

## Coronavirus (COVID-19) Risk Assessment Tool

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| Academy: Ecton Village Primary Academy |          |  |  | Location(s)/Site(s): West Street, Ecton, Northampton |  |  |  |
| Carried out by: Kate Cleaver           |          |  |  | Date: 26.8.21  |  |  |  |
| Review Dates:                          | 4.1.2022 |  |  |  |  |  |  |

| Travelling to and From the Workplace  |   |  |
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| Persons at Risk   | Possible Precautions  | Actions Taken  |
| <p><i>School Staff</i><br/><i>Students and families</i></p>   | <p>Encourage students/families and children to time their journey to and from school to avoid congregating at entrance or exit points into school.</p> <p>Provide guidance to staff who have no option other than using public transport:</p> <ul style="list-style-type: none"> <li>• Purchase e-tickets or use contactless methods where possible,</li> <li>• Wear face coverings in enclosed public spaces,</li> <li>• Carry anti-bac wipes and/or hand sanitiser,</li> <li>• Maintain social distancing of 2 metres,</li> <li>• Maintain good levels of ventilation e.g. open windows if possible,</li> <li>• Avoid eating, drinking or touching the face while travelling,</li> <li>• Wash your hand for 20 seconds on entry into workplace.</li> </ul> <p>If two or more staff need to travel together in vehicles:</p> <ul style="list-style-type: none"> <li>• Encourage them to remain in teams and avoid crossover with other groups,</li> <li>• Encourage them to wear face coverings where possible,</li> <li>• Travel with windows open where possible,</li> <li>• Do not face each other,</li> <li>• Wear disposable gloves when refuelling,</li> <li>• Wash your hands for 20 seconds on entry into the work place.</li> </ul> | <ul style="list-style-type: none"> <li>• Families will be invited back onto the playground to drop off and collect children. Social distancing will be encouraged through the use of signage of the gate and polite reminders from staff.</li> <li>• No staff use public transport.</li> <li>• Staff do not car share.</li> <li>• One member of staff comes by taxi. She carries hand sanitizer and sanitizes her hands in the taxi and as she leaves. Taxi company sanitize door handles, seatbelts and seats between passengers and the drivers wear masks. The member of staff wears a face mask in the taxi. No money is exchanged as the taxi is funded through a scheme to support visually impaired adults who work.</li> </ul> |
| Arriving at, Moving around and Departing the Workplace  |   |  |
| Persons at Risk   | Possible Precautions  | Actions Taken  |
| <p><i>All Staff</i><br/><i>Students and families</i><br/><i>Visitors</i><br/><i>Contractors</i></p> | <p>Consider arrangements for storage of additional cycles, clothing, helmets and accessories used by staff.</p> <p>Provide clear signage and guidance for students/families to encourage 'hands, face, space' at the start and end of the school day.</p> <p>Instruct staff, pupils and visitors to wash/sanitize their hands on arrival and on departure.</p>  | <ul style="list-style-type: none"> <li>• There is no on-site parking at EVPA. Staff and families will continue to park on the streets around the school. All will be advised to adhere to social distancing measures.</li> </ul>   |

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|  |  | <ul style="list-style-type: none"> <li>• We will continue to open the double gate each morning – this is a wider access point and avoids the need to touch the gate.</li> <li>• Parents will be advised to maintain social distancing on the playground.</li> <li>• If entering the school building, visiting adults will be asked to wear face masks.</li> <li>• When inside the school building children will walk in single file (this is normal for the children at EVPA).</li> <li>• The main gate will be propped open and staffed JJ will create a list of staff on site. There are no sign in touch points.</li> <li>• Hand sanitizer pumps will be placed the reception area and in all classrooms. The hand sanitizing routine was fully embedded during the academic year 20/21. Staff and pupils will be given reminders to continue with this routine.</li> <li>• Teachers to use SIMS registers from September in line with usual attendance recording</li> <li>• Paper register to be used for visitors.</li> </ul> |
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| Visitors, Contractors and Receipt of Deliveries   |   |   |
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| Persons at Risk   | Possible Precautions  | Actions Taken   |
| <p><i>Staff</i></p> <p><i>Visitors</i></p> <p><i>Contractors</i></p> <p><i>Cleaners</i></p> | <p>Ensure that staff are aware of how to spot any symptoms of COVID-19.</p> <p>Ensure that visitors and contractors are aware of current hygiene requirements. Consider using signage or leaflets in entrance area.</p> <p>Provide hand sanitiser at signing in for visitors and contractors on arrival.</p> <p>Remove magazines and other items from reception areas, which might be touched by visitors.</p> <p>Regularly clean down surfaces which visitors or contractors may have touched.</p> <p>Retain screens for reception personnel, and methods of reducing contact.</p> | <ul style="list-style-type: none"> <li>• Any visitors to follow the school's procedures and routines for hygiene and handwashing.</li> <li>• Adults to be signed in by JJ. Paper register to be kept and to be used in the event of an evacuation</li> <li>• A notice on the gate will ask that any visitors displaying symptoms of Covid-19 to not enter the school grounds or building.</li> <li>• All visitors to sanitize hands on entry and on exit to the school building.</li> <li>• Visitors will be asked to wear face masks.</li> <li>• Contractors to use hand sanitiser stations on site when moving between spaces.</li> </ul> |

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|  |  | <ul style="list-style-type: none"> <li>External agency staff working with children to provide their own organisation risk assessment in line with Government guidance updates.</li> </ul> |
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| General Workplace Precautions and individual risk assessments  |  |  |
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| Persons at Risk  | Possible Precautions   | Actions Taken  |
| <p><i>Staff</i><br/><i>Visitors</i><br/><i>Contractors</i></p> | <p>Regularly monitor Government guidance, and issue regular bulletins and updates to staff.</p> <p>Ensure 2-metre distancing where possible in face to face meetings and follow good hygiene practices (Hand sanitising etc).</p> <p>Display instructions, posters and notices around school. Provide information on websites/intranet sites.</p> <p>Ensure plentiful supplies of hand soap etc within wash rooms. Review stocks and procurement arrangements in anticipation of increased demand and reduced supply.</p> <p>Continue with non-touch bins (pedal bins etc.).</p> <p>Provide facilities for potentially contaminated waste to be double-bagged and quarantined for 72 hours before disposal.</p> <p>Encourage staff to discuss any concerns with their line manager, particularly if they have any underlying health issues or concerns regarding at-risk family, relatives and cohabittees.</p> <p>Consider risks to any staff who might be at increased risk due to weakened immune systems or other health issues. This includes those staff with protected characteristics, with underlying health conditions (CEV) or who are pregnant. This risk assessment should be reviewed regularly.</p> <p>Remind staff about procedures for reporting that they have developed coronavirus symptoms at work, and ensure that they communicated to all necessary staff.</p> | <ul style="list-style-type: none"> <li>KC to lead staff training 1.9.20 to ensure all staff are clear on new processes and procedures in line with the latest guidance:<br/><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></li> <li>JJ to monitor stock levels of hand sanitizer, soap etc.</li> <li>Expectations about handwashing and hand sanitising to be shared. Poster reminders to be displayed around school.</li> <li>Cleaners to empty all bins, at the end of each day.</li> <li>If anyone in the academy becomes unwell with Covid-19 symptoms they will be asked to go home and have a PCR test.</li> <li>If a child in the setting becomes unwell, they will be removed to KC's office where they can be monitored and supported until they are collected by their parents or carers. They will be advised to book a PCR test.</li> <li>No close contacts under 18 years old, or an adult who has been double vaccinated will be required to self-isolate, but will be encouraged to book a PCR test.</li> <li>The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.</li> <li>The isolation room will receive a deep clean.</li> <li>Hygiene waste of suspected or confirmed cases to be double bagged and kept in lidded bins. Appropriate PPE, gloves, aprons and sanitising wipes to be used. Separate external bin for hygiene waste, black lidded</li> </ul> |

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|  |  | <p>bin, not currently in use to be used and not collected until 72 hours have passed.</p> <ul style="list-style-type: none"> <li>All staff have the option to take part in regular lateral flow testing at home. New staff to be invited to take part in twice weekly testing.</li> </ul> |
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| Office and Teaching Areas                 |  |   |
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| Persons at Risk                           | Possible Precautions   | Actions Taken   |
| <p>Staff<br/>Visitors<br/>Contractors</p> | <p>If necessary, introduce additional sanitising stations at key locations around the site.<br/>Encourage good housekeeping and clear desks so that surfaces can be cleaned.<br/>Continue to use non-touch bins (pedal bins etc.).<br/>Provide additional tissues and soap/sanitiser in each area.</p> | <ul style="list-style-type: none"> <li>Classrooms and all hard surfaces to be deep cleaned at the end of each day.</li> <li>Teaching spaces and offices to have access to antibacterial spray and cloths for wiping of tables and hard surfaces twice a day.</li> <li>'Sniffle stations' in each classroom, office space and shared area</li> <li>All adults to use their own technology which they are responsible for cleaning and not sharing.</li> <li>All staff to maintain a 'clean desk' approach in order that their workstations can receive a daily deep clean.</li> <li>Windows should be kept open in classrooms and shared spaces (staff room) to maintain a well ventilated space.</li> <li>Families will be reminded that children should wear their school uniform including a jumper to ensure children can maintain a comfortable level of warmth throughout the day</li> <li>Heating levels will be reviewed regularly to ensure comfortable temperatures are maintained whilst ventilation is increased, particularly during colder weather.</li> </ul> |

| Welfare and Communal Rest Areas |                                     |  |
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| Persons at Risk                 | Possible Precautions                | Actions Taken  |
| <p>Staff</p>                    | <p>Stagger breaks if necessary.</p> | <ul style="list-style-type: none"> <li>Use dishwasher hot wash for all wash cycles.</li> </ul> |

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| <p>Visitors<br/>Contractors<br/>Cleaners</p>                      | <p>Provide additional tissues and soap/sanitiser in each area.<br/>Continue to use non-touch waste bins<br/>Provide anti-bac wipes or sanitiser and instruct staff to wipe down any remaining equipment before and after use.</p>  | <ul style="list-style-type: none"> <li>• Breaks will not be staggered, but social distancing will be encouraged.</li> <li>• Hand wash in staff toilet area for all staff and handtowels to dry hands.</li> <li>• Anti-bacteria spray and cloths available for all staff in bubbles, to use as and when needed.</li> <li>• 'Catch it bin it kill it' posters and sniffle stations available in staffroom</li> <li>• Staff should wear face coverings when moving around the building and in communal areas. It is not expected that staff wear face coverings in classrooms or when direct teaching.</li> <li>• CO2 monitors have been allocated to 3 specific rooms due to concerns with ventilation, they should be constantly monitored by the adults in the room throughout the day. When levels rise, action to increase ventilation must be taken. E.g. opening additional windows, doors or external doors.</li> </ul> <p>Current allocations: mobile classroom, staff room and KC's office.</p> |
| <b>Attending Meetings, Visiting Clients, Attending Sites etc.</b> |  |  |
| <b>Persons at Risk</b>  | <b>Possible Precautions</b>  | <b>Actions Taken</b>   |
| <p>Staff<br/>Visitors<br/>Contractors</p>                         | <p>Offer the option of video conference calls or meetings where practical.<br/>Review end-of-job procedures and arrangements for handing over items. E.g. cleaning surfaces.<br/>Encourage staff to follow official guidance relating to good hygiene procedures.<br/>Provide sanitiser, wipes etc to staff visiting other sites/premises.</p> | <ul style="list-style-type: none"> <li>• Staff meetings will take place face to face, but within social distancing guidelines and in a well ventilated space. Video conference calls will continue to be an option where appropriate.</li> <li>• Deep cleaning of all classrooms to happen at the end of each day.</li> <li>• All staff to use anti-bacterial spray and cloths to wipe down surfaces throughout the day when required.</li> <li>• A record of all visitors must be kept to support NHS Test and Trace.</li> <li>• External agency workers must also provide a risk assessment from their organisation around their safer working practices. This must be checked by a member of SLT for suitability and compatibility with the academy procedures prior to entry into the building.</li> </ul>   |

| Sanitary and Toilet facilities               |  |  |
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| Persons at Risk                              | Possible Precautions   | Actions Taken  |
| <p>Staff</p> <p>Students</p> <p>Visitors</p> | <p>Provide additional soap/sanitiser and paper towels as required.</p> <p>Arrange for regular cleaning of toilet facilities, with particular attention to door handles, door locks, toilet flush and taps.</p> | <ul style="list-style-type: none"> <li>Children's toilets will be regularly cleaned and a deep clean will be carried out at the end of each day.</li> <li>Signage will encourage thorough handwashing.</li> <li>Staff have their own toilet facilities which will be cleaned regularly and deep cleaned at the end of each day.</li> </ul> |

| Outbreak Management and Business Continuity Plan |   |   |
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| Persons at Risk                                  | Possible Precautions  | Actions Taken   |
| <p>Staff</p> <p>First Aiders</p>                 | <p>Follow procedures for any staff who become unwell at work, and identify designated facilities or rooms for assessment.</p> <p>Consider arrangements for how those taken ill whilst at work would get home.</p> <p>Ensure that staff contact numbers and emergency details are up to date.</p> <p>Review HR, absence and sickness procedures.</p> <p>Identify key roles whose absence would have a significant impact on the safe operation of business.</p> <p>Review contingency and business continuity plans for increased staff absence and potential closure or partial closure of business premises.</p> <p>Ensure all staff complete at least twice weekly testing using lateral flow devices.</p> <p>Pupils on secondary age should also complete twice weekly testing using lateral flow devices.</p> <p><b>Covid-19 symptoms and procedures</b></p> <p>The main symptoms of coronavirus (COVID-19) are:</p> <ul style="list-style-type: none"> <li><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)</li> <li><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)</li> <li><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</li> </ul> | <ul style="list-style-type: none"> <li>Whole school medical list printed and stored in folder in the Front Office.</li> <li>If a child is reported to have symptoms, the child will be taken to KC's office. They will be kept in this room until their parents arrive and collect them. Child will need to leave school and isolate for 10 days .</li> <li>The rooms will be deep cleaned by site member of staff wearing appropriate PPE.</li> <li>Should the academy become aware of an outbreak of coronavirus (COVID-19) Leaders would contact Rob or Colin in the Trust in the first instance: <ul style="list-style-type: none"> <li>Rob – 07795684033</li> <li>Colin - 07545102390</li> </ul> </li> <li>Trust leaders should contact the local health protection team.</li> <li>All staff should continue to use lateral flow tests twice weekly (even if part time).</li> <li>Results should be recorded online with test and trace</li> </ul> |

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If an adult develops symptoms of Covid-19 on site:

- Ensure senior leader or line manager and first aider is informed as soon as possible;
- Go home immediately;
- Avoid touching any doors, handles, surfaces or work equipment;
- Cough or sneeze into a tissue and place it in the bin, or into the crook of the elbow if tissues are not available;
- Book a PCR test

If a student develops symptoms of Covid-19 on site:

- Ensure a senior leader and first aider is confirmed as soon as possible;
- Informs parent(s)/carer(s) and isolate the student until they can be collected and taken off site;
- Avoid them touching any doors, handles, surfaces or work equipment;
- Cough or sneeze into a tissue and place it in the bin, or into the crook of the elbow if tissues are not available;
- Book a PCR test

### Outbreak Management

If you have several confirmed Covid cases in a 14 day period you may have an outbreak.

You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

DfE Guidance from 19<sup>th</sup> July 2021 suggest enhancing the following four mitigation methods should an outbreak be identified:

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

Remote Education arrangements for individuals who are isolating or larger groups should be considered and planned for.

Further useful guidance can be found at:

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance)

[When to self-isolate and what to do - Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus-covid-19/when-to-self-isolate-and-what-to-do)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)

[Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/get-a-free-pcr-test-to-check-if-you-have-coronavirus-covid-19)

[Coronavirus \(COVID-19\): test kits for schools and FE providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-test-kits-for-schools-and-fe-providers)

- Negative results should be recorded on the academy Forms
- Positive and void tests must be notified to KC and JS immediately
- All members of staff, including those who have tested positive for Covid within the last 90 days, should continue to take lateral flow tests twice weekly
- Tests should be completed for all members of staff on a Sunday and Wednesday evening
- Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.
- Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart.
- This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.
- There is a graphic at the end of the risk assessment to support with this decision making.

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|  | <p><a href="#">Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk)</a></p> <p><a href="#">COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Health and safety: responsibilities and duties for schools - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Information about the Coronavirus (e-bug.eu)</a></p> <p><a href="#">Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk)</a></p> <p><a href="#">COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</a></p> <p><a href="#">CIBSE - Coronavirus, SARS-CoV-2, COVID-19 and HVAC Systems</a></p> <p><a href="#">Red, amber and green list rules for entering England - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Remote Education Temporary Continuity Direction: explanatory note - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Get Help with Remote Education - GOV.UK</a></p> <p><a href="#">Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</a></p> |  |
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## Coronavirus (COVID-19) Risk Assessment Action Plan

| Ref | Action | By Whom | By When | Status |
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