| Task / Activity | Risk Assessment Covid-19 Academic Year 2021/22 (Autumn Term 2021) | |
|---|---|---|
| **This risk assessment has been produced in conjunction with the Government Guidance:** | • DfE Schools Covid-19 operational guidance<br>• NHS Guidance – Symptoms of coronavirus<br>• PHE - Stay at home: guidance for households with possible or confirmed coronavirus infection<br>• DfE Guidance – Use of personal protective equipment (PPE) in education<br>• DHSC – Face coverings: when to wear one, exemptions and how to make your own<br>• PHE Guidance – Covid-19: cleaning in non-healthcare settings outside the home<br>• DfEGuidance - Covid-19: home test kits for schools and FE providers<br>• PHE Guidance – Guidance on protecting people who are clinically extremely vulnerable from Covid-19<br>• RCOG Guidance – Coronavirus infection and pregnancy<br>• HSE – First aid during coronavirus pandemic<br>• DfE Guidance – Extra mental health support for pupils and teachers<br>• RCPCH Guidance – Children who are clinically extremely vulnerable<br>• DfE Guidance – School attendance<br>• HSE Guidance – Air conditioning and ventilation during the coronavirus outbreak<br>• DfE Guidance – Good estate management for schools<br>• HSE – Working safely during coronavirus pandemic | |

| **Assessed by:** | SLT | **Assessment Start date**: | 6 September 2021 | **Ref: 06092021 – v1** |
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| **Note:** | This situation is dynamic and fluid, the full involvement of everyone is required to make this risk assessment effective and collaborative. Joint problem solving will assist with any issues as they arise.  It is the responsibility of each member of staff to risk assess individual situations as they arise, if you are unsure ask the SLT for advice and support accordingly and make decisions in line with school policies and this risk assessment during the Covid-19 pandemic.  This risk assessment will be reviewed to ensure it is effective, working as planned and updated appropriately considering any issues or changes in Government policy or public health advice.<br><br>Anyone with symptoms of coronavirus should not attend site, isolate immediately and arrange for a PCR test. | | | |
| **Further advice and support:** | • DfE – 0800 046 8687 (select option 1)<br>• Emergency planning (Kirklees) – 01484 221000 or 07773 334999, email: emergency.planning@kirklees.gov.uk<br>• Corporate Safety Unit (Kirklees) – 01484 226457, email: IR01.CorporateSafety@kirklees.gov.uk<br>• Infection control (Kirklees) – 01484 221000 ext 75296, email: infection.control@kirklees.gov.uk<br>• PHE West Yorkshire Health Protection Team – 0113 386 0300  https://www.gov.uk/health-protection-team | | | |

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| System Control 1: | | Ensure good hygiene for everyone | | |
|---|---|---|---|---|
| Hazard / Issue | Who | Risk | Actions required to limit and mitigate risks | Action by |
| Hand hygiene | All | Spreading the virus by not washing / sanitising hands thoroughly or often enough | Frequent hand washing should be regular practice. All individuals on site should clean their hands regularly using soap and water for at least 20 seconds. If soap and water is not available, use alcohol based hand sanitiser available around the site. Hand washing technique to be adopted as directed by NHS guidance.<br>How to wash your hands: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/<br><br>All hand washing facilities will be checked during the day. Staff to inform the premises team if they notice any areas where the stock is running low. | All |
| Respiratory hygiene | All | Exposure to the virus | You can mitigate the risks and promote good respiratory hygiene by:<br>• By promoting the 'catch it, bin it, kill it' approach.<br>• Avoid touching your mouth, eyes and nose.<br>• Cover your mouth and nose with disposable tissues when you cough or sneeze and dispose of tissues in the lidded bins. If one is not available, sneeze into the crook of your elbow, not into your hand.<br>• Immediately clean your hands. | All |

| Hazard / Issue | Who | Risk | Actions required to limit and mitigate risks | Action by |
|---|---|---|---|---|
| | | | Posters are on display throughout the site reminding staff and pupils about good respiratory hygiene. Reminders take place during staff communication and PSHE lessons. | |
| Use of personal protective equipment (PPE) | Relevant individuals | Risk of exposure | Most staff will not require PPE beyond what they would normally need for their work.<br><br>Additional PPE is required when an individual becomes ill with Covid-19 symptoms and if close contact is necessary.<br><br>How much PPE you need to wear depends on how much contact you have:<br>• A face mask should be worn if you are in face-to-face contact.<br>• If physical contact is necessary, then gloves, an apron and face mask should be worn.<br>• Wear eye protection if there is a risk of fluids entering the eye. | All relevant individuals |
| **System Control 2:** | | **Maintain appropriate cleaning regimes** | | |
| **Hazard / Issue** | **Who** | **Risk** | **Actions required to limit and mitigate risks** | **Action by** |
| Poor cleaning methods | All | Reducing the risk of infection | Regular cleaning paying particular attention to surfaces that are touched frequently plays a vital role in limiting transmission. Remove clutter and difficult to clean items can make cleaning easier.<br><br>A cleaning schedule is implemented throughout the site, ensuring that frequently touched surfaces are a priority, especially in bathrooms and communal kitchens.<br><br>• A combined disinfectant solution and chlorine-based cleaner called Chlor-clean will be used in school. Staff using these products will wear the appropriate PPE according to Control of Substances Hazardous to Health (COSHH).<br>• A thorough clean will be undertaken daily between 3pm to 6pm.<br>• Regular cleaning of the touchpad / screen and reception area, lanyards and emergency radios in main office to be undertaken by Receptionist.<br>• Radios used by individual staff should be cleaned on a regular basis.<br>• Staff to ensure their telephone handsets, computers and any shared resources are cleaned before use.<br>• All staff to contribute towards cleanliness of their own working area and equipment. | All |

| System Control 3: | | | Keep occupied spaces well ventilated | |
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| **Hazard / Issue** | **Who** | **Risk** | **Actions required to limit and mitigate risks** | **Action by** |
| Poorly ventilated spaces | All | Reduce the risk of infection | Particular consideration should be taken to improve fresh air flow in areas when holding events where visitors such as parents are on site. | All |
| Mechanical ventilation systems | All | Reduce the risk of infection | A mechanical ventilation system uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate whenever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.<br><br>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply (open window). | All |
| Opening external windows | All | Reduce the risks of infection | The school has improved the ventilation throughout the site. Staff to inform the Premises Team of any poorly ventilated spaces.<br><br>Opening external windows can improve natural ventilation. You should balance the need for increased ventilation while maintaining a comfortable temperature. | All |
| System Control 4: | | | Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19 | |
| **Hazard / Issue** | **Who** | **Risk** | **Actions required to limit and mitigate risks** | **Action by** |
| When an individual develops Covid-19 symptoms or has a positive test | Individuals with Covid-19 | Spread of the virus | They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on Covid-19.<br><br>If anyone in school develops Covid-19 they will be sent home and should follow public health advice. 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. Any rooms they use should be cleaned after they have left.<br><br>For everyone with symptoms, they should avoid using public transport and wherever possible be collected by a member of their family or household. | All positive cases |

| | | | The household (including any siblings) should follow PHE stay at home guidance for households with possible or confirmed coronavirus (Covid-19) infection. | |
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| | | | Isolation Periods - 06.09.2021.docx | |
| | | | Isolate periods and injection status: | |
| Asymptomatic testing in school | All pupils | Reduce the spread of the virus | Testing remains important in reducing the risk of transmission of infection within school.   On return in September 2021, pupils will be offered 2 LFD tests on site, further testing will continue twice weekly at home. | All pupils |
| Confirmatory PCR testing | All individuals with positive LFD | Reduce the spread of the virus | A confirmatory PCR test needs to be taken within 2 days of a positive LFD. | All positive cases |
| Home testing | All | Reduce the spread of the virus | Ongoing twice weekly home testing of pupils and staff.  Anyone with a positive LFD test will need to self-isolate immediately and organise a confirmatory PCR within 2 days of the positive result.  If the PCR test is negative, it overrides the LFD test and the individual can return to school, as long as the individual does not have Covid-19 symptoms. | All |

| Section 5: | | Face coverings | | |
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| **Hazard / Issue** | **Who** | **Risk** | **Actions required to limit and mitigate risks** | **Action by** |
| Transport | All | Crowded spaces | The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.  This includes public transport and dedicated transport to school or college.<br><br>If the school has an outbreak face coverings may temporarily be worn in communal areas.  See Section 7 for information. | All |
| Correct use of PPE | All who use PPE | Reduce the spread of infection | When PPE is used, it is essential that it is used properly.  This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. | All |

| | | | Face masks should: | |
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| | | | - Cover both the nose and mouth. <br> - Not be allowed to dangle around the neck. <br> - Not be touched once put on, except when carefully removed before disposal. <br> - Be changed when they become moist or damaged. <br> - Be worn once and then discarded, hands should be cleaned after disposal. | |

| **Section 6:** | | **Tracing close contacts and isolation** | | |
|---|---|---|---|---|
| **Hazard / Issue** | **Who** | **Risk** | **Actions required to limit and mitigate risks** | **Action by** |
| Isolation and contact tracing | All identified individuals | Reduce the spread of infection | NHS Test and Trace will work with the positive case to identify close contacts. Contacts from school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. <br><br> Children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive Covid-19 case.  They will be advised to take a PCR test and will only need to self-isolate if they test positive for Covid-19. <br><br> Everyone who tests positive for Covid-19 will have to self-isolate regardless of vaccination status. | All |
| Isolation for double vaccinated individuals | All identified individuals | Reduce the spread of infection | Double vaccinated or those who have had their second vaccination at least two weeks prior to coming into close contact with the positive case, will not need to self-isolate but will be advised to take a PCR test and self-isolate immediately if they themselves test positive for Covid-19. | All relevant individuals |
| Isolation for single vaccine or unvaccinated individuals | All identified individuals | Reduce the spread of infection | Single vaccine or unvaccinated individuals will need to self-isolate if identified as a contact of a positive case. They will be advised to take a PCR test and continue to isolate for 10 full days from their last contact with the positive individual. | All relevant individuals |
| All individual who test positive for Covid-19 | All positive cases | Reduce the spread of infection | If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days. | All positive cases |

| Section 7: | | Stepping measures up and down | | |
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| **Hazard / Issue** | **Who** | **Hazard / Issue** | **Who** | **Hazard / Issue** |
| Outbreak in the local area or in school | All | Reduce the spread of infection | The Outbreak Management Plan details measures which may be put in place during an outbreak in school or in the local area. Advice will be sought from Public Health England and these measures will be considered as a last resort, kept to a minimum and for the shortest amount of time possible.<br><br>📄 Covid-19 Outbreak Management Plan - | All |
| Remote education | All | Isolation or during an outbreak | Remote education will be available via Microsoft Teams as detailed in our remote learning strategy. | All |

| Section 8: | | Attendance and Wellbeing | | |
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| **Hazard / Issue** | **Who** | **Hazard / Issue** | **Who** | **Hazard / Issue** |
| Clinically extremely vulnerable (CEV) | All identified individuals | Supporting identified individuals | All clinically extremely vulnerable (CEV) pupils will attend school unless they have been advised by their clinician or other specialist not to attend.<br><br>Staff who have been identified as CEV or require an individual risk assessment to see FS as soon as possible. | All identified individuals |
| Covid-19 related absence | Pupil absence | Continued learning during periods of isolation | School attendance is mandatory for all pupils of compulsory school age. Pupils who are required to self-isolate or quarantine because of Covid-19 will be recorded as code X. If they test positive for Covid-19 they will be recorded as code I.<br><br>Pupils who are self-isolating will be offered remote education via Microsoft Teams. | All |
| Wellbeing | All | Opportunities for confidential conversations / counselling sessions | Individuals may be experiencing a variety of emotions in response to the Covid-19 pandemic.<br><br>For pupils – pastoral support will be targeting to those who need it. Staff have been trained to identify these pupils. Westborough has a strategic approach to | All pupils |

| | | | identifying and supporting mental health needs which sit within Safeguarding protocols. | |
| | | | For staff – see FS for additional support.  Staff can self- refer via the Employee Assistance Programme. | All staff |
| First Aid | All | Procedures in pace for first aid | Identified staff are first aid trained.  First aiders are aware of the procedures for PPE and CPR.<br><br>Fully stocked first aid boxes are located around the school site.  Staff to wash their hands prior to administering first aid and wear the appropriate PPE when providing first aid support.  Staff to wash their hands afterwards. | All |

| Section 9: | | | Educational visits and wraparound provision and extra-curricular activity | |
|---|---|---|---|---|
| **Hazard / Issue** | **Who** | **Risk** | **Actions required to limit and mitigate risks** | **Action by** |
| Educational visits | All | Reduce the risk of infection | A full risk assessment in relation to all educational visits will be carried out ensuring that any public health advice, such as hygiene and ventilation are included as part of the risk assessment. | All |
| Holiday or after school clubs | All | Reduce the risk of infection | Guidance protect measures for holiday or after school clubs | All |

| Section 10: | | | Working safely | |
|---|---|---|---|---|
| **Hazard / Issue** | **Who** | **Risk** | **Actions required to limit and mitigate risks** | **Action by** |
| Keeping everyone safe | All | Following our legal duty | Westborough High School has a legal duty of care to try to ensure the environment is safe for people who visit or attend.<br><br>Our duty is to take reasonable steps to ensure that people will be safe using the site for the purposes for which they attend.  This includes regularly reviewing and updating our risk assessments, treating them as 'living documents', as the circumstances on our site and the public health advice changes.<br><br>If you have any issues, please report them to the SLT as soon as possible. | All |