

## St. Mary's Catholic Primary School, Evesham Risk Assessment – **School Year 2021-22**

School Name: St. Mary's Catholic Primary School, Evesham	DfE Number: 8853322
Date agreed by Head Teacher: 8.9.21	Date approved by Governing Body:
Date submitted to LA / Academy:	Submitted by: Jackie Smith



Theme 1: Planning

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
<p>Any shortcomings in planning</p> <ul style="list-style-type: none"> <li>➤ <a href="#">Guidance for schools: coronavirus (COVID-19)</a></li> <li>➤ <a href="#">Stepping measures up and down</a></li> <li>➤ <a href="#">Talk about reducing risks in the workplace</a></li> <li>➤ <a href="#">Protecting vulnerable workers</a></li> <li>➤ <a href="#">Coronavirus: how to stay safe and help prevent the spread</a></li> <li>➤ <a href="#">COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable</a></li> </ul>	<p>The school 'CORONAVIRUS (COVID-19) – School Risk Assessment' is reviewed regularly and when there are significant changes.</p> <p>The school has a contingency plan in place in the event of an outbreak which covers the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Governors are clear on their role in providing support to Headteachers/ leaders in the current situation and the full opening of the school.</p> <p>Headteachers/leaders are clear on what Governors need to know and how frequently they receive information.</p> <p>Governors are satisfied that health and safety arrangements for COVID-19 are in place and in line with DfE guidelines.</p> <p>Governors and staff have been fully briefed on the action planning for local lockdown or outbreak.</p> <p>Head Teacher/Manager ensures Government, LA and Academy updates are being actioned, where necessary.</p> <p><b>A record (including contact details) is kept of all visitors for 21 days.</b></p> <p>In addition to the Government guidance and LA risk assessments, we will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread.</p> <p>When risk assessments are reviewed and updated, these are shared with employees, particularly relating to Coronavirus infection and the possibility that PPE may be required.</p> <p>All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher.</p> <p>Vaccination is a control measure against COVID so staff can be asked to confirm that they are vaccinated (although staff</p>	<ul style="list-style-type: none"> <li>➤ This risk assessment is reviewed regularly and emailed to staff when changes are made. Staff need to sign that they have read the initial RA. It is saved in Staff Share and is shared with the Chair of the LGB and other members of the LGB via Trust Governor and via email.</li> <li>➤ Chair of Gov fully informed of school plans with regular calls to Head and access to all newsletters to parents via school website.</li> <li>➤ The signing system keeps records of visitors.</li> <li>➤ Blended approach to Governors Meetings in place with alternate meetings being in person and the next meeting being delivered via MS Teams. All meetings in person to be in well ventilated space, with chairs socially distanced.</li> <li>➤ Daily checks are completed by the premises officer and issues reported to AB/SRSCMAT estates team if needed</li> <li>➤ RA and Contingency plans shared with staff and parents in Sept 2021.</li> <li>➤ RAs for vulnerable staff will be completed on return in Sept 2021</li> </ul>			<p>G</p> <p>G</p> <p>G</p> <p>G</p> <p>G</p> <p>G</p> <p>G</p>

<ul style="list-style-type: none"> <li>➤ <a href="#">Supporting pupils with medical conditions at school</a></li> <li>➤ <a href="#">Special schools and other specialist settings: coronavirus (COVID-19)</a></li> <li>➤ <a href="#">Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak</a></li> <li>➤ <a href="#">Coronavirus: how to stay safe and help prevent the spread</a></li> <li>➤ <a href="#">COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable</a></li> </ul>	<p>are not required to answer). This information will assist in the risk assessment for outbreak management plans.</p> <p>Appropriate arrangements are in place for <a href="#">EYFS</a>. Appropriate arrangements and risk assessments are in place, where appropriate or necessary, for pupils with <a href="#">SEND</a>, including those with an EHCP plan.</p> <p>Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.</p> <p>Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision and multi-agency arrangements are in place to support early help.</p> <p>Arrangements are in place for before/after school clubs for them to implement the necessary protective measures. Ongoing communications (posters, emails, inductions, briefing, toolbox talks) are available/ provided to all staff and pupils, e.g.</p> <ul style="list-style-type: none"> <li>• <i>Risks and symptoms of COVID-19</i></li> <li>• <i>Advice regarding self-isolation of those showing signs or symptoms</i></li> <li>• <i>Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)</i></li> <li>• <i>Recommendations on transport to and from school including encouraging pupils to walk or cycle to school where possible</i></li> <li>• <i>Education resources such as e-bug and PHE Expectations when in school and at home</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ Questionnaire has been sent to staff to update SLT on their current status re vaccinations and medical conditions.</li> <li>➤ Liaison with OLOM MAC if staffing levels are likely to be affected.</li> <li>➤ Remote working considered for specific vulnerable individuals if necessary.</li> <li>➤ Staff fully informed of current procedures, and then regular updates of Risk Assessment going forward.</li> </ul> <p>(Currently none at St. Mary's)</p> <ul style="list-style-type: none"> <li>➤ Wrap-around care staff are kept fully informed of RA and changes/updates</li> <li>➤ Pupils and parents also informed of current practice within school and regular updates sent.</li> <li>➤ All windows to remain open to allow ventilation.</li> <li>➤ Social Care fully informed whether vulnerable children are in school</li> <li>➤ Weekly newsletters to all parents with updates.</li> <li>➤ Posters around school to inform children of good hygiene measures.</li> </ul>			<p>G</p> <p>G</p> <p>G</p> <p>G</p> <p>G</p>
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		<ul style="list-style-type: none"> <li>➤ School website signposts parents to support.</li> <li>➤ Twice weekly testing is still in place for staff who have opted into the system</li> </ul>			
<p>Staffing arrangements unprepared</p> <p><a href="#">Contingency Planning</a></p>	<p>Plans to respond to increased sickness levels are in place with cover arrangements determined (including leaders and safeguarding designated leads).</p> <p>Consideration has been given for staff to wear appropriate clothing who undertake personal care with pupils as they may need to change and wash them more regularly.</p> <p>Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision has been agreed and communicated.</p> <p>Consideration has been given to the options for redeployment of staff to support the effective working of the school.</p> <p>For any redeployment taking place, staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p> <p>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</p> <p>Arrangements for accessing testing, if and when necessary, are in place and staff are clear on returning to work guidance.</p> <p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p> <p>The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff.</p> <p>The school population is reminded to be mindful that whilst school bubbles and social distancing (keeping 2m from others) is no longer a requirement, any measure that minimises the number, proximity and duration of in person contacts reduces the risk of transmission.</p> <p>Staff receive regular briefings on day to day school matters.</p>	<ul style="list-style-type: none"> <li>➤ If staffing becomes an issue the school will liaise with the Academy for possible cover arrangements. 2 DSLs trained.</li> <li>➤ The remote learning policy will be adhered to if needed.</li> <li>➤ Staff meetings are planned to be in person, but in a well-ventilated classroom so social distancing can still occur. If cases rise, these meetings will revert to online.</li> <li>➤ Staff room is available for staff to enter from Sept. However, social distancing is still advised and clear ventilation.</li> <li>➤ Support staff can provide flexible cover if required.</li> <li>➤ Staff clear of their responsibilities</li> <li>➤ All members of staff are invited to take lateral flow tests twice weekly.</li> <li>➤ Regular communication between staff and Head. All must share if on medication or experiencing any difficulties.</li> <li>➤ Regular updates to all staff members</li> <li>➤ Visitors to school remain limited when we return to school in Sept 21-unless Safeguarding, buildings-related or educational.</li> <li>➤ Volunteers for helping within class are able to attend. Such visitors will follow school rules</li> </ul>			<p>G</p> <p>G</p> <p>G</p> <p>G</p>



	<p>An Individual Risk Assessment for Vulnerable and Pregnant Staff is undertaken for those individuals who are identified by their GP to be clinically extremely vulnerable. The school follows the 'Updated guidance on vulnerable staff in schools. Risk assessment tool for previous shielding staff returning to work is utilised. Staff who are pregnant are taken through the existing 'Expectant and Nursing Mothers' risk assessment, which is carried out in conjunction with the WCC individual risk assessment. Staff, pupils and visitors will not be allowed in school if they are unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia). The school community are also informed of the wider range of symptoms of the different variants of Covid-19. Although from Step 4, face coverings will no longer be advised for pupils, staff and visitors, persons choosing to wear face coverings as a precaution, especially in an enclosed and crowded spaces will not be deterred when outside the classroom. Hand sanitiser (alcohol hand gel 60% minimum) is available for use at multiple use areas. Shared materials and surfaces are cleaned and disinfected more frequently where possible.</p>	<p>temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus</p> <ul style="list-style-type: none"> <li>➤ PPE is available in school to support with any care issues that may compromise the safety of a staff member.</li> <li>➤ Touch screen in entrance will be cleaned routinely by admin team.</li> <li>➤ Designated staff toilets in place.</li> <li>➤ Parents are informed that they may continue to wear face masks when arriving/leaving school if they wish.</li> <li>➤ Staff members informed they can wear face mask in communal areas if they feel more comfortable doing so.</li> <li>➤ Cleaning materials in place.</li> <li>➤ <b>Note;</b> hand washing in cold water - <i>Hand washing in hot water does not significantly affect the killing of germs, it's the washing of hands thoroughly with soap that does. That said, the problem with washing hands in cold water, may lead to adults/pupils/children/visitors not washing their hands thoroughly. If you find that is the case, you may want to introduce hand sanitiser as a short-term measure.</i></li> </ul>			<p>G G G G G G</p>
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## Theme 2: Protective measures and hygiene

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
<p>Have you put in place opportunities for pupils and staff to clean their hands more often and to follow other enhanced hygiene measures?</p> <p>Are parents and families aware of procedural changes?</p>	<p>Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</p> <p>Ensure that supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.</p> <p>Ensure that protective measures are built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.</p> <p>The school has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, pupils and parents.</p> <p>The school maintains an up-to-date list (including contact information) for each member of staff, student and group to quickly identify all contacts and groups to which an individual belongs. These groups may include:</p> <ul style="list-style-type: none"> <li>• <i>Teaching staff, rotary staff, supply staff, site staff, classmates, and others that provide additional in-school supports.</i></li> <li>• <i>Pupils attending before and after school programs</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ Cleaning stations will remain in each classroom. Teachers and Teaching Assistants will clean frequently touched surfaces when necessary.</li> <li>➤ For those parents who wish to, they may send in hand sanitiser from home, to be used at given points during the school day.</li> <li>➤ The weekly cleaning schedule for our cleaning team will include deep cleaning in each workspace on a regular basis.</li> <li>➤ New policy will be uploaded to the website. It will be re-shared with all staff.</li> <li>➤ Parents informed of current practice within school on return to school-Sept 2021 via newsletter and messages sent before the start of the new term, via Class Dojo.</li> <li>➤ Parents and Staff clear of procedure for if someone displays symptoms</li> <li>➤ Parents informed via Class Dojo that they may like to continue to wear face masks for dropping off and collecting children and reminded of social distancing.</li> </ul>			<p>G</p> <p>G</p> <p>G</p> <p>G</p> <p>G</p> <p>G</p>

	<p>Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school has the capacity to offer immediate remote education.</p> <p>The school continues to engage with families to accurately report situations where pupil is recorded as abroad, and plans are made for their return (including any quarantine restrictions).</p>	<ul style="list-style-type: none"> <li>➤ Parents informed that school is not inviting parents into school as soon as we return-this will be reviewed towards end of Sept, allowing for a settled start in September and situations to be assessed.</li> </ul>			G
Physical Education lessons	<p>The school will move to having twice weekly PE lessons, some of which will be led by our external provider.</p> <p>Children will wear their PE kits on both their PE days.</p>	<ul style="list-style-type: none"> <li>➤ Parents informed of allocated days, before the start of the new term.</li> </ul>			G
Smooth movement around the school site at drop-off and pick-up time	<p>The school will keep the one-way system established at the start of lockdown 1.</p>	<ul style="list-style-type: none"> <li>➤ Parents informed of one-way system remaining, before the start of term</li> <li>➤ Staff presence outside, in order to remind parents and families of the one-way system</li> </ul>			G G
Ensure similar rules and procedures apply during before and after-school care as are in place during the school day.	<p>Wrap-around care staff are aware of all rules. Similar hygiene measures continue to be in place.</p>				G
Ensure children and parents will have safe access to hot/catered lunch provision from Class Catering.	<p>No children now eat in their classroom; instead, a rota has been established so that all children are able to eat in the school hall.</p> <p>Class Catering staff are consistent, through the week.</p>	<ul style="list-style-type: none"> <li>➤ All children now eat lunch in the hall, on a rota of three sittings.</li> <li>➤ Lunchtime staff have been trained to ensure good hygiene measures are being maintained (training received on Thursday 2<sup>nd</sup> September).</li> </ul>			G
Ensure that plans have been communicated to parents and remind them about the process that has been agreed for a return to a single drop off and collection time, including that gathering at the school gates and ensuring paths		<p>Parents received their initial September Back to School Plan during the week prior to return to school on 7<sup>th</sup> September.</p> <p>Reminders of the rules for parents and families are also to be sent out in the Newsletter and via Class Dojo.</p>			G

<p>around school are not being blocked, so that smooth movement around the school grounds can be assured.</p>					
<p>Ensure that the management of other visitors to the site, such as contractors, has been considered and ensure site guidance on distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors, as is normal practice.</p>	<p>Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p> <p>Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures and hygiene precautions to be shared.</p> <p>All contractors are to wash their hands/use hand sanitiser upon entering the site.</p> <p>Site briefing carried out explaining health &amp; safety, social distancing rules and hygiene including washing hands or use alcohol-based hand sanitiser on entry into individual work areas.</p> <p>Contractors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</p> <p>Contractors will be responsible for removing (where required) all rubbish they have created and to clean their area of work prior to leaving.</p> <p><a href="#">Working safely during coronavirus (COVID-19)</a></p>	<p>Visitors are all signed in, as is our usual practice.</p> <p>All contractors will be informed of current procedures-hand sanitisers to be used, face masks maintaining appropriate distancing.</p> <p>No contractor to enter who are displaying Covid 19 symptoms.</p>			<p>G</p> <p>G</p> <p>G</p>

**Theme 3: Accommodation / site usage**

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
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<p>Health and Safety: buildings and maintenance</p> <p>➤ <a href="#">Coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm</a></p> <p>➤ <a href="#">All-schools-to-receive-carbon-dioxide-monitors</a>  <a href="#">Additional ventilation information</a></p>	<p>All the usual and required building checks are undertaken to make the school safe and all statutory inspections are up to date and compliant e.g. <b><i>Water treatments, Fire alarm testing, Repairs, Grass cutting, Portable appliance testing, Fridges and freezers, Boiler/ heating servicing, Internet services and any other statutory inspections</i></b></p> <p>To achieve required servicing, maintenance and work to meet inspection schedules, contractors are allowed on site providing they follow the correct risk mitigation measures in line with the school's operations and relevant to their work and working environment.</p> <p><b><i>All fire doors that are kept open are held open by a suitable fire door retainer that releases the door automatically in the event of a fire.</i></b></p> <p>Heating is used as necessary to ensure comfort levels are maintained when the building is occupied.</p> <p>Windows are open wide enough to provide some natural background ventilation and open internal doors to increase air flow.</p> <p>Action is taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as opposed to low-level windows, close external doors and arrange the furniture if appropriate and possible.</p> <p>Windows are fully opened when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school).</p> <p>Adequate ventilation and the use of internal fans and open doors (not fire doors unless they are designed to be open) to move air will reduce stagnant air and the risk of transmission in occupied spaces.</p> <p>Fire drills are undertaken and recorded</p> <ul style="list-style-type: none"> <li>• Someone is in charge to coordinate the fire drill and communicate with others who might be using other areas of the site</li> <li>• A known fire drill is done first to reassure staff and pupils.</li> </ul> <p>A debrief is undertaken to share any lessons learnt</p>	<p>Premises lead given instructions for summer procedures for water management procedures.</p> <p>Fire evacuation procedures were reviewed during the summer.          Fire drills carried out as scheduled.</p>			<p>G</p> <p>G</p>
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<p>Consider the ways to maintain and increase the supply of fresh air and adequate ventilation throughout the school.</p>	<p>Once the school is in operation, it is important to ensure good ventilation. Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems.</p> <p>Schools should consider if they can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces.</p> <p>Advice on ventilation can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a>.</p>	<p>Good ventilation practices have already been put in place during lockdown. This will continue from September</p> <p>Fire doors can be propped open (direction from MAC – 2.9.20). Ventilation can be provided by ensuring all windows are opened.</p> <p><b>Classroom doors/windows are being kept open (Autumn Term 2021) when children are not in class, so that all rooms can be fully ventilated.</b></p>			G
<p>Contractors / required Repair Work, Servicing, Maintenance and Inspection schedules</p> <p><a href="#">Working safely during coronavirus (COVID-19)</a></p>	<p>Contractors carrying out required repair work, servicing, maintenance and work to meet inspection schedules are allowed on the school site.</p> <p>Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures and hygiene precautions to be shared.</p> <p>All contractors are to wash their hands/use hand sanitiser upon entering the site.</p> <p>Site briefing carried out explaining health &amp; safety, social distancing rules and hygiene including washing hands or use alcohol-based hand sanitiser on entry into individual work areas.</p> <p>Contractors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</p> <p>Contractors will be responsible for removing (where required) all rubbish they have created and to clean their area of work prior to leaving.</p> <p>All contractor details are logged for emergency eventualities and Track &amp; Trace purposes.</p>	<ul style="list-style-type: none"> <li>➤ All contractors will be informed of current procedures-hand sanitisers to be used, face masks to be worn and social distancing to remain. No contractor to enter who are displaying Covid 19 symptoms.</li> </ul>			G

**Theme 3: Staffing**

Consider:	Suggestions / consideration	Issues & actions to manage risk	R	A	G
<p><b><u>Clinically Vulnerable and extremely vulnerable staff</u></b></p> <p>1. See above: Pages 2 - 3</p>					
<p><b><u>BAME staff</u></b></p> <p>2. Please can you confirm that <b>you have individually risk assessed all staff</b> as per HR guidance, who identify themselves as BAME staff.</p>	<p><b>BAME review report – 2<sup>nd</sup> June 20</b>  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf</a></p> <p><b>BAME HR Guidance – 26<sup>th</sup> June 20 – page 7</b>  <a href="http://www.worcestershire.gov.uk/downloads/file/12635/education_and_early_help_bulletin_covid-19_update_54_-_26_june_2020">http://www.worcestershire.gov.uk/downloads/file/12635/education_and_early_help_bulletin_covid-19_update_54_-_26_june_2020</a></p> <p>In light of the on-going work arising from this research, advice to schools is to <b>include BAME staff in the category of 'clinically vulnerable staff' and undertake individual risk assessments for those staff working in schools.</b></p> <p>If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>If this is not possible or an individual chooses to take on a role that does not allow for this 2 metre distance please confirm that you have carefully assessed and discussed</p>	<p>n/a</p>			

	with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them.				
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Rapid Testing for Staff			Risk Rating including mitigations (Likelihood x Severity = Risk)				
			Likelihood	Severity	Risk		
			5	1	5		
Who might be at risk?	Support	How are you already controlling this risk?	Further mitigations / protective measure required?				
	<p>Staff, pupils or visitors tests positive or has symptoms</p> <ul style="list-style-type: none"> <li>➤ <a href="#">COVID-19: guidance for households with possible coronavirus infection</a></li> <li>➤ <a href="#">Coronavirus (COVID-19): getting tested</a></li> <li>➤ <a href="#">Home test kits for schools</a></li> </ul>	<p>Individuals will need to self-isolate straight away and get a <a href="#">PCR test (a test that is sent to the lab) on GOV.UK</a> as soon as possible if you develop <a href="#">Covid-19 symptoms</a>:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss or change to your sense of smell or taste.</li> </ul> <p>Individuals should also self-isolate straight away if:</p> <ul style="list-style-type: none"> <li>• they've tested positive for COVID-19 either according to a PCR test or a lateral flow device test – this means they have the virus. If they get a positive LFD test they should book a PCR test. A negative PCR test will override a positive LFD test.</li> <li>• someone they live with has symptoms or tested positive (unless they are not required to self-isolate – see below if this applies to them)</li> <li>• they've been told to self-isolate following contact with someone who tested positive – <a href="#">find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app</a>.</li> </ul>	<ul style="list-style-type: none"> <li>➤ If there are a number of cases, the school will minimise the impact on education and attendance and may decide to introduce - <ul style="list-style-type: none"> <li>• Temporarily reintroducing face coverings and;</li> <li>• Restricting attendance as a short-term measure and only as a last resort.</li> </ul> </li> <li>➤ Tests can be booked online through the <a href="#">NHS testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet.</li> </ul>				

Rapid Testing for Staff			Risk Rating including mitigations (Likelihood x Severity = Risk)		
			Likelihood	Severity	Risk
			5	1	5
Who might be at risk?	Support	How are you already controlling this risk?	Further mitigations / protective measure required?		
		<p>Pupils should only self-isolate if they have symptoms or if they get a positive PCR or Lateral Flow Device (LFD) test.</p> <p>If they develop symptoms or get a positive LFD test they should book a PCR test (If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test). A positive PCR test cannot be overridden.</p> <p>If a pupil is asked to get a PCR test as a result of contact with a positive case they may continue to attend education until they get the result of their PCR back.</p> <p>Pupils with symptoms of coronavirus (COVID-19) will be taken to designated area (the outer main foyer area) whilst being mindful of the pupils needs.</p> <p>To limit disruption a separate toilet (the disabled toilet) is used by the pupil if required (this would require enhanced cleaning before being used by anyone else).</p> <p>PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained. As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C).</p> <p>Staff are aware of the locations for PPE.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test).</p>	<ul style="list-style-type: none"> <li>➤ Children displaying symptoms will be sent to the designated area outside the main office, in the outer foyer</li> <li>➤ Disabled toilet to be used</li> <li>➤ All PPE is available in the meeting room</li> </ul>		

Rapid Testing for Staff			Risk Rating including mitigations (Likelihood x Severity = Risk)		
			Likelihood	Severity	Risk
			5	1	5
Who might be at risk?	Support	How are you already controlling this risk?	Further mitigations / protective measure required?		
		<p>Parents informed of their child developments and asked to collect immediately (staff are also informed) and follow the <a href="#">Stay at home guidance</a>.</p> <p>Staff and Headteacher/Senior Leadership Team undertake appropriate communications arrangements for wellbeing purposes.</p> <p>Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (which can be provided by the school).</p> <p>Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• <i>they are fully vaccinated</i></li> <li>• <i>they are below the age of 18 years and 6 months</i></li> <li>• <i>they have taken part in or are currently part of an approved COVID-19 vaccine trial</i></li> <li>• <i>they are not able to get vaccinated for medical reasons.</i></li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>They do not need to isolate while awaiting the PCR test. All individuals are encouraged to take a PCR test if advised to do so.</p>			

Rapid Testing for Staff			Risk Rating including mitigations (Likelihood x Severity = Risk)		
			Likelihood	Severity	Risk
			5	1	5
Who might be at risk?	Support	How are you already controlling this risk?	Further mitigations / protective measure required?		
Tracing close contacts and isolation failings  ➤ <a href="#">Stay at home illustration on Pdf</a>  <a href="#">NHS Test and Trace: what to do if you are contacted</a>		<p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p> <p>If none of the above applies, people should self-isolate <a href="#">as per the instructions from NHS Test and Trace</a>.</p>			
	Track and Trace NHS app	Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.			
	Tests to be stored correctly and collection managed in a safe way	<ul style="list-style-type: none"> <li>• Tests to be kept securely in main office to prevent unauthorized access.</li> <li>• Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees.</li> <li>• The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using.</li> <li>• Enough space for social distancing will be allowed when giving out tests.</li> <li>• Tests will be labelled with names and linked lot number and a form to sign. Those collecting their kit should: <ul style="list-style-type: none"> <li>- maintain 2m from staff coming to give out their test</li> </ul> </li> </ul>			

Rapid Testing for Staff			Risk Rating including mitigations (Likelihood x Severity = Risk)		
			Likelihood	Severity	Risk
			5	1	5
Who might be at risk?	Support	How are you already controlling this risk?	Further mitigations / protective measure required?		
Staff or pupils	<p>Confirmed staff or pupil Covid-19 case</p> <p><a href="#">NHS Test and Trace: how it works</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>	<p>If someone tests positive, they will follow the '<a href="#">stay at home: guidance for households</a>'. Your self-isolation period includes the day you were last in contact with the person who tested positive and the next 10 full days and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste (<i>This is because a cough or anosmia can last for several weeks once the infection has gone</i>).</p> <p>The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p>Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are cleaned following guidance for enhanced cleaning where applicable.</p> <p>Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal.</p> <p>Adequate waste disposal arrangements are in place to dispose of contaminated equipment following an enhanced cleaning and disinfecting of coronavirus (Covid-19).</p> <p>Sufficient and suitable equipment is available for the required clean.</p> <p>When the school becomes aware that someone (who has attended) has tested positive for coronavirus (COVID-19), contact is made with the local health protection team (<i>this team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school</i>) – as identified by NHS Test and Trace.</p> <p>To support the Test and Trace process a record of pupils and staff in each group, and any close contact that takes places between children and staff</p>	<p>➤ <b>Note;</b> schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p> <p>The isolation period includes the day the first person the household's <a href="#">symptoms</a> started (or the day their test was taken if they did not have symptoms). Members of their household (including any siblings) should follow NHS Test &amp; Trace advice regarding testing and isolation requirements.</p>		

Rapid Testing for Staff			Risk Rating including mitigations (Likelihood x Severity = Risk)		
			Likelihood	Severity	Risk
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Who might be at risk?	Support	How are you already controlling this risk?	Further mitigations / protective measure required?		
		<p>in different groups is recorded. <b>Note;</b> <i>You do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</i></p>			
	<p style="text-align: center;"><b>Schools</b></p> <p><b>Incidents</b></p> <p>In the case of an issue, it is most likely that this will be experienced by an individual at home. However, <b>if there seems to be repeated or similar issues</b> (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported.</p> <p>DHSC/MHRA may require the school to provide more information if further investigation is required.</p> <p><b>Learning and improving</b></p> <p>To ensure testing is running well, we will be in contact with schools from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.</p>	<p style="text-align: center;"><b>Individuals</b></p> <p><b>Clinical issue</b></p> <p>If there is a clinical incident which led or has potential to harm, participants are advised to report it on <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a>. <b>This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.</b></p> <p><b>Non-clinical issue</b></p> <p>For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland</p> <p><b>Inform school</b></p> <p>Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.</p>			