

# South Stoke Primary School Covid Outbreak Risk Assessment - 24/11/2021 20:03:30

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Assessment conducted by: Amanda Rogers	Job title: Head teacher	Covered by this assessment: CV19 guidance/H&S measures
Date of riskassessment: September 2021	Review interval: 7 days after outbreak	Reviewed by governors: at next FGB meeting scheduled

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Controls in place	responsible	Risk rating following action H/M/L
Cleaning	<p>The cleaning schedule that ensures cleaning is generally enhanced and includes:                      More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.                      Frequently touched surfaces being cleaned more often than normal.                      Dining areas are cleaned between use                      Classroom resources are cleaned regularly.                      Sports equipment is regularly cleaned                      Resources to be kept outside as much as possible                      Eco Clean cleaning provision returns to normal</p>	All staff	M
Minimising contact with individuals who are unwell	<p>Test and trace visitor information collected                      Parents who inform the school that their child is unwell is asked CV19 related questions, these are stored in school and will be used to support any test and trace requirements                      Anyone who displays symptoms of coronavirus in school is immediately informed and guidance from OCC followed                      Parents are informed through the 'warn and inform letter' .                      Individual pupils parents informed and child to be sent home immediately                      Instances of pupils displaying coronavirus are isolated within the school building until collected by parents                      Staff to escort unwell children to school gate.                      Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.                      Pupils awaiting collection are moved away from other persons and isolated in the little room. Ensure appropriate supervision of anyone isolated are in place                      If the pupil needs to use the toilet while awaiting collection, they use an identified cubicle. This cubicle to be isolated if used. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.                      PPE is worn by supervising staff if they cannot maintain a distance of two metres.                      Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.                      The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.                      The area around the unwell individual is cleaned after they have left the premises.                      Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</p>	HT All staff	L

Area for concern	Controls in place	responsible	Risk rating following action H/M/L
Test and trace	<p>School to continue taking test and trace information in case of outbreak NHS in charge of test and trace systems</p> <p><b>If staff members test positive</b> For cases relating to staff who were infectious whilst in work please refer to: <a href="https://www.gov.uk/guidance/nhs-test-and-trace-in-the-workplace">NHS Test and Trace in the workplace - GOV.UK (www.gov.uk)</a>. Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.</p> <p>Employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside names of co-workers identified as close contacts.</p>	HT	L
Confirmed cases of coronavirus	<p>Parents are informed, via 'warn and inform' letter, of how the school responds to confirmed cases of coronavirus. School to follow updated advice from OCC Multiple cases suspected the school will follow updated advice from OCC/HSE/HE Parents to be updated as and when appropriate Member of staff in office to support concerned parents who contact the school</p>	HT	m
Hygiene practice	<p>Infection control procedures are adhered to in accordance with guidance from the DfE and PHE. Pupils are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating. Posters are displayed throughout the school reminding pupils to wash their hands regularly. Sufficient amounts of soap, hot water, paper towels and lidded bins are supplied in relevant areas. Younger pupils and those with complex needs are supported to ensure they adopt good hygiene practices. Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. Pupils clean their hands after they have coughed or sneezed. In line with current government guidance, face coverings are not required to be worn on the premises. If an individual arrives at school wearing a face covering, they are asked to remove the covering safely upon entering the premises. The school assesses the ability of EYFS pupils to follow hygiene procedures, and additional measures are put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules. The school assesses the ability of pupils with SEND to follow infection control procedures, and additional measures are put in place if they require extra support to follow these measures. Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene. Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with the Behavioural Policy.</p>	HT All staff	M
Social distancing	<p>Social distancing encouraged for all staff and children Limit numbers of staff in the staffroom office</p> <ul style="list-style-type: none"> <li>- Non teaching staff to take breaks 15 mins before children's break time; TAs to then complete break duties whilst teaching staff have their breaks and get prepared for next lesson</li> <li>- Lunches can be eaten in the classroom and social distancing adhered to</li> <li>- Restrict numbers in staffroom as much as possible to 3</li> </ul> <p>Collection of UFSM/FSM from Wallingford School - protocols and rota to be completed during Sept INSET Staff to keep to max of 3 adults per room as much as possible</p>	All staff	L

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Resources	<p>Staff and pupils have their own individual and frequently used items, e.g. pencils and pens provided by the school</p> <p>Home resources are not permitted</p> <p>Sports equipment and outdoor equipment to be regularly cleaned</p> <p>Pupils only bring essential items to school each day</p> <p>Pupils are permitted to bring 1 bag to school.</p>	All staff	L
Communication	<p>The school keeps pupils and parents updated about any changes to school procedures as necessary.</p> <p>The school communicates with parents via newsletter any changes to school procedures that are affected by the coronavirus pandemic, whether their child will be able to attend school, and what protective measures the school is implementing to keep their child safe.</p> <p>Pupils attending school are informed of social distancing and how to maintain good levels of personal hygiene.</p> <p>The staff are actively present around the school to provide additional support, advice and reassurance.</p>	HT	L
Mental health, wellbeing and safeguarding	<p>Vulnerable children and families identified and key school contacts determined</p> <p>The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic.</p> <p>The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</p> <p>Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</p> <p>Staff are vigilant in discerning pupil mental health and report any concerns to the class teacher or SENCO</p> <p>Staff are sensitive to pupils' needs and worries.</p> <p>Pupils who are new to the school are provided with the appropriate support.</p> <p>The headteacher / SENCO identify pupils with additional needs and put provisions in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</p> <p>Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy.</p> <p>The headteacher to ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens.</p> <p>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying.</p> <p>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</p> <p>The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</p> <p>Bereavement is managed in line with the Bereavement Policy.</p>	HT All staff	L
Extra-curricular activities	<p>Review appropriateness of after school provision and reduce if required</p> <p>Inform parents to any changes to after school provision</p> <p>The head teacher determines when and how after-school clubs can resume.</p>	HT	L
Behaviour expectations	<p>The school's Behavioural Policy sets out behaviour expectations for pupils.</p> <p>Expectations are communicated clearly to pupils and parents.</p> <p>Pupils who are struggling to reengage with school are supported appropriately by relevant staff.</p>	All staff	L
Attendance	<p>Parents are informed, via newsletter, attendance expectations after following advice from OCC</p> <p>The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy.</p> <p>Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</p> <p>Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised.</p> <p>Any concerns from parents and pupils about being on school site are discussed between appropriate individuals.</p> <p>Families isolating or have confirmed cases within the household are contacted regularly by school (contact will be based on circumstances of the family but any vulnerable families will be contacted daily)</p>	HT	L

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Uni form	Expectations of uni form/clothing are communicated to pupils and parents.	HT	L
Practical measures in early years settings	Children are supervised when washing hands and are taught how to do so effectively. Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings. Ofsted is informed if there are any confirmed cases of coronavirus in the setting (either child or staff member) and if the setting is advised.	Class teacher	L
Emergencies	All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as possible in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies - medical emergencies are managed in line with the policy. The headteacher reviews whether adjustments need to be made to the fire drill - this is practised each time the number of pupils attending school changes significantly.	HT	L

Report of illness		Date:	Report of illness		Date:
Name of child			Name of child		
Nature of illness			Nature of illness		
Expected date of return			Expected date of return		
<b>CV19 Symptoms</b>		Tick all applicable			Tick all applicable
<b>a high temperature</b> - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)			<b>a high temperature</b> - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)		
<b>a new, continuous cough</b> - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)			<b>a new, continuous cough</b> - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)		
<b>a loss or change to your sense of smell or taste</b> - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal			<b>a loss or change to your sense of smell or taste</b> - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal		
<b>Follow up actions</b>		<b>Date</b>	<b>Follow up actions</b>		<b>Date</b>