not restart asymptomatic testing unless they have new symptoms. The person should start testing again at the end of 90 days after the date of their positive test. NHS Test and Trace will work with a positive case to identify close contacts. Double vaccinated people who are 14 days post their second dose and <18s are no longer be legally required to self-isolate if they are identified as a close contact. Instead, they will be advised to arrange for a PCR test. They do not need to isolate while waiting for the PCR test result but will need to isolate if they develop symptoms or the PCR is positive irrespective of their vaccination status. Contacts are likely to be a small number of individuals who would be most at risk of contracting COVID-19. Settings, parents, or carers may be contacted to help with identifying close contacts of positive cases.</i></p> <p>As part of your procedures/policy, you may wish to consider how all staff and children's parents/carers are informed of positive cases and those that have been identified in your setting as a close contact are advised on what to do next.</p> <p>If there is a positive case in school during term time, the office will notify parents/carers. Any known children with an underlying health condition will be contacted separately to give more specific information e.g. if the case was in their class.</p> <p><u>What to do if there is a POSSIBLE/SUSPECTED case of COVID-19?</u> Where an individual is displaying symptoms of COVID-19, they should be sent home and advised to self-isolate. They, or their carers, should also arrange for a PCR test to be taken at the earliest convenience.</p> <p>Awaiting collection Whilst awaiting collection, the individual should be moved to a room where they can be isolated behind a closed door (hygiene room). If possible, open a window for ventilation. If it is not possible to isolate the individual, move them to an area which is at least 2 metres away from other people. The hygiene room should be cleaned and disinfected using standard cleaning products before being used by anyone else. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Cleaning and disinfection Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with, should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells. Use disposable cloths or paper roll and disposable mop heads, to clean all hard</p>				

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		<p>surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p> <p>Waste Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) should be handled and stored in the following way:</p> <ul style="list-style-type: none"> • Put waste in a plastic rubbish bag and tie when full. • Place the plastic bag in a second bin bag and tie. • Store in a suitable and secure place (marked 'for storage') until the individual's test results are known. <p>Further advice and guidance can be found here: COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <p><u>What to do if the POSSIBLE/SUSPECTED case has received a NEGATIVE test result</u></p> <p>Evidence of the test result We will not request evidence of the test result or other medical evidence before admitting children or welcoming them back after a period of absence.</p> <p>Returning to setting / continuing to self-isolate If the child or member of staff has been tested because they were showing symptoms and the test has come back negative, they can return once they are well. If they still feel unwell, they should stay at home until they feel better. If the child/member of staff have vomiting or diarrhoea, they must not return to the setting for at least 48 hours after symptoms last showed.</p> <p>Positive PCR Result: Inform the setting of positive PCR. Ensure child/young person isolates at home for at least 5 full days [previously 7 days]. From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6. The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace. If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest. Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation. Further information on self-isolation for those with COVID-19 is available. If they decide not to carry out LFD testing or if they have a raised temperature on day 7, then they should continue with their self-isolation for the full 10 days. Children aged 0 to 5 years should isolate for 10 days but parents have the discretion of doing LFD tests on Days 6 & 7 if they want their child to end isolation earlier.</p>				

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		<p>Returning to work before 10 days LA advice states that if returning at 7 days, school may want to create a Risk Assessment for the staff member returning. LA advises that school notifies any other staff of a returning person from isolation before the 10 days.</p> <p>Reporting Cases to the LA Report single cases using the short form. Report multiple cases through the support request form</p>				
Extra-curricular activities	All children and adults. Infection of the virus	<ul style="list-style-type: none"> Treehouse club to be held in the hall and Pre School as usual. Treehouse staff to clean all resources/equipment, tables/chairs after each use. Caretaker to continue to clean nursery and tree house club to clean all hall resources used. Staff to be paid additional time to clean in morning, and club to finish at 5.45pm to ensure time to clean and set up. 		All staff All children	ongoing	
Fire Safety	All children and adults.	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff or pupils that access the school site with additional needs. Ensure all emergency escape routes and doors are fully operational and kept clear. Staff to kick/remove any temporary barriers in the event of a fire to enable doors to close and become fire doors. Staff to take out paper register, stored behind behaviour forms. All staff to raise hand to indicate when present to allow school secretary to check. 		All staff All children		
First Aid & Medical Needs	All children and adults. Infection of the virus	<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. <ul style="list-style-type: none"> All staff hold a one day first aid certificate Named 3 day paediatric first aider on site each day Access to first aid facilities is maintained and the school is suitably stocked with first aid equipment and supplies (stored in hygiene room). ALL classes have individual first aid kits (with green/white cross) removing the need for shared equipment between class groups. This includes a Linton record book (white slips) and school first aid record book. Staff or pupils with medical needs have been assessed and relevant consents are in place. Relevant staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Staff to have access to individual class PPE equipment to safely administer first aid, if required. Please refer to the Cambridgeshire First Aid requirements document for further guidance. Any emergency medication (including inhalers) for individual staff and children to be stored in the front office. Staff to radio if medication is required. Small bags to be used for first aid rubbish outside, e.g. food bags. Dispose after use. Outdoor tap (drinking water) (outside class 6)/sealed drinking water bottles to be used for first aid and initial hand washing (follow up with hand gel and warm water/soap clean inside). 	<p>3 day first aiders to ensure all classes have green first aid box. Finance secretary to send out staff contact sheet (with updated medical needs) to update records</p> <p>Teachers/TAs to place first aid bags in yellow bin (yellow bag) in hygiene room at the end of each day.</p> <p>Teachers/TAs to hand Linton white slips to children/parents at the end of the day.</p>	All staff		

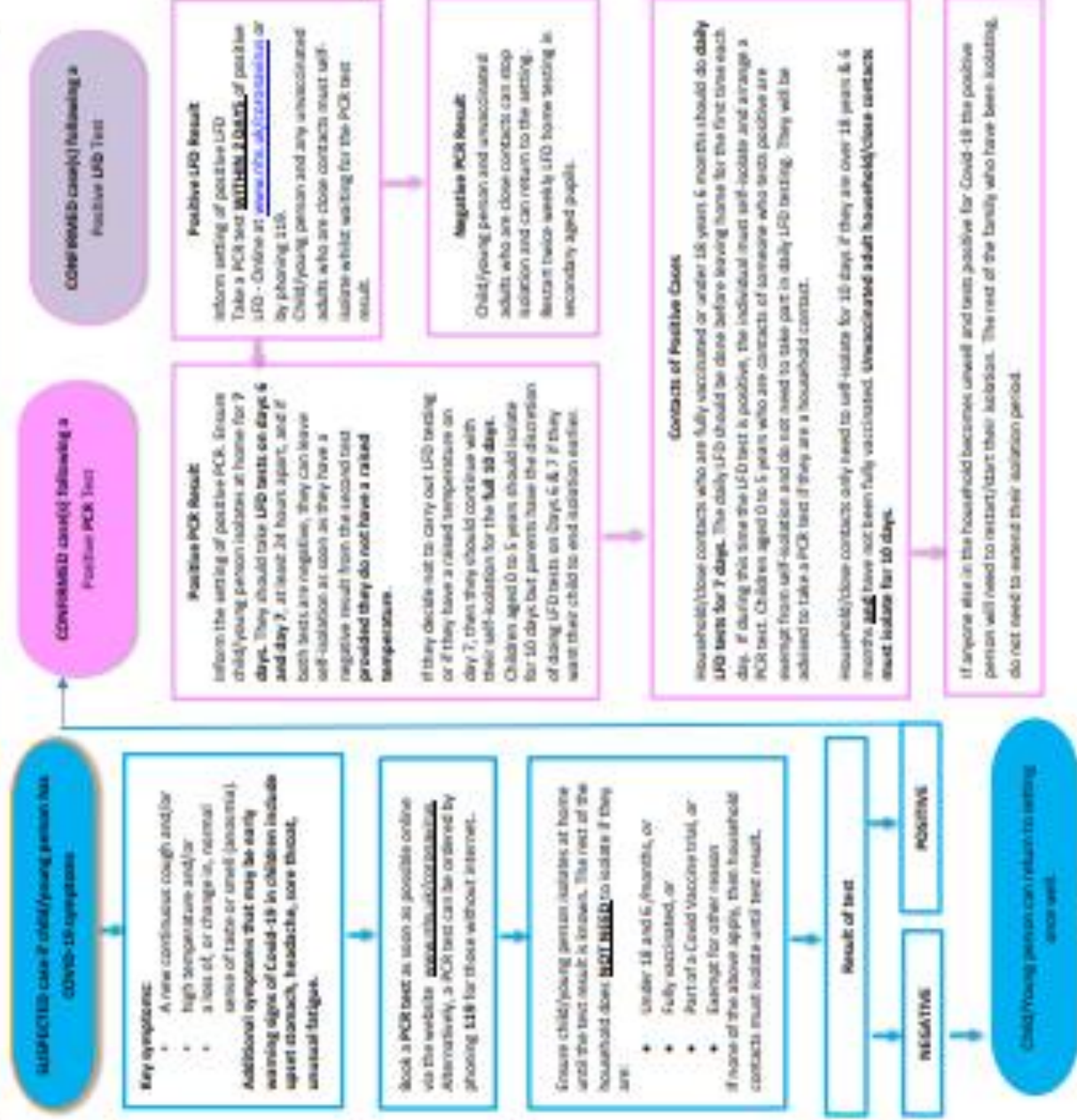
What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Should a child require antibiotics when in school, and is well enough to be in, parents must complete a form and safely pass to the office as usual. This can be placed in a plastic wallet and stored as usual. Medication will remain in the cupboard or fridge as usual. Staff working within each class can administer the medication (supported by trained first aider), wearing gloves and must do so from the side of the child where possible. Our usual first aid policy will be followed, and additional handwashing will be required. Class PPE visors may also be used if required. Office staff (head teacher and school secretary) will radio to remind staff of when to administer. 				
Hygiene	All children and adults. Infection of the virus	<ul style="list-style-type: none"> • The school has a suitable supply of soap and access to warm water for washing hands. • Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. <ul style="list-style-type: none"> ◦ Staff aware of procedures and communicating this with children regularly ◦ Children to wear PE kits and FS clothing on relevant days. • If a child has a toileting accident in the Infant school which involves faeces, parents will immediately be contacted so that they can collect their child as soon as possible and take home to clean thoroughly or clean and change in school. If a child has an accident on any soft surfaces, this must be immediately cleaned. If a child has an accident, they can wait in the office foyer for parents to arrive and collect. • If a child has toileting accident which involves urine, a member of staff enter the toilet and verbally support the child to change into clean, dry clothes [stored in the hygiene room] , double bag the wet clothes, clean down the toilet area with anti bac spray, at all times wearing PPE clothing [stored in Hygiene Room]. Parents will be notified by phone that child has an accident and can choose to collect or not. • If a child requires intimate care (e.g. changing a child's nappy) an intimate care plan will be written and signed by staff to agree. These will include PPE/sideways changing etc. hygiene room to be cleaned by staff after use. • If children use another child's water bottle, these must be sterilised and cleaned straight away and parents notified. 	Teachers/TAs to remind children to use to paper towels/tissues when turning off taps. Staff to remind children not to share water bottles.	Caretaker Office team All staff and children All parents	Ongoing	
Outbreak management planning	All children and adults.	<p>The DfE have updated the contingency framework following the move to step 4. Action should be considered if any of the following thresholds are reached:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. <p>Identifying a group that is likely to have mixed closely will be different for each setting and is detailed in the Contingency Framework.</p> <p>If a pupil or staff member is admitted to hospital with COVID-19, this could indicate increased severity of illness or a new variant of concern and advice should be sought urgently.</p>	<p>Headteacher to notify parents, children and staff if local lockdown required.</p> <p>Staff to put in place immediate remote learning plans.</p>	All adults All children		
Lunchtime & Catering facilities	All children and adults.	<ul style="list-style-type: none"> • All children to eat lunch at their designated time. • All staff and children must ensure hands are thoroughly washed before eating. • MDS clean tables between Reception and KS1 lunch. • PPE, first aid kit and emergency medication from year group to be taken outside at lunchtimes (in whatever this is usually stored in). • If playtimes/lunchtimes are wet, children will return to their classroom. 		All adults All children All parents		

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		<ul style="list-style-type: none"> • Children can access all trim trails etc. 				
PE & FS	All children and adults.	<ul style="list-style-type: none"> • Children and staff will wear PE kits and suitable FS clothing on their relevant days. • PE to be outside where possible. If indoors, all windows and doors must remain open to ensure good ventilation. • PE and FS equipment to be cleaned by teachers/TAs <u>after every use</u> (no gym mats to be used). • Children and adults to wash hands after any active and outside activities. • When outdoor PE/hall is not possible, staff cannot use classroom for Yoga/alternative PE session due to poor ventilation/proximity to others when exercising. Staff to liaise with PE leader to deliver session on healthy lifestyles/PSHE. 	Information to parents to inform them that PE/FS kit worn on relevant days	All staff	Ongoing	
Personal Protective Equipment	All children and adults.	<ul style="list-style-type: none"> • Individual PPE kits can be used if needed for first aid and if a child/member of staff displays signs of COVID-19 when in school.. 		All staff	Ongoing	
School Staffroom	All staff. Infection of the virus	<ul style="list-style-type: none"> • To ensure staff communal working areas are not overcrowded staggered lunch times are in place. • Cleaning equipment provided for high contact items e.g. kettle, microwave oven, dining table, etc and all staff to clean items when used. • Cleaning staff to clean additional high contact areas in addition to usual cleaning routine, e.g. kettle, microwave, oven, table, lockers, cupboard/fridge doors, taps etc • Windows in the staffroom should remain open at all times and be closed at the end of each day when cleaned. • Cleaning staff to clean additional high contact area in addition to usual cleaning routine • Cleaning equipment to be placed in staffroom. • Caretaker to close all windows at the end of the day • Use of dishwasher allowed. 	Cleaning staff to clean additional high contact area in addition to usual cleaning routine	Caretaker All staff	3/9/2020	
Visitors	All children and adults.	<ul style="list-style-type: none"> • Visitors to wear face coverings in school building as appropriate e.g. in a small room. 		Head teacher		
Ventilation	All children and adults.	<ul style="list-style-type: none"> • All windows and doors, where possible, will remain open all day (cleaners close at end of day). • Windows and doors can be left on a slight vent when classroom in use and opened full when the classroom is empty e.g. breaks/lunchtimes • PE lessons inside (when outdoor PE is not possible) will only take place if all windows and doors are open [see above re vents]-all chn must be appropriately dressed [layers to be worn] to ensure they are not cold, warm up activities are essential and heating turned up with chn positioned near heaters if feeling cold. • All classrooms have a compound Carbon Dioxide Temperature and Humidity Alarm Monitor and should be checked regularly to ensure: The default CO2 alert value is 800ppm and CO2 alarm value is 1500ppm: good condition = when ≤ 800ppm, the warning window displays green colour, normal condition = if 800ppm ~1500ppm, the warning window shows yellow colour poor condition = when ≥ 1500ppm, the warning window displays red colour 	Caretaker to open and close windows in communal areas Teachers/TA to open windows in classes. Cleaning staff to close.	All staff		

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Waste	All children and adults. Infection of the virus	<ul style="list-style-type: none"> • Ensure all waste bins are present in key strategic positions within all designated class group and staff working areas. <ul style="list-style-type: none"> ◦ both in school buildings and in external areas • Unlidded bins to be double bagged and emptied when no more than half full to avoid spillages of contaminated waste. • Children and adults reminded NOT to remove any item from the bins or insert hands inside. 	<p>Staff to ensure they wear protective gloves and wash hands immediately after carrying out disposal of bins and other waste.</p> <p>Caretaker to remove all bin lids</p> <p>If class bins become half full, teachers and TAs to remove and walk around outside of school to shared bins.</p>	All staff		

COVID-19 Guidance for Parents/Carees from 23rd December 2021

For any SUSPECTED or CONFIRMED case of COVID-19 in a child/young person please follow the flow chart below



• With the emergence of this highly transmissible Omicron Variant, we advise to ask families/children to wash hands regularly, keep spaces well ventilated, wear face coverings (if aged 11 and over) in crowded public indoor areas, maintain distance, get vaccinated and take LFD tests prior to meeting people outside your household.
 • Face coverings are to be worn by everyone over the age of 11yrs unless exempt on transport to and from educational settings.
 • LFD test = Lateral Flow Device tests are rapid tests that can be used at home and the result is available within 30 minutes.
 • PCR test = polymerase chain reaction test that can be booked online and is sent to a lab for the result.
 • If you have previously received a positive Covid-19 PCR test result within the last 90 days and you are identified as a contact of someone with Covid-19 you should not take a PCR test. You should only take a PCR test if you develop any NEW symptoms of Covid-19 or if you have a positive LFD test result, or if you are required to take a PCR test upon entry into the unit.
 • LFD tests are used for identifying Covid-19 infection where there are no symptoms. If you have symptoms always book a PCR test.
 • LFD tests are safe to use in pregnancy. They are not recommended for children under 5 years of age but can be used at parents/guardian discretion.
 • If you have had a Covid-19 vaccination you should still take part in the LFD testing as you may still contract the virus.
 • If you have had a recent nosebleed, or have a new piercing, use the other nostril to swab for the LFD test. Always follow the instructions on the pack as there are different types of LFD tests.

