

Educational Setting		Trumpington Federation (Fawcett & Trumpington Meadows Primary Schools)				
Activity / Task		COVID-19 Risk Management Assessment (Educational Settings)				
Completed by & Date		Sarah Buckerfield, Shameem Khan & Ori Dalton September 2021 Updated January 2022				
Review Date		Regularly				
What are the hazards?	Who might be harmed and how?	What are you doing already/what are you planning to do?	What further action is necessary?	Action by whom?	Action by when?	Done
Workforce contracting Covid-19	Staff, pupils and visitors to the school	<ul style="list-style-type: none"> Staff are encouraged to take up the vaccine and enabled to attend vaccine appointments where practical. Further details here https://www.thevaccinators.co.uk/ Staff are encouraged to notify the setting when they have completed their vaccine course (to enable long term planning) – <i>please note staff do not have to share medical information with their employer if they do not wish to</i> Staff will be encouraged to take Lateral Flow Tests twice a week and to share results with school via google form and report them to the national system online Staff/children that meet the criteria of clinically vulnerable or clinically extremely vulnerable, have a risk assessment completed to identify any suitable control measures that must be in place to keep them safe in the setting. This should be completed with reference to the HSE guidance Protect Vulnerable Workers during the Coronavirus (Covid-19) Pandemic 	HR team to contact relevant members of staff	Lucy T	10/09/21 On-going	
Children who are clinically extremely vulnerable contracting Covid-19		<ul style="list-style-type: none"> All children who are CEV should attend their setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. 	All children will have a risk assessment and where necessary virtual learning provided	SLT		
Positive case within the setting		<ul style="list-style-type: none"> Close contacts will be identified by the NHS Test and Trace service and advised on requirements to self-isolate. From 16th August only adults over 18 years who have not received two vaccinations will be required to self-isolate on contact with a positive case. 	Staff and children displaying symptoms must follow Public Health England guidance – see poster Appendix 1.	Staff team SLT	As per emerging case	

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		<p>Children under the age of 18 and adults who have received two doses of an authorised Covid-19 vaccine more than two weeks previously will no longer have to self-isolate if they are in close contact but will be advised to take daily LFTs for 7 days and get a PCR test as availability allows as per Government announcement from 11th January 2022.</p> <ul style="list-style-type: none"> • SLT to email/liaise with LA EmergencySchool.Closure@cambridgeshire.gov.uk • If advised by Public Health via a supportive call the setting should implement their Outbreak Management Plan, which could result in re-instating further protective measures (such as use of face coverings, ring-fenced classes, staggered start & finish times etc.) • If an individual becomes unwell in school, minimise the contact by seating them in the Isolation room and sending them home immediately. 	<p>Ensure suitable PPE is available and accessible.</p>			
<p>Spread of Covid 19 within the setting - hygiene</p>		<ul style="list-style-type: none"> • The setting has a suitable supply of soap and access to warm water for washing hands. • Appropriate controls are in place to ensure the suitable sanitisation of children's hands • Monitor the use of hand sanitiser with young children to ensure it is not ingested • Staff will encourage children to learn and practise good hygiene habits through games, songs and repetition. • Staff will model the use of "catch it, bin it, kill it" to the children. Information about the Coronavirus (e-bug.eu) 	<p>Each class to have soap, hand towels and hand sanitiser in the classroom and clear sink areas</p> <p>Children to wash hands on arrival in class, following outdoor play, PE lessons, before and after lunch and following the use of toilets</p> <p>All staff to be briefed on expectations in class</p>			
<p>Spread of Covid-19 within the setting – ventilation</p>		<ul style="list-style-type: none"> • Keep windows open as much as possible to ensure good ventilation throughout the setting. Thought should also be given to thermal comfort e.g. use of higher level windows or opening windows when the room is not in use • During colder weather, windows and doors to 	<p>CO2 monitors (from DfE) to be</p>	<p>Staff team</p>	<p>On-going</p>	

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		<p>be opened before children arrive in school and when the room is empty during break and lunch times to ventilate the room.</p> <ul style="list-style-type: none"> • Identify any poorly ventilated areas and take steps to ventilate these as well as possible • Plan to use outdoor space as often as possible during the day • Initially to conduct virtual assemblies; return to face to face assemblies as soon as possible in phases, rather than whole school to reduce numbers in one place 	<p>used as and when received and advice from LA followed.</p> <p>Consider applying for an Air Cleaning Units for any area poorly ventilated.</p>			
<p>Spread of Covid-19 within the setting – enhanced cleaning</p>		<ul style="list-style-type: none"> • Follow the guidance for cleaning in non-healthcare settings COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) • Regular cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, door locks, bins, sanitary bins, lavatory brush and toilet roll dispenser ○ Door handles and push plates, ○ Machinery and equipment controls, ○ 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, tables and chairs. • Where possible ensure surfaces are kept clear to enable cleaning • Consider having clear signage in each room laminated (so that it is wipeable) detailing touch points. • If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should undergo a thorough clean. • Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. 	<p>In addition to the regular cleaning procedures, all staff to continue to wipe down surfaces used with cleaning spray available (eg. Photocopier)</p>	<p>Staff team</p>	<p>On-going</p>	

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		<ul style="list-style-type: none"> Surfaces should be washed with hot soapy water, then sprayed with disinfectant and left for at least 60 seconds (or the manufacturers recommendations should be followed) prior to wiping. Care should be taken to ensure children cannot access the surfaces during this time. 				
Child or staff member displaying symptoms whilst in the setting		<ul style="list-style-type: none"> Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond: <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 – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal Adults who are displaying symptoms should self-isolate and get a PCR test. A poster will be displayed at all entrances advising adults of this. If a member of staff has tested positive using a home based or workplace Lateral Flow Device test, they should self-isolate immediately. If there are no symptoms, from the 11th January 2022 there is no need to book a polymerase chain reaction (PCR) test. If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to get a PCR test. If the test is positive they should self-isolate for up to 10 full days from the day their symptoms started. All children and staff will be directed to the NHS Test and Trace portal if they display symptoms of coronavirus to book a test and tracing of contacts to take place: https://www.nhs.uk/conditions/coronavirus- 	<p>Put posters at entrance points and staffroom.</p> <p>Ensure child/young person isolates at home for at least 5 full days (negative LFT on day 5 and day 6)</p> <p>If any of the individual's household members are also present at the setting, we will recommend that a PCR test is undertaken (if symptomatic) and daily LFTs taken for 7 days.</p> <p>Parents can choose to ensure</p>	Staff team	As per emerging case	

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		<p>covid-19/testing-and-tracing/</p> <ul style="list-style-type: none"> The isolation period includes the day the symptoms started and the next 6 full days. LFD tests to be taken on days 5 and day 6, at least 24 hours apart. If both tests are negative, self-isolation can end and the child/staff member can return to school provided they do not have a raised temperature. The office will support the family/staff member and ensure the outcome of the test is passed to the setting without delay. Any child displaying symptoms to sit in Isolation room whilst they are waiting for collection. Ensure a familiar adult, with appropriate PPE stays with them. Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly. Isolation area to be cleaned thoroughly after use. 	<p>their child completes the 10 day isolation period if they prefer which will be classed as an authorised absence.</p> <p>If a member of staff returns to work on or after day 6 (but before day 10) staff will be made aware of the early release, especially vulnerable members of staff.</p>			

