



RISK ASSESSMENT – General Infection Control (incl. COVID-19)



SCHOOL NAME: Sacred Heart Catholic Primary School and Nursery
DATE: 01/09/21
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Approved by Governing Body: Sept 2021

Purpose of this document:

This document summarises our assessment of the risks that the school has to manage in relation to the control of infections, such as COVID-19. For further information about our planned response to an outbreak, please refer to our Outbreak Management Plan.

School procedures associated with this Risk Assessment, including reviews and updates, are to be effectively communicated with all stakeholders.

ISSUE	CONTROL MEASURES What will we do to make things safe?	Risk Level pre-action	ACTION REQUIRED/DECISION MADE What will we do to reduce any risks to a tolerable level? What procedures will we have?	Action completed Who? When by?	Risk Level post-action
INFECTON CONTROL - Follow public health advice on managing suspected/confirmed cases of COVID-19, self-isolation and testing					
INFECTON CONTROL - Follow public health advice on managing suspected/confirmed cases of COVID-19, self-isolation	<p>Ensure that pupils, staff and other adults do not come into school if they have COVID-19 symptoms. They should arrange to have a test.</p> <p>Ensure that pupils, staff or other adults that have tested positive in at least the last 10 days do not come into school.</p> <p>Ensure anyone who develops COVID-19 symptoms during the school day is sent home as soon as possible and should arrange to have a</p>	H	<p>Staff, pupils and families will be reminded that they must not attend school with symptoms and must arrange a PCR test, remain at home and notify school of the results as soon as possible.</p> <p>To be communicated consistently to staff/parents using staff briefings, newsletter and emails to parents/carers and by sharing this risk assessment with all stakeholders (including publication on school website). School will follow local and national guidelines at all times.</p> <p>All staff to be aware of the procedure that should be followed:</p> <ul style="list-style-type: none"> • Pupil to be moved to isolation area. • Classroom area around the person must be cleaned. 	JM/LC On-going	M

<p>and testing.</p>	<p>test.</p> <p>Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test.</p> <p>Approach to suspected case of COVID19 during school day in place:</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent / carer 		<ul style="list-style-type: none"> • Everyone who has been in ‘close contact’ must wash their hands thoroughly with soap and running water/use sanitiser. • Parent/carers to be contacted immediately. • Tissues/paper towels provided for anyone showing symptoms to cover mouth. • Staff to monitor pupil, whilst following strict social distancing and PPE guidance. • Separate, isolation toilet to be used, if necessary. Toilet to be cleaned and disinfected. • PPE to be stored in agreed location • Isolation area to be cleaned after use • Any tissues/refuse from a person with suspected Covid-19 should be disposed of following guidelines (wearing gloves, <u>double bagged</u> and stored in designated secure area) • Pupil to exit school site via an external route, wherever possible. • On departure, pupil/staff will be instructed to stay at home until they have been PCR tested for COVID-19. <p>Log of suspected and confirmed cases to be maintained by school office to monitor for outbreaks.</p> <p>Anyone who comes into the above ‘close contact’ with someone with COVID symptoms do not need to isolate or get a test unless they develop symptoms themselves.</p>		
	<p>Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms).</p>		<p>To be communicated consistently to staff and parents using staff newsletter/memos, website, emails from the headteacher, and by sharing this risk assessment with all staff and parents. School will follow national and local guidance at all times.</p> <p>Log of confirmed cases to be maintained by school office</p>		
<p>Containing any outbreak by following local health protection team advice</p>	<p>Work with local health protection team, and implement an Outbreak Management Plan, where an outbreak is suspected</p>	<p>H</p>	<p>School leaders to understand when it is necessary to work with the local health protection team and the possible need to implement an Outbreak Management Plan, where an outbreak occurs.</p> <p>The school’s Outbreak Management Plan considers the extra action that would be taken if the number of positive COVID19 cases substantially increases. This is because it could indicate</p>	<p>School Leaders Sept 2021, then on-going</p>	<p>M</p>

			<p>transmission is happening in the setting.</p> <p>The thresholds for an ‘outbreak’, detailed below, will be used as an indication for when to seek public health advice and implementation of an outbreak management plan. For whichever of these thresholds is reached first:</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 or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>The dedicated governmental advice service to be used for advice on action to be taken in response to a positive case – by calling the DfE helpline on 0800 046 8687 and selecting option 1.</p> <p>See school’s Outbreak Management Plan for an overview of how the school would operate if there were an outbreak within the school, or local area.</p>		
Asymptomatic testing	School staff to continue to engage with asymptomatic testing for staff in primary schools.	H	<p>School staff should continue to undertake twice-weekly home LFTs whenever they are on site in line with governmental recommendations</p> <p>Confirmatory PCR tests Staff with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19 to confirm the result. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to their setting, as long as the individual doesn’t have COVID-19 symptoms. Those with a negative LFD test result can also continue to attend school.</p>	LC from Sept 2021	M
First Aid / Medical care	Relevant policies and procedures have been reviewed and updated to give consideration to risk of transmission	H	The First Aid Policy includes instruction on the use of PPE, and the circumstances in which this should be donned	LaB Sept 2021	L

<p>gives consideration to risk of transmission</p>			<p>Induction training includes instruction on amended First Aid procedures</p> <p>On-going dynamic risk assessment will include sufficient numbers of First Aiders are available (review to take into account numbers and ages of pupils, with a particular focus on Early Years).</p> <p>Parents/carers contacted following review of care plans – does any medication need to be administered within school time or can it be done before or after school?</p> <p>Oral medicines e.g. pills/liquids Topical medicines e.g. cream Medicine boxes located in rooms where children have been relocated Ensure specialist trained staff for medical treatment available</p> <ul style="list-style-type: none"> • Medical care plans continue to be reviewed, where relevant, and risk assessment to be completed – to be shared with parents/staff • Class medical boxes to be re-distributed, where necessary, to relevant classroom(s) 	<p>LC Sept 2021</p> <p>LC/LaB Sept 2021, then on-going</p> <p>LaB/VM Sept 2021, then on-going</p>	
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Ensure good hygiene for everyone

<p>Robust hand hygiene</p>	<p>Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).</p>	<p>H</p>	<p>Staff/pupils to continue to wash/sanitise hands throughout the school day. School's enhanced provision of hand-sanitiser stations to be regularly refilled and their use encouraged.</p> <p>All staff and pupils are encouraged to regularly wash/sanitise their hands, especially at the following times:</p> <ul style="list-style-type: none"> • on arrival at school • on return from breaks (break and lunchtime) • before eating • after eating • after toileting • after sneezing/coughing/runny nose <p>Supervision of hand sanitiser use given risks around ingestion.</p>	<p>JM / LC / JW / All staff</p> <p>On-going</p>	<p>M</p>
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			Small children / pupils with complex needs should continue to be helped to clean their hands properly. Staff members who support these children should wash their hands more regularly than other staff.		
	Building hand hygiene routines for school visitors	H	Visitors to the school to use hand sanitiser on arrival at school and departure	Office staff On-going	M
Robust respiratory hygiene	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it'	H	<p>Teach children hygiene rules – sneezing (tissues or elbows), coughing (tissues/elbows), runny nose, after sneezing/coughing, toileting, food, use of paper towels, coughing/sneezing into your arm when tissues are not readily available</p> <p>Tissues used to capture sneezes disposed of into bins (catch it, bin it, kill it)</p> <p>Ensure sufficient resources/equipment for children/staff to 'bin it':</p> <ul style="list-style-type: none"> • Tissues • Hand sanitiser • Bin • Cleaning resources (out of the reach of children) • Disposable gloves <p>Pupils with complex needs, involving struggles to maintain good respiratory hygiene or use of saliva as a sensory stimulant should be considered within individual risk assessments.</p>	<p>All staff On-going</p> <p>JW On-going</p> <p>VM On-going</p>	L
Use of face coverings	The use of face coverings will continue to be encouraged by all school staff (unless medically exempt) in corridors and communal areas where social distancing between adults is not possible	M	<p>In situations where social distancing between adults is not possible, we continue to encourage the use of face coverings for adults on site, for both staff and visitors. We continue to recommend that adults wear face coverings when:</p> <ul style="list-style-type: none"> • moving around the premises, outside of classrooms • in communal areas such as the staffroom (face coverings can be removed when eating/drinking) • use of PPE is also recommended when it is not possible to meet 2-metre social distancing rules, e.g. comforting pupils if they are upset, supporting pupils with SEND, working in close proximity to pupils 	<p>All adults On-going</p>	L

			Acknowledgement given to the fact that some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs. Visitor Policy and Procedure updated in accordance with above.		
Use of PPE	School staff have a good understanding of the circumstances in which PPE is required, and how this should be donned/removed/disposed of safely.	H	Most school staff will not require PPE beyond what they would normally need for their work. If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. Additional PPE for COVID-19 is only required in a very limited number of scenarios: <ul style="list-style-type: none"> if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary Guidance on the use of PPE in education provides more information.	LaB Sept 2021	L

Maintain appropriate cleaning regimes

Enhanced cleaning regime	Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime.	H	Additional contact cleaning during the school day will continue upon return to school in September 2021. Bins (particularly those containing tissues) emptied throughout day	JM/LC/JW On-going	L
	The First Aid room is cleaned frequently	H	The First Aid room is cleaned after each use	Office staff On-going	L
	Enhanced cleaning regime of shared resources to be maintained. Equipment used by pupils and staff will be cleaned at the end of each day or before it is used by another person.	M	All classes will continue to be provided with cleaning resources for staff to use as and when required (staff to request replenishment from the Site Manager as required)	Class staff On-going	L
	If an area is suspected to have been contaminated (e.g. a positive case is detected for a member of the class), the room will be thoroughly cleaned before further use.	M	Contaminated areas to be thoroughly cleaned before use by others. Waste, including used cleaning resources, to be disposed of in	LC/JW	M

			line with COVID-19 waste guidelines		
	Increased use of hazardous substances by a wider range of staff to be managed in line with COSHH management – minimising the risk of chemicals leading to ill-health or fire	M	<p>Suitable storage and management of flammable hand sanitiser is in place</p> <p>All chemicals used for the cleaning of school buildings and equipment are COSHH assessed, stored and managed appropriately</p> <p>COSHH safety briefing has been completed, as part of induction and refresher training issued at beginning of academic year</p> <p>Chemicals provided in classrooms are stored out of reach of pupils</p> <p>Appropriate PPE is available for all cleaning, including suitable PPE for cleaning of potential COVID-19 contaminated rooms</p>	LC/JW	L

Keep occupied spaces well ventilated

Keeping occupied spaces well ventilated	Ensure that occupied areas in the school are well ventilated and a comfortable teaching environment is maintained.	M	<p>Ventilation to be achieved by:</p> <ul style="list-style-type: none"> natural ventilation – windows to be opened (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Internal doors to be open to assist with creating a throughput of air natural ventilation – if necessary, external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures are also to be used:</p> <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor 	All staff On-going	L
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			<p>clothing – pupils to be allowed to wear additional layers (non-uniform items are permissible)</p> <ul style="list-style-type: none"> rearranging furniture where possible to avoid direct drafts <p>Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>		
	Poorly ventilated spaces identified and steps taken to improve fresh air flow	M	<p>Poorly ventilated spaces identified:</p> <ul style="list-style-type: none"> 'SFA room' SENCO office <p>Steps identified to minimise risks when using these areas:</p> <ul style="list-style-type: none"> Internal doors to be propped open to improve air flow Use of mechanical ventilation system to improve extraction of air from room Minimal occupancy to be maintained 	All staff On-going	M
	Particular consideration given to ventilation when holding events where visitors are on-site	H	Risk assessments for school events to give consideration to ventilation of shared spaces	LC / All staff On-going	M

Additional safety measures/information

Minimise contact between individuals/shared resources	Some emphasis will continue to be given to maintaining some distinct 'groups' to reduce the risk of transmission and outbreaks across the school.	M	<p>There are no longer restrictions in place for pupils to be maintained in 'bubbles'.</p> <p>Arrival/dismissal, break-time and lunch-time, and assembly arrangements to revert to previous arrangements. The school's Outbreak Management Plan covers the possibility of a reintroduction of restrictions on mixing of pupils for a temporary period in case of local outbreak.</p> <p>School staff should continue to use a cautious approach with arrangements and mixing of groups, particularly indoors.</p>	JM/All staff Sept 2021, then on-going	L
	Consideration to continue to be given to whether meetings need to take place in person or can be managed effectively remotely	M	On-going consideration to be given toward whether meetings can take place effectively using remote means, rather than in person. In person meetings, will continue to consider social distancing measures.	All staff On-going	L
	RESOURCES FROM PUPILS' HOMES Pupils to limit the amount of equipment they bring into school each day to essentials.	H/M	<p>Equipment coming into school to continue to be limited to essentials</p> <ul style="list-style-type: none"> lunch boxes 	JM / Class Teachers Sept 2021,	M

		H/M	<ul style="list-style-type: none"> hats coats books bags water bottles <p>Storage areas to be determined for all items coming into school: cloakroom/locker area, lunchbox trolleys. Particular care is required for storage of water bottles (high risk of contamination).</p>	then on-going	M
		H/M	<p>On-going consideration to be given toward items coming in from home</p> <ul style="list-style-type: none"> limiting items to those that contribute to pupil education and development (e.g. homework, reading books) use of quarantine boxes to be used to 'quarantine' returning items / enhanced hand washing/hygiene measures for those handling items 	Class teachers Sept 2021	M
	STAFFROOM	H	<p>STAFFROOM</p> <p>Cups, plates, glasses, cutlery washed immediately after use or placed in dishwasher – used items <u>must not</u> be left in sink</p> <p>No communal food/items for sharing to be left in staff room</p>	All staff Sept 2021, then on-going	M
Extra-curricular provision	Extra-curricular provision to operate in line with wider protective measures in operation across the school, giving particular consideration to enhanced hygiene measures	H	<p>Resources to be cleaned regularly.</p> <p>Pupils to wash their hands/use hand sanitiser on arrival/dismissal.</p> <p>Deep cleaning of hall dining hall/tables after use, where this area is used.</p>	JM/LC/LaB Sept 2021, then on-going	M
Lunchtime arrangements	Lunchtime arrangements can revert back to previous arrangements.	H	<p>Pupils to be discouraged from passing / sharing cutlery or drinking cups</p> <p>Tables must still be deep-cleaned on a regular basis throughout dinner time activities</p>	All staff Sept 2021, then ongoing	M

	Arrangements for School Fruit and Vegetable Scheme (SFVS) - for pupils aged 4-7 - in place so that the risk of contact is reduced.	H	<p>The fruit/vegetable bags will be left for collection in the hall each morning. Class LSAs to collect for their class.</p> <p>Fruit / veg to be washed before distribution (in line with SFVS fact-file).</p> <p>Fruit / veg to be 'handed' to pupils (staff to wash hands), rather than pupils 'helping themselves'.</p>	Class Teachers Sept 2021	L
Educational visits	Arrangements for off-site educational visits to give regard to COVID-19 operational measures.		A full and thorough risk assessment, which gives regard to public health advice such as hygiene and ventilation requirements, to be undertaken.	LC / Class teachers On-going	
Pupil attendance	<p>School attendance remains mandatory for all pupils of compulsory school age and it remains a priority to ensure that as many children as possible regularly attend school.</p> <p>Staff to understand how arrangements for recording attendance/absence.</p>		<p>Pupil absence to be recorded as code X - where pupils are not attending in circumstances related to coronavirus – where they are required to self-isolate or quarantine</p> <p>Pupil absence to be recorded as code X - where pupils are unable to return from abroad. OR Pupil absence to be recorded as code Y – pupil unable to attend due to exceptional circumstances.</p> <p>Pupil absence to be recorded as code I (illness) – where pupils are unable to attend because they have a confirmed case of COVID-19</p>	Office staff/LaB Sept 2021, then on-going	
Remote education	<p>Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.</p> <p>Restricted on-site attendance, in response to an outbreak of infections, would only be implemented on the recommendation of Public Health.</p>		<p>School has developed an effective remote learning strategy and provision. Full details are available within our Remote Learning Policy on the school website.</p> <p>The school has laptops which can be loaned out at short notice for pupils who have to self-isolate and would otherwise have no access to a device.</p> <p>Where a class, group or small number of pupils needs to self-isolate or shield, should have access to remote education as soon as reasonably practicable, which is the next school day (where such pupils are not physically unwell).</p> <p>SENCO to work with Class Teachers and families to ensure a curriculum for pupils with SEND that is appropriate for their</p>	LC / Class Teachers VM On-going	

			level of need. Have systems in place for checking daily whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern	LaB/VM On-going	
Staff workforce	Consideration given to the risk of exposure to the virus, with particular attention on CEV staff.	M	CEV staff are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in CEV guidance to minimise their risk of exposure to the virus. Outbreak Management Plan, to be consulted in the case of an outbreak, to give consideration to CEV staff	All staff On-going	L
Communication of safety measures	School safety procedures, including reviews and updates, are to be effectively communicated with all stakeholders.	M	The school informs parents, pupils, employees and visitors of the COVID-19 protective measures that are in place Staff induction includes training on COVID-19 safety measures and procedures that must be followed	LC Sept 2021, then on-going	L