

COVID-19 ASSESSMENT:THAKEHAM PRIMARY SCHOOL



Actions which apply to all schools opening at the start of the new term - Schools must use this to COVID-19 readiness for the start of the new term	
1. Schools must refer to the Government Guidance ' Schools COVID-19 Operational Guidance ' when completing this risk assessment. School leaders should be aware that Govt. guidance is likely to change and that they must review this risk assessment accordingly. 2. A completed copy of this risk assessment should be posted on the school's website.	
Person completing form (i.e. Headteacher / Premises Manager)	Sam Norton - Headteacher
Date of assessment	01/09/2021 Reviewed 02/01/2022 by Emma Hopkins – Acting Headteacher
Review date (add subsequent lines as required)	Click or tap to enter a date.

How harm can be caused	Who can be harmed?	Recommended control measures	Control measures you will implement / Actions you will take	Who will implement	When this is needed by	Date action complete
GOOD HYGIENE FOR EVERYONE:						
Poor standard of hand hygiene – Personnel becoming infected due to poor standards of hand hygiene of others	All adults and children	Frequent and thorough hand cleaning should be regular practice. Ensure that staff and pupils can clean their hands regularly with soap and water or hand sanitiser (recommended 70% alcohol). Display instructive posters.	<ul style="list-style-type: none"> Children to wash/sanitise hands on arrival at school; before snack/break time if eating; after break, before and after eating lunch; before leaving site and after the toilet/messy activities and after blowing nose. Adults to wash/sanitise hands on arrival at school; before/after eating, after using the toilet, if needing to touch a child, after messy activities and after blowing nose. Replace posters as needed in toilet/sink areas. Remind children daily of good hand hygiene. 	All children and adults, including visitors and contractors. Office/PM to liaise re posters	02/09/2021	Ongoing
Poor standard of respiratory hygiene – Personnel becoming infected due to poor standards of respiratory hygiene of others	All adults and children.	The 'catch it, bin it, kill it' approach should be promoted. Display instructive posters. Promote the importance of staff and pupils carrying tissues with them. Have spare tissues available. Provide bins for the disposal of soiled tissues. Encourage good hand hygiene. Ensure bins are regularly emptied / disposed.	<ul style="list-style-type: none"> Replace posters around school as needed to promote key messages. Bins in all rooms should have a lid and ideally be foot pedal operated. Children and adults reminded of 'catch it, bin it, kill it' messages Each class to have a box of tissues, class adults to monitor and liaise with office/SBM 	<ul style="list-style-type: none"> PM to replace / monitor Class teachers Class adults/office /SBM 	06/09/2021	Ongoing
Lack of Personal Protective Equipment (PPE) - Personnel exposed to infection – Required if a pupil has routine intimate care that requires staff to use PPE and if a pupil displays COVID-19 symptoms and close contact is required and when performing aerosol generating procedures (AGPs)	School First Aiders, staff, visitors to site, children, parents	Keep a supply of PPE for occasions where it is required. Including: - Disposable gloves. Disposable plastic apron. Fluid repellent surgical mask. Eye protection - where there is risk of eye contamination from respiratory droplets or from splashing of secretions. Additionally for AGPs: - Long-sleeved disposable fluid repellent gown.	<ul style="list-style-type: none"> Ensure adequate levels of PPE for dealing with adults/children with symptoms – disposable face mask, apron, gloves; visor Ensure adequate levels of disposable gloves in classes/key areas for daily surface cleaning Monitor stock levels and order as needed Face masks are encouraged in meetings with adults; when providing First Aid Remind adults of how to remove/store/dispose of face masks safely 	<ul style="list-style-type: none"> SBM/office All adults Head 	02/09/2021	Ongoing

		FFP3 Respirator. Provide face fit testing for FFP3 masks (usually undertaken annually over summer or very early autumn to ensure completed before winter). Provide training on how to put-on, remove and dispose of used PPE. Provide arrangements for disposal of PPE.				
MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS:						
Poor cleaning regimes – Personnel exposed to infection from transferring contamination on touched surfaces to nose/mouth	All adults and children.	Arrange a regular cleaning schedule (e.g. twice per day) of frequently touched surfaces (i.e. surfaces which are touched by several people, e.g. door handles). Arrange/enable cleaning of shared equipment.	<ul style="list-style-type: none"> Class based staff to undertake touch point cleaning in classrooms at lunchtime. Acorn staff to undertake touch point cleaning in pupil washrooms at lunch. Head to undertake touch point cleaning in staff/pupil washrooms during lunch SBM and Secretary to undertake allocated touchpoint cleaning in offices/corridors/staffroom as per list during lunch. Shield contract cleaning company to provide daily cleaning after school using appropriate PPE and cleaning materials. Tables/chairs/equipment cleaned in case of pupil/staff member being sent home if symptomatic both in excess area and classroom/areas they have worked in PE equipment and other resources shared between classes cleaned with antibacterial spray after class use and before putting away. 	<ul style="list-style-type: none"> Class staff Head SBM/Secretary Shield Class based staff 	03/09/2021	Ongoing
KEEP OCCUPIED SPACES WELL VENTILATED:						
Poorly ventilated occupied indoor spaces – Increased risk of infection via higher concentration of contaminated droplets in the air	All adults and children.	<p>Identify poorly ventilated occupied indoor spaces. Take steps to improve fresh air supply to those spaces. Minimise occupant numbers who are using hard to ventilate spaces. Purge spaces when they are unoccupied. If using Co2 detectors to measure fresh air supply rate, refer to the levels given in the HSE and CIBSE guidance and seek the advice of a building services engineer on what type of Co2 detector to use and how to use one. If Co2 levels remain above the HSE and CIBSE advisory levels in an occupied indoor space, consider: -</p> <ul style="list-style-type: none"> Maximising window and non-fire door opening; Increasing air purging opportunities; Reducing occupancy numbers in affected spaces; Reducing occupancy time in affected spaces; Using air cleaning and filtration units (see HSE and CIBSE guides and seek the advice of a building services engineer). 	<ul style="list-style-type: none"> Where weather conditions allow open external windows/doors. Open doors/windows at break/lunch where weather conditions allow to ventilate rooms Internal classroom doors to be kept open wherever possible. Windows to be opened in staffroom/PPA room/offices when more than one person occupying room if for more than just passing through/a few minutes (where weather conditions allow). Maximum of 3 adults in office; 2 in PPA room; 7 in staffroom; 2 in medical room, 1 in photocopier room; 4 in HT office; 3 in InCo room; 2 in SBM office Open windows in hall during assemblies and lunchtimes/PE (high windows in case of poor weather). 	All school staff	02/09/2021	Ongoing

		<p>Balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>Note: Maintenance of either ventilation or temperature levels must not be by the practice of propping open fire doors unless those fire doors are fitted with hold-back devices which are directly linked to and released by the building's fire alarm system.</p>				
FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19:						
<p>An individual develops COVID-19 symptoms or has a positive test – Personnel exposed to increased risk of infection from symptomatic/positive person</p>	All adults and children	<p>Brief and remind staff and pupils to not come into school if they have any one of the C19 symptoms, have a C19 positive test result or other reasons requiring them to stay at home due to C19 (e.g. they are required to quarantine). Have arrangements for anyone in the school who develops C19 symptoms to be sent home (avoiding public transport) and told to follow public health advice. Have arrangements in place to isolate a C19 symptomatic person while awaiting collection (consider ventilation and PPE if this person cannot be left alone and room cleaning after they have left). Brief and remind staff and pupils that, if confirmed C19 positive, that they should not attend school.</p>	<ul style="list-style-type: none"> • Staff, club leaders, parents, volunteers, governors and visitors to site to follow latest government guidance re self-isolation if experiencing C19 symptoms – alerted via INSET/emails/newsletters. • Those in same household/a close contact of a confirmed C19 case are not required to self isolate if they <ul style="list-style-type: none"> ✓ are fully vaccinated ✓ are below the age of 18 years 6 months ✓ have taken part in or are currently part of an approved COVID-19 vaccine trial ✓ are not able to get vaccinated for medical reasons • Staff to follow Sickness Policy protocols for reporting C19 absence • Club leaders to report C19 absence to Headteacher • Parent volunteers/visitors to inform Secretary of C19 absence who will in turn inform the Head and relevant classteacher • Parents to report positive C19 cases via NHS Test and Trace and office@thakehamps.co.uk email. • Secretary to inform HT and classteacher of pupil C19 absence (pupils awaiting outcomes of a PCR test). • Class teachers to provide Home Learning in line with Home Learning Policy for pupils self-isolating awaiting a PCR test and those absent due to C19 (depending on level of sickness) • If an adult/pupil experiences C19 symptoms whilst onsite, First Aider linked to class to wear disposable face mask, visor, disposable apron and gloves. Take person to excess area, open windows and seat child at one end of the hall, keeping a good distance away from child. If need to use toilet they should use disabled toilet • Secretary to contact parent/contact to collect adult/child (if adult too unwell to drive). Collection should be within 30-45 minutes. Parent/adult to be reminded to book a PCR test asap. 	<ul style="list-style-type: none"> • HT • All staff • Club Leaders • Parent helpers • Parents/carers • Secretary • Class teachers • First aider • Secretary • First Aider 	02/09/2021	Ongoing

			<ul style="list-style-type: none"> All PPE/tissues etc to be disposed of in black bag and left in room off excess hall. Surfaces and visor wiped down with antibacterial spray (include class/other areas child has recently visited). First Aider to wash hands following clean up. 			
Asymptomatic testing – Personnel exposed to increased risk of infection from symptomatic/positive person	Adults	Brief and remind staff and those regularly visiting site/planned visit to continue twice weekly home testing up until the end of January 2022 or advised otherwise.	<ul style="list-style-type: none"> Staff/cleaners/club leaders/governors/parent volunteers, governors attending onsite meetings and visitors by prior arrangement and agreement to be encouraged to test using LFD tests on Weds & Sun 5-7pm and report results via Google Form to Leadership team immediately. Phone HT/AH if positive test received after booking confirmatory PCR test. SBM to ensure sufficient supply of LFD tests and order Secretary to distribute LFD tests in accordance with proforma and obtaining signatures for receipt of tests. 	All adults	01/09/2021	Ongoing
Confirmatory PCR tests – Personnel exposed to increased risk of infection from symptomatic/positive person	All adults	Brief and remind staff and pupils with a positive LFD test result to self-isolate in line with the stay at home guidance and to get a free PCR test to check if they have COVID19 (they should continue to self-isolate while awaiting the result).	<ul style="list-style-type: none"> Adults reminded to book PCR test immediately and report outcome as for positive PCR test. Self-isolate whilst awaiting result. Report contacts to Test and Trace. If close contact and asymptomatic, self-isolation is not required (only if symptomatic). 	All adults	01/09/2021	Ongoing
Clinically Extremely Vulnerable (CEV on Shielded Patient List) attending school – CEV pupils at increased risk of a poor outcome if exposed to infection See Govt. guidance	All adults and children.	Remind CEV pupils that they should attend their education setting unless they are under paediatric or other specialist care who have been advised by their GP or clinician not to attend (see supporting pupils at school with medical conditions). Staff members who are in the CEV category may return to school but school leaders should take account of this in their Staff / Volunteer Assessment (see previous assessment page).	<ul style="list-style-type: none"> Update records for new staff members joining school/new governors/parent volunteers No CEV pupils or staff at present Seek HR advice as needed. 	All adults who are CEV – HT to monitor	01/09/2021	Ongoing
Contractors and others visiting the school – Contractors and other visitors not adhering to the school's C19 measures and risking cross-infection	All adults and children	Provide contractors and other visitors with information about the school's C19 control measures and ways of working.	<ul style="list-style-type: none"> Visitor leaflet updated to reflect changes in C19 expectations. This is communicated wherever possible at least the day before in the case of a planned visit. 	<ul style="list-style-type: none"> Secretary in liaison with staff member organising the visit 	02/09/2021	Ongoing
OTHER CONSIDERATIONS: Bubbles and social distancing are no longer required, however all breaks/lunch are key stage based (2 classes max)* All assemblies apart from Monday Celebration Assembly are key stage based. Measures during assemblies include ventilating our large hall and keeping a gap between classes. This is subject to change given local and national guidance and cases.						
Face coverings - Personnel exposed to increased risk of infection from symptomatic / positive person	All adults and children	Currently, there is no national requirement for pupils, staff and visitors either in classrooms or in communal areas to wear face masks. However, Director of Public Health has advised that head teachers may wish to consider their continuing use in specific circumstances, e.g. in response to cases; this includes public transport and dedicated transport to school.	<ul style="list-style-type: none"> Face masks are encouraged in meetings with adults; when providing First Aid, though is a personal choice. Remind adults of how to remove/store/dispose of face masks safely. Medical face mask and visor to be work when managing a suspected case in school. 	All adults and First Aiders	02/09/2021	Ongoing

		The Director of Public Health may order the reinstatement of face coverings if there is an outbreak.				
Pupil and Staff wellbeing and support - Pupils experiencing emotions in response to the C19 pandemic, such as anxiety, stress or low mood	Staff, pupils and families	Refer to sources of support on promoting and supporting mental health and wellbeing in schools .	<ul style="list-style-type: none"> Staff to be supported by Head/Asst Head/Line manager For staff: Education support provides free and confidential help and is dedicated charity set up specifically for all education staff, available 24/7 at 08000 562 561 Maintained school employees can also access 24/7 support and counselling via the council's Employee Assistance Programme, a free confidential helpline: 0800 030 5182. Cruse Service Cruse offers a triage service to adults and children in Sussex, who have been bereaved by suicide or possible suicide - please call us on 07376 616628 or email sussexbereavedbysuicide@cruse.org.uk For children please refer to Head/Asst Head/InCo 	HT/AH/InCo	01/09/2021	Ongoing
Educational visits - Personnel exposed to increased risk of infection	Staff, pupils, volunteers, members of the public	If educational visits are to be undertaken, refer to the Govt's general guidance which is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP) .	<ul style="list-style-type: none"> Offsite visits are subject to discussion and agreement with EVC (HT) Offsite visits can take place with appropriate risk assessment and planning Local visits are favoured initially following the return to offsite activities. Visitors for enrichment purposes are welcome to the school subject to adherence to our C19 risk assessment (including LFD testing) 	EVC and class teachers	06/09/2021	Ongoing
Extra-curricular activities - Personnel exposed to increased risk of infection	Club Leaders, pupils	Refer to the Govt. guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children	<ul style="list-style-type: none"> Clubs will operate subject to risk assessment planning by Club Leader and supported by HT/SBM (including LFD testing). Protocols in place will reflect current DfE guidance, 	Club Leaders, HT, SBM	13/09/2021	Ongoing
Visitors to school – risk of Covid-19 transmission	Staff, pupils, visitors		<ul style="list-style-type: none"> Essential visitors to school continue e.g. social workers, SALT etc Parent volunteers have resumed but must undertake training including awareness and understanding of C19 protocols/risk assessment and participate in LFD testing Other visitors to school are required to follow our C19 protocols Communications with parents can be via phone/online or face to face. If face to face, face coverings are encouraged. Surfaces should be wiped down before/after meeting and hands washed/hand sanitiser used. Meetings to take place in Excess Hall. Parent/teacher consultations – consult with teachers and parents re preference for online/face to face, though up to date guidance will be sought before final decision is made. 	All staff and visitors to site	01/09/2021	Ongoing

			<ul style="list-style-type: none"> Contractors, supply teachers and other visitors to school are made aware of our protocols and risk assessment. 			
Outbreak Management Plan - If you have several confirmed cases within 14 days, you may have an outbreak	All	Refer to the Govt's Contingency framework: education and childcare settings and draw up outline plans to respond to an outbreak. For schools that subscribe to The Key, there is an Outbreak Management Plan template available to members.	Outbreak management plan devised and shared with staff	All	06/09/2021	Ongoing