

Risk Assessment – Covid-19 (v3.4)		14.12.2021	Hanwell Fields Community School
Responsible Person	Caroline Bond Headteacher		
Other Persons Involved	SLT, Chair of Governors, First Aid Lead, Covid lead, Union Rep		
Guidance Material Considered	<p>DfE – Schools coronavirus (COVID-19) operational guidance (from Step 4) (29 Nov)</p> <ul style="list-style-type: none"> • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (29 Nov) • DfE - Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (17 August) • DfE - Safe working in education, childcare and children’s social care (20 July) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (19 July) <p>DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary)</p>		

Details DFE Coronavirus Helpline 0800 046 8687

A risk assessment covering school/setting operation [from September 2021](#)

A revised system of control measures is in effect

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

The symptoms of COVID-19 are a new and continuous cough, or a high temperature, or a loss of or change in a person’s normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • Staff are encouraged to take part in asymptomatic testing • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a PCR test. • Where an LFD test returns a positive result the staff member must self-isolate and arrange a PCR test.

			<ul style="list-style-type: none"> • Anyone having to go home will be encouraged to not use public transport where this is applicable <p>Where a PCR test returns a positive result:</p> <ul style="list-style-type: none"> ○ The staff member must notify the school of the test result immediately ○ The staff member self-isolates in line with self-isolation guidance ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i>. <ul style="list-style-type: none"> • If the PCR test result is negative the staff member can return to school when they feel well enough to do so. • Staff are encouraged to continue twice weekly home testing in line with PHE/DfE guidance whenever they are due to come into school (updated to 3 x weekly) • • Any fully vaccinated staff identified as close contacts of a positive case (Omicron or otherwise) are advised to carry out a PCR test and are also advised to carry out an LFD test for 7 days . These tests have to be logged on online reporting system and to their setting. Staff who are not fully vaccinated will have to isolate for 10 days if they are contacted by track and trace as a close contact. • Anyone returning from abroad will need to complete a PCR test and get the result before returning to school. Staff and visitors to be aware of the isolation requirements when arriving from abroad. • Staff and visitors to wear face coverings in all communal areas.
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of COVID-19 is told to self-isolate and undertake a PCR test. The pupil/parents are instructed to notify the school of the test result. A negative PCR test result means the pupil can return to school. • Anyone having to go home will be encouraged to not use public transport where this is applicable • Clinically extremely vulnerable pupils can attend unless under specific medical advice not to do so • Adults and children travelling from abroad must take pre-booked PCR or lateral flow tests before returning to school and share results with school • Any child over 5 years of age identified as close contacts of a positive case (Omicron or otherwise) are advised to carry out a PCR test and are also advised to carry out an LFD test for 7 days. These tests have to be logged on online reporting system and to their setting. • If a child tests positive in a class then a warn and inform letter will be sent to all contacts. This letter encourages all contacts to be PCR tested. Children can then return to school whilst awaiting test • Pupils who have a family member who is positive will be asked to take a PCR test before returning to school and follow the guidelines on lateral flow testing.

Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> • Pupil/staff member sent home and instructed to arrange a COVID-19 PCR test. • Pupils with symptoms are isolated in a dedicated room with an open window if possible. Any rooms used will be cleaned once they have left. • Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Good Hand and Respiratory Hygiene • Hands are cleaned regularly by all pupils, staff members and visitors and soap and running water or hand sanitiser is readily available for this purpose. • ‘Catch-it, bin-it, kill-it’, promoted throughout school. • Staff (full time) will be asked to LFT 3 times a week – before work on Monday, Wednesday and Friday • Lunch places available to minimise numbers eg hall, staffroom, EYFS. • Meetings will be limited to as fewest members of staff as possible eg class team or year group team. There will be no large gatherings in the hall. Any training that does need to take place face to face will be in year group groupings. • As far as possible children will be limited to class groups excluding wrap round, clubs and phonics / spellings as these are small groupings. Breakfast Club will be grouped (yrs 1 and 2, years 3 and 4, years 5 and 6). Where possible Bridges will minimise contact across the school. • Visitors / trainee teachers / volunteers / supply will be asked to LFT before coming into school. • Visitors / parents will be asked to wear a mask when in Reception and there will be signage to support this. • Parents entering the building for meetings or events eg book fair will be asked to wear face masks and hand sanitiser will be available
			<p>Cleaning</p> <ul style="list-style-type: none"> • A cleaning schedule is in place with an emphasis on frequently touched surfaces • Cleaning following confirmed/suspected case carried out in accordance with PHE guidance COVID-19: cleaning of non-healthcare settings • From 1st October additional cleaning takes place during the school day
			<p>Outbreak Management Plans</p> <ul style="list-style-type: none"> • Mechanisms are in place for the rapid deployment of enhanced control measures, e.g. face coverings, bubbles, should the school be advised to do so by a relevant body (central government, Local Director of Public Health) • A copy of this is available on the school website.

Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to 'fresh air' mode where possible. Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room Non-fire doors are propped open to support ventilation and to remove need for hand contact CO2 monitors are deployed in classes and monitored by the site manager
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming to work or school may be anxious, worried our stressed	<ul style="list-style-type: none"> The workforce and any Union reps have been consulted in the development of this risk assessment and associated control measures This risk assessment and its findings have been shared with staff and published on the school website. Staff have access to Group's occupational health and counselling service
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner Transgressions will be escalated through existing behaviour/disciplinary arrangements
The school lapses in following national/group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> Important updates/changes included in CEO's Heads Bulletins Regular key guidance updates issued by Group H&S Manager Headteacher to ensure that all relevant guidance is followed and communicated to staff Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly The LGB is kept informed on changes in guidance and school approach

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Caroline Bond	Date:		Date of next review:	
		14.12.2021		4.01.2022	