

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

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/guidance/north-west-of-england-local-restrictions-what-you-can-and-cannot-do>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/news/update-on-face-coverings-in-schools>

<b>Service Area/Division:</b> North Huddersfield Trust School	<b>Assessed by:</b> Rebecca Whyles / Andrew Fell	<b>Last reviewed</b> 9 <sup>th</sup> September 2021	<b>Colour coded version control</b> V1 6/9/2020
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	Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
	Case / suspected case of coronavirus	Infection	<ul style="list-style-type: none"> <li>Staff / Visitors &amp; Students who are in school must follow this risk assessment</li> </ul>		ALL

<p><b>Lateral Flow Device (LFD) testing - Staff</b></p>			<ul style="list-style-type: none"> <li>• Home test kits are available for collection from the school for staff, regular supply staff, kitchen and site staff (all referred to in this section as ‘Staff’)</li> <li>• LFD testing cannot be taken where you have tested positive for Covid within the last 90 days</li> <li>• Testing is optional but strongly recommended to help keep everyone safe</li> <li>• Staff must follow the test kit instructions and are responsible for their own health and safety in carrying out home testing</li> <li>• Staff are advised to test on a Sunday and Wednesday evening. This also applies to part time staff</li> <li>• All results <b>MUST</b> be recorded <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></li> <li>• Positive LFD and or PCR results must be reported immediately to school,</li> <li>• A screenshot of the NHS results must be provided to school</li> <li>• Negative and void tests should also be reported to the school, using the Frog system</li> <li>• It is not necessary to report negative tests to the school but they must be reported online using the link in the bullet point above</li> </ul>	<p><b>ALL STAFF</b></p>
<p><b>Lateral Flow Device (LFD) testing - Students</b></p>		<p><b>Infection</b></p>	<p>Lateral Flow Test (LFT) kits are available for all staff and students via Lindsay Taylor Heads PA or Audra Stockdale Medical Officer. Their use are not mandatory but are strongly encouraged.</p> <p><u>Students</u></p> <ul style="list-style-type: none"> <li>• Students must not attend the school site if they are displaying symptoms of Covid</li> <li>• Students cannot be tested if they have tested positive for Covid within the last 90 days as this may show false results</li> <li>• Students must hand sanitise throughout the day.</li> <li>• Social distancing is still being encouraged staff are in place to monitor queues. Most queuing will take place outdoors where the risk of infection is significantly reduced</li> <li>• Face masks can be worn however no longer mandatory.</li> </ul> <p><u>Test results</u></p> <ul style="list-style-type: none"> <li>• All LFD test results will be reported to <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></li> <li>• Where a result is positive, parents will be contacted and informed that the student must self-isolate for 10 days. Parents will also receive an NHS notification</li> <li>• It may be possible to end your self isolation after negative LFD on day 5 and day 6 if results are submitted to the medical officer.</li> </ul>	<p>STUDENTS / LFD TESTING VOLUNTEERS</p>
<p><b>Case / suspected case of coronavirus</b></p>		<p><b>Infection of coronavirus</b></p>	<p>Where a case is suspected for either staff or student:</p> <ul style="list-style-type: none"> <li>• Person must leave the premises as soon as practicably possible with all their personal belongings, if possible wiping down their work surfaces before they leave. If in doubt, call an ambulance. If a student needs to wait for a parent / carer to collect, they must wait in the seminar room with the doors and window open and the doors of the</li> </ul>	<p>ALL</p>

			<p>neighbouring offices closed. Where toilet facilities are needed, use the medical room provision.</p> <ul style="list-style-type: none"> <li>Any staff member tending to a suspected case must use PPE from the emergency grab bag available from the Coach House kitchen, the main reception or the medical room, and maintain social distancing. Training on how to don / doff PPE given to all staff September 2020 however it is acknowledged that this role is on a voluntary basis and staff cannot be directed to actively attend to a suspected case</li> <li>Any staff member tending to a student must wash their hands immediately with soap and hot water for a minimum of 20 seconds and may subsequently leave the school site after dealing with a suspected case to go home and shower / change clothes</li> <li>Inform SPIE to deep clean the any known locations that the person has used that day</li> <li>Suspected case must refer for a coronavirus test on first day of absence and self-isolate until results are known.</li> </ul> <p>Where results are positive:</p> <ul style="list-style-type: none"> <li>Person must self-isolate for at least 10 days, until they are no longer displaying symptoms (other than cough and loss of, or change to, sense of smell) and inform the Headteacher, Deputy or other member of the leadership team</li> <li>It may be possible to end your self isolation after negative LFD on day 5 and day 6 if results are submitted to school.</li> <li>School contacts Kirklees Health Protection Team and follows advice accordingly</li> <li>Communication to all parents and staff for information including warning to look out for symptoms in others</li> <li>Medical Officer (students) / Business Manager (staff) updates school record</li> <li>School reports positive cases for both staff and students to the local authority</li> </ul> <p>Where results are negative:</p> <ul style="list-style-type: none"> <li>Person returns to school</li> <li>Medical Officer (students) / Business Manager / Cover Manager (staff) updates school record</li> </ul>		
	Student attendance	Loss of learning	1. Parental duty to ensure their child attends school regularly still stands, whether physically in school or remote learning from home. Remote learning is provided in the event of a national	1. School continues its recording of student attendance	MAL

			<p>lockdown or a student bubble being instructed to self-isolate.</p> <p>2. Where individual students are sent home to self-isolate, where possible learning will be provided online. Laptops may available for loan where required</p> <p>3. Laptops are provided to students who do not have computer access at home. Where necessary, mobile data may also be provided</p>	<p>1. For in-school learning, identify students / families where there is anxiety about students returning to school and offer appropriate support to encourage good attendance</p> <p>2.</p> <p>1. Where appropriate, personalised risk assessments may be required (via SEN, pastoral and medical staff)</p>	
Staff attendance	<p>Low staff attendance</p> <p>Impact on teaching and learning</p>	<p>1. All staff to attend school in adherence with the Kirklees Attendance Policy and current government guidance on self-isolating or shielding.</p>	<p><b>1. Attendance management policy applies after the initial 10 day self isolation period</b></p> <p>1. Any decision to close the school due to untenable levels of staff absence is at the discretion of the Headteacher or the Chair of Governors</p> <p>1. All cases of self-isolation or confirmed Covid cases should be reported to the Cover Manager and notified by the school to Kirklees HR</p>	ALL	
Infection Control	<p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces</p>	<p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.</p> <p>2. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>1. Posters displayed around school (You must not be in school if you or a member of your household..., Catch it, Kill it..., don / doff face coverings). 2m floor signage in place on main corridors</p> <p>1. Regular text message reminders sent to parents that they must not send any student to school who is displaying symptoms or where the student or a member of their household is awaiting results of a Covid test</p> <p>1. Visitors are following the same guidance as staff. Personal preference on</p>	All staff / Kitchen staff / SPIE team	

			<p>4. Cleaning frequently touched surfaces often using standard products (such as detergents and bleach).</p> <p>5. Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</p>	<p>wearing a face covering / social distancing encouraged.</p> <ol style="list-style-type: none"> <li>1. Meetings with 3<sup>rd</sup> parties to be by remote media (e.g. Microsoft Teams) where possible. If this is not possible, ensure the visitors have access to the school risk assessment</li> <li>2. In person external visitors must be deemed essential - parental meetings, support and advisory services etc. Speak to SLT line for clarification.</li> </ol> <p>1. Medical room bathroom to be used for any suspected cases</p> <p>1. Staff and students to social distancing; signage supports this</p> <p>2. Staff and students encouraged to wash hands with hot water and soap as often as is practicably possible. Hand sanitisation is available across the school and all staff are responsible for reporting where refills are needed</p> <p>2. Included in induction for students and regular reminders</p> <p>3. Where practicable, doors and windows must be kept open for ventilation; these must be closed where rooms are being vacated (e.g. at the end of the session). If the temperature is cold and a classroom has several opening windows, some of these may be closed during lesson time based on the professional judgement of the teacher. The door should remain open and all windows should then be</p>	
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				<p>opened during break / lunchtime to improve airflow.</p> <p>4. Classrooms are equipped with anti-bacterial wipes to wipe books and equipment. All staff are responsible for reporting where replacements are needed.</p> <p>4. Where possible, staff and students should avoid sharing stationery, books and other equipment.</p> <p>4. The whole school site is thoroughly cleaned daily by SPIE.</p> <p>4. Cleaning staff are onsite throughout the school day to clean common surfaces (e.g. door handles), public areas (e.g. bathrooms) and classrooms where required</p> <p>4. Dining area is thoroughly cleaned by kitchen and cleaning teams after use</p> <p>4. Clear desk policy applies at all times to minimise unnecessary handling of items</p> <p>5. All classrooms laid out as forward facing; in most cases teaching staff will be able to facilitate this but help is available on request. Students to stick to allocated seating plans. Social distancing is still encouraged.</p> <p>Drinking water is provided at various locations across the school. Staff are expected to make their own arrangements to find a suitable space to eat lunch; the staff room and drinking facilities is cleaned daily and fully available.</p>	
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				<p>5. Protective perspex desk screens have been installed in shared office spaces</p> <p>5. Staff should remain in their designated areas of school as much as is practicable and keep visits to other areas of the building to a minimum. If communication to other staff can be by phone or email then either of these methods should take precedence.</p> <p>5. Where internal (e.g. departmental) meetings take place, a suitable space should be sought which allows meeting attendees to socially distance and feel comfortable in their environment. Suggested meeting rooms are classrooms, seminar room, library or theatre</p>	
PPE (including face masks/coverings)	Spread of infection (coronavirus)	<ol style="list-style-type: none"> <li>1. PPE, including face coverings, is applied in accordance with national guidance</li> <li>2. Full PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> <li>• Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.</li> <li>• If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is</li> </ul> </li> </ol>	<p>1. Face coverings and any other PPE will be applied in accordance with national guidance No Longer required from Friday 28<sup>th</sup> January however personal choice to wear face coverings is acceptable.</p> <p>2. No intimate care needs for students however where this is applicable, individual risk assessments are required, in consultation with the Medical Officer and appropriate pastoral / SEN staff</p> <p>2. Medical grab bags containing disposable apron, mask, gloves, hand wipes and sanitiser are available from the medical room, reception area and the Coach House. Staff training on how to don / doff full PPE has been delivered on the understanding that no member of staff will be specifically directed to carry</p>	ALL	

			necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn.	<p>out this duty in the event of a suspected Covid case</p> <p>2. The Medical Officer, who deals with the majority of first aid cases, is provided with appropriate PPE and first aid materials</p> <p>2. Any further first aid training to deal with cases will be delivered as required</p>	
Living with a shielded or clinically vulnerable person	Transmission of the coronavirus	1. If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable) including those who are pregnant, they can continue to attend school and should follow current government guidance.	1. Dealt with on case by case basis. Personalised risk assessments are advised where individuals declare their vulnerabilities to the Headteacher	AFE	
Student wellbeing	Increased anxiety	1. Actively manage the health and wellbeing of all students, both in school at home	<p>1. Socially distanced home visits and / or telephone checks are carried out where students are being kept at home for shielding (i.e. where they are not reporting symptoms or other illness)</p> <p>1. 'I am worried' button on school website links directly to staff support</p> <p>1. Onsite counselling support, listening service, pastoral and medical support is available throughout the school day</p> <p>1. General wellbeing checks are carried out by teaching and pastoral staff where students are not in school</p> <p>1. Reintroduction of tutor time, including remote provision, to help create team spirit and a sense of community</p>	MSC	
Staff wellbeing	Increased anxiety	1. Actively manage the health and wellbeing of all staff onsite, working from home.	1. The school operates an open door policy where staff are actively encouraged through regular staff updates to air any	AFE	



				<p>concerns with their line manager or senior staff</p> <p>1. Staff are encouraged to use the Kirklees Care First free and confidential helpline if they require additional support (0800 174319)</p> <p>1. Regular updates to all staff, including wellbeing checks on any staff self-isolating or shielding</p> <p>1. Comprehensive staff wellbeing / Covid section on staff Frog facility, including guidance for employee healthcare self-referral and counselling appointments</p>	
Deliveries	Infection of the coronavirus	<p>1. Caretakers to move all deliveries from reception as soon as practicable</p> <p>2. Once in departments, the unloading of boxes is the responsibility of departmental staff</p>	<p>1. Delivery of personal items is not permitted</p> <p>1. Deliveries to be dropped in lobby area where possible, otherwise just inside main reception area</p> <p>All staff to thoroughly wash hands with hot water and soap (or use hand sanitiser) after handling parcel deliveries</p>	SPIE/ All	
Volunteers	Infection of coronavirus	1. Volunteers, to follow National Covid19 Guidance	1. Volunteers to receive induction training on school Covid policies	LTA	
Educational Visits	Infection of coronavirus	In line with current Government Guidance educational day visits and domestic residential educational visits can commence. Any such trips must be undertaken under covid-19 safety measures.	Evolve to be used to record all educational visits. Covid 19 guidance should be included to ensure staff and student safety.	MSC/AFE	

## Useful links

## Conclusions:

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

## **Review Date:**

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

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

**Assessor (Signed):**

**Dated:**

**Manager (Signed):**

**Dated:**

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

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

**Please document that this information has been provided**