

INSPIRING PRIMARIES ACADEMY TRUST: COVID-19 GENERIC RISK ASSESSMENT FROM 25/02/2022

Date of assessment:	25/02/2022
Covered by this assessment:	Staff, pupils, contractors, visitors, vulnerable people
Quarterly review due:	V3 Review due summer 2022
On 21 February 2022, the Prime Minister set out the imperative to reduce the disruption to children and young people's education and to learn to live with COVID-19. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf	

* Risk assessments must be reviewed quarterly or whenever there is a significant change in the activity or following any incident. They must be retained for a period of 6 years.

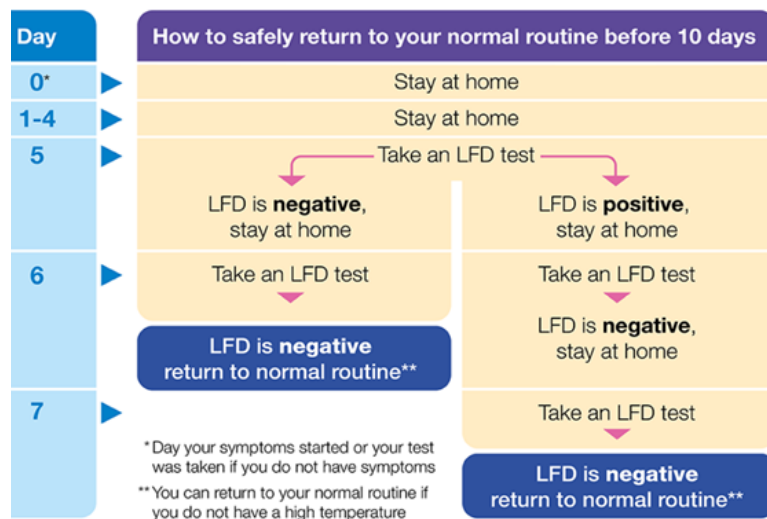
Risk matrix

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

Area for concern	Risk rating prior to action (H M L)	Control measures	In place (Yes/No)	Additional measures/ comments	In place (Yes/No)	Residual risk rating (H M L)
INFECTION CONTROL MEASURES						
Spread of COVID-19 due to poor hygiene and infection control.		<p>Current government guidance is being applied, and specifically the DfE system of control measures set out below:</p> <p>1. Ensure everyone is advised to clean their hands thoroughly and more often than usual.</p> <ul style="list-style-type: none"> o Handwashing / sanitising is now regular practice in our schools and should be continued with the following as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before and after whenever the toilet is used. This can be done with soap and water or hand sanitiser. o Posters on display remind pupils about the importance of handwashing. o Steps are taken to ensure that there is sufficient supply of soap (and/or hand sanitiser) and paper towels in school. 	Y			

		<p>2. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <ul style="list-style-type: none"> o Posters on display remind pupils and adults about the approach. These are displayed around the school in prominent areas. o A schedule for bins to be emptied / disinfected is in place and is adhered to. o A stock of tissues is maintained. o The e-Bug COVID-19 website contains free resources, including materials to encourage good hand and respiratory hygiene. <p>3. Keep occupied spaces well ventilated.</p> <ul style="list-style-type: none"> o Mechanical ventilation systems are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. o Windows are opened to purge the air in the space. o Internal doors (not internal fire doors) are opened to assist with creating a throughput of air. o Wedging internal fire doors open is unacceptable unless they are fitted with a hold open device designed to close the door in the event of a fire alarm (e.g. electro-magnetic hold open devices or Dorgards). o External doors may be opened if not fire doors and it is safe to do so. o If possible, higher level windows are opened in colder weather to reduce draughts. o Ventilation is increased when a room is unused e.g. breaks and lunch time. o Balance the need for increased ventilation against a comfortable working environment. o Use is made of the CO2 monitors provided by the DfE enabling school staff to quickly identify where ventilation needs to be improved. <p>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</p> <ul style="list-style-type: none"> o Pupils, staff and other adults should not come into school if they have Covid-19 symptoms or have had a positive test result. o Anyone developing COVID-19 symptoms in school, however mild, should be sent home and they should follow public health advice. o For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. o If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary (face masks, gloves and aprons). Further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Stocks of PPE should be monitored and replenished as required. o Any rooms they use should be cleaned after they have left. o Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended. o Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance and they will also need to get a PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive LFD test, and is negative, it overrides the self-test LFD test and the staff 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>To clean an area after a suspected case of Covid-19: Wear disposable gloves and a disposable apron and double bag them after removal, leaving them secure before throwing</p>		
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member/pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.



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- o **Asymptomatic testing:** In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff for a period of time.
- o Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.
- o **Admitting children into school:** In most cases, parents and carers will agree that a pupil with symptoms should not attend school, given the potential risk to others. If a parent or carer insists on a pupil with symptoms attending school, the school leader will refuse the pupil if it is necessary to protect other pupils and staff from possible infection with COVID-19.
- o **Attendance codes:** Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.
- o **Remote education:** High quality remote education equivalent in length to the core teaching pupils would receive in school will be provided when pupils are required to quarantine. Where appropriate, we will support those who need to self-isolate because they have tested positive to learn from home if they are well enough to do so. We will work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education when required.
- o **CEV staff and pupils:** although advised to follow the same guidance as everyone else, we will be guided by medical staff in terms of additional precautions. See individual risk assessments as required.

away in the regular rubbish 72 hours later. Use a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products normally used.

In light of an increase in the number of positive cases, we will invoke our outbreak management plan to temporarily reintroduce further control measures.

https://docs.google.com/document/d/1NMIWEyQh8l6m1f07elcFpLjJAw_m6ax_GDP0qb4bjis4/e/dit

		<ul style="list-style-type: none"> o Pregnant staff: undertake a detailed individual risk assessment once notified of pregnancy and review regularly. Where a significant health and safety risk is identified for pregnant workers, adjust the working conditions or hours to remove the risk, where reasonably practicable to do so, or offer alternative work on the same terms and conditions. If this cannot be done, suspend pregnant workers on full pay. This is in line with normal requirements. Pregnant staff continuing after 26 weeks gestation should also consider taking LFD tests regularly. o Visitors and contractors: Signing in requirements enable all visitors including contractors to be aware of and adhere to the control measures in place. <p>5. Maintain enhanced cleaning, including cleaning frequently touched surfaces and using standard products such as detergents.</p> <ul style="list-style-type: none"> o The IPAT enhanced cleaning plan must be adhered to: Twice daily clean of door handles, communal business machinery, kitchen cupboard door handles, fridges, taps, kettles, microwaves and toasters, toilets, cubicle doors, sinks, entry systems, telephones, computers. Cleaning records to be kept. o Hand sanitiser and / or wipes available in all rooms and besides regularly used items e.g. photocopiers, kettles. o Working hours for cleaning staff are increased if required. o Stock checks and stock control are maintained. o Class cleaning materials to be stored out of reach / accessibility of children. 	Y			
WELLBEING MEASURES						
Mental health concerns for staff and pupils due to COVID-19.		<ul style="list-style-type: none"> • Wellbeing / mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities. • Age-appropriate websites / resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them. • Staff are directed to useful websites and resources that they might find helpful themselves. See IPAT Wellbeing drive and SAS Wellbeing Insurance. • Staff briefings focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils. • Wellbeing and work-life balance are promoted with all staff. • Trust wide bereavement policy and guidance in place. 	Y			
OTHER OPERATIONAL ISSUES						
Existing site maintenance regimes are not up to date and/or all systems are not operational.		<ul style="list-style-type: none"> • All utilities and systems (including gas, heating, water supply, mechanical and electrical systems and catering equipment) are maintained in line with premises management guidance / statutory compliance. • Ventilation systems have been tested and any practical improvements to improve ventilation have been put in place. • Health and safety audit findings have been followed up. 	Y			
Current policies and procedures have not been adapted/updated		<ul style="list-style-type: none"> • Fire policies and procedures have been reviewed and revised where required, e.g., due to: <ul style="list-style-type: none"> o possible absence of fire marshals 	Y			

<p>to take account of COVID-19 impact.</p>		<ul style="list-style-type: none"> • Staff and pupils have been briefed on any new evacuation procedures. • Fire drills are held in the first two weeks of the spring term to test out the evacuation procedures. • Addendum added to safeguarding policy to ensure a DSL available at all times. • Addendum added to behaviour policy with clear sanctions in place for anyone ignoring or deliberately flouting the rules relating to COVID-19 risk mitigation. • Senior leaders in each school monitor compliance with risk mitigation and advise accordingly or adjust procedures where necessary. 				
<p>Staff shortages due to absence may compromise operational safety.</p>		<ul style="list-style-type: none"> • The health status and availability of every member of staff is known so that deployment can be planned. • Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their reallocated roles. • There are sufficient qualified first aiders to cover the numbers of staff and pupils on site. • In the absence of an onsite, trained DSL, each school has access to trained DSL/DDSL through the wider hub / Trust. • Each business / administrative team has contact details for teacher and teaching support staff supply agencies plus the Trust's list of approved, casual teachers available for supply if necessary. • Consider combining classes. • In the event of insufficient staff to safely allow a class to attend school, the school's available most senior leader must contact the Trust Leader (or DFO in the event of TL absence) to gain approval for class closure and the provision of remote education. 	Y			
<p>Concerns for vulnerable pupils when absent from school.</p>		<ul style="list-style-type: none"> • Systems are in place to keep in contact with pupils who have an EHCP, a social worker or others who we deem vulnerable when self-isolating. Others deemed vulnerable include - children known to social care services in the past, children whose home circumstances might be particularly challenging because of domestic abuse, parental offending, adult mental health issues, drug and alcohol addiction (this list is not exhaustive). • We notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head. We agree with the social worker the best way to maintain contact and offer support. 	Y			
<p>Concerns of exposure to infection during educational visits / residential.</p>		<ul style="list-style-type: none"> • Undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). • Consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. You should refer to the latest Foreign, Commonwealth and Development Office travel advice and the guidance. 	Y			