

Educational Setting	Heltwate School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	A.Ashworth, M.Nelson, A.Brewster 19/04/2022
Review Date	07/06/2022

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Workforce contracting Covid-19 / testing		<p>Staff are encouraged to take up the vaccine and enabled to attend vaccine appointments where practical. Further details here https://www.thevaccinators.co.uk/</p> <p>Staff are encouraged to notify the school when they have completed their vaccine course (to enable long term planning)</p> <p>Staff/children that meet the criteria of clinically vulnerable, clinically extremely vulnerable or pregnant should follow the advice for the general public unless otherwise advised by a specialist.</p> <p>Staff may choose to continue to test, either with residual free testing kits (while available) or via kits purchased from pharmacies.</p>	<p>Links to further guidance</p> <p>https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19</p>	All Staff	On going	N/A

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Symptoms of Covid-19 / Positive cases / isolation rules	Pupils Staff Visitors	<p>Staff to be aware of the symptoms of Covid-19</p> <p>Overall there are now 9 identified symptoms, however the following are the main ones</p> <ul style="list-style-type: none"> • A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature) • A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual) • Loss or change to sense of smell or taste – they cannot smell or taste anything, or things smell or taste different to normal <p>Pupils/Staff who have a high temperature or do not feel well enough to attend work are advised to stay at home and avoid contact with others.</p> <p>Staff who have a positive test should stay at home and avoid contact with other people for 5 days. Staff can return to school after 5 days provided they have no high temperature and feel well.</p> <p>Although many people will no longer be infectious to others after 5 days, some people may be infectious to other people for up to 10 days from the start of their infection. You should avoid meeting people at higher risk of becoming seriously unwell from COVID-19, especially those whose immune system means that</p>	<ul style="list-style-type: none"> • Inform Transport of suspected or confirmed case • Cases are to be reported to Local Authority for monitoring purposes. • Staff to social distance 2m from person with symptom until they are collected, if not possible a face mask is to be worn. 	All staff	On going	N/A

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		<p>they are at higher risk of serious illness from COVID-19, despite vaccination, for 10 days after the day you took your test.</p> <p>At the Headteachers discretion the school may ask staff/pupils not to attend school to protect other pupils and staff from possible infection with Covid-19, this may be due to</p> <ul style="list-style-type: none"> • Unnecessary risk • Staff/pupil vulnerabilities (i.e CEV/Pregnancies etc) • Ability to social distance in setting • Ventilation levels in area of work <p>Close contacts are no longer required to self-isolate</p>				
Remote Learning		<p>If a group is sent home, teachers are to provide remote learning on the following day of absence</p> <p>Details can be obtained through the remote learning policy.</p> <p>Teachers to assess whether pupil has access to ICT, if not communicate with Kim to arrange access or alternative arrangements</p>	<ul style="list-style-type: none"> • Webfiltering software to be present on any laptops being sent home for pupils to use. 	Teachers	As required	N/A
Personal Protective Equipment / clothing		<p>Face Masks</p> <ul style="list-style-type: none"> • Staff may choose to continue to wear face coverings in communal areas 		All Staff	On going	N/A

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Classroom Environment / Increased risk of transmission	Pupils Staff Visitors	<ul style="list-style-type: none"> Classrooms should be well ventilated, through open windows as much as possible, open doors. Signs/posters to be put on display in class reminding of class rules, i.e wash you hands, catch it, bin it, kill it etc. Use equipment that is easy to be clean Shared resources to be cleaned regularly Soap sanitiser and disposable hand towels in each room. 	<ul style="list-style-type: none"> Where teacher shortages exist. Teaching Assistants or other staff may be required to monitor groups under a teacher's supervision. CO2 monitors placed in classrooms to monitor CO2 levels. 	Class Teachers	On going	N/A
Physical activities		<ul style="list-style-type: none"> Timetabled session for access to Sports. Where possible outside activities should be considered Equipment to be thoroughly cleaned between use 				
School trips/ minibuses	Staff Pupils	<ul style="list-style-type: none"> Any educational visits must be conducted in line with relevant coronavirus secure guidelines and regulations in place at that time. School minibuses are only to be used for travelling for an approved Educational visits, education provision or between site All trips/visits risk assessments must include Covid-19 control measures. 	All educational visits to be approved by Kim.	Teacher	On going	N/A
Lunchtime Catering facilities	Pupils Staff Contractors	<ul style="list-style-type: none"> Ensure handwashing takes place before and after meal times Some pupils will dine in their classrooms, some groups are timetabled to use the hall and library. School meals to be collected by a nominated staff member from the school kitchen for each class. Plastic trays being used by some pupils Pupils/staff should not share food with others Any shared appliances used, should be cleaned after use. 		DHT	On going	N/A

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Communication		<ul style="list-style-type: none"> Weekly briefings to be held for staff to update on changes 	<ul style="list-style-type: none"> Keep upto date with latest information from the Government / LA Network with other schools 	All staff	On going	N/A
Children who are clinically extremely vulnerable contracting Covid-19	Staff/Pupils	All Staff/pupils who are CEV should attend school unless they are one of the very small number under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.		SLT	On going	N/A
Lack of staff	Pupils	<ul style="list-style-type: none"> School to consider reduced staff risk assessment to ascertain appropriate action to ensure health and safety of the pupils, this will need to be assessed on a class by class basis as situations arise. Assessment of availability of staff for all activities during the school day has been completed. Supply staff maybe used to cover absences if required and should be briefed on the social distancing measures in place. 	<ul style="list-style-type: none"> groups maybe asked not to come into school if staffing levels become too low to maintain health and safety of the group. Those pupils who cannot attend school should have remote learning in place. 	HT / DHT	On going	N/A
Management and control of visitors	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> Where possible reduce the need for visitors to enter school, however these can now take place. Visitors should minimise contact and maintain as much distance from staff/pupils as possible Hand sanitiser available at school entrance, all visitors in school should be asked to use these before entering the school. Visitors/Staff to sign in using the digital visitor system, sanitise hands before and after using the screen. 		All Staff	On going	N/A

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General Hygiene / Infection control		<ul style="list-style-type: none"> Minimise movements around school where possible Where possible maintain distance from others Avoid where possible using another staff members desk or equipment that are not in your work area. Use electronic communication where feasible All Classrooms have hand washing facilities Gel hand sanitisers to be made available for staff, where washing facilities are not readily available. Staff, students and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Promote hygienic practices at all levels and for all staff, with emphasis on handwashing and respiratory etiquette Posters displayed around school 	<ul style="list-style-type: none"> Posters, leaflets and other materials are available for display. Display prominently. https://www.peterborough.gov.uk/healthcare/public-health/coronavirus/coronavirus-campaign-for-communities#posters-0-0 Systems communicated to staff to avoid need to visit offices i.e electronic orders 	All Staff	On going	N/A
Cleaning / Cross contamination, control of infection (discreet), including toilets and wash rooms	Pupils Staff Visitors	<ul style="list-style-type: none"> Mid morning clean to shared facilities and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, Door handles and push plates, Lift and hoist controls, Staff to clean <ul style="list-style-type: none"> Hygiene facilities after use 	<ul style="list-style-type: none"> Ensure the COSHH training has been provide and appropriate PPE is available (i.e gloves) 	All staff	On going	N/A

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		<ul style="list-style-type: none"> ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles. ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. ● COSHH data sheets made available to staff for products they have been allocated ● Chemicals to be stored away out of reach of children at all times ● Contract cleaners provide their own cleaning products and PPE. 				