Coronavirus (COVID-19)

Risk assessment for September 2021

**Name of school: INSPIRE ACADEMY**

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| Assessment conducted by: Louise Armstrong | Job title: Principal | Covered by this assessment: staff, pupils, parents, visitors and volunteers. |
| Date of initial assessment: 1st September 2021 | Review interval: When circumstances change | Date of next review: Ongoing as appropriate but by Jan 2022 at the latest. |

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

|  | Area for concern | Risk rating prior to action  H/M/L | Recommended controls | In place?  Yes/No | By whom? | Deadline | Risk rating following action  H/M/L |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body),** |  | Clear guidance will continue to be given to parents and staff to reiterate that anyone who is displaying symptoms, or has tested positive must not attend the school setting. | Y | Principal  SLT  Admin | 1/9/21 | L |
|  | School will communicate the arrangements to all employees and parents prior to the return of pupils. | Y | Principal  SLT  Admin | 1/9/21 | L |
|  | Staff will be advised to only physically meet with parents or other non-school staff if they are satisfied that doing so is consistent with government advice. | Y | Principal | 1/9/21 | L |
|  | Staff will be asked to not touch/shake hands with parents. | Y | Principal |  | L |
|  | The majority of staff in education settings will not require PPE beyond what they would normally need for their work, staff will be advised of situations where additional PPE is required. | Y | All | 1/9/21 | L |
|  | All school staff have been made aware of the features of the app and the processes to follow within school in regards to the app and any notifications received by themselves or a student;  · Trace – alerts the individual if they were in close contact with a confirmed case  · Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter  · Check in – allows the individual to check in to locations via the app and official NHS QR codes · Symptoms – allows the individual to check symptoms against government guidance and to get advice  · Test – allows the individual to order a free test and to receive results and advice via the app · Isolate – provides an isolation ‘companion’, which counts down how many days they have left to isolate and provides links to useful advice  · Bluetooth must be enabled for the app to work  · If an individual tests positive for COVID-19, the app will ask them to allow others they have been in contact with to be alerted.  · The tracing function can be paused  · A reminder can be set to switch the app back  · The app does not work if the phone is switched off | Y | SLT | 1/9/21 | L |
|  | All staff will follow ‘the catch it, bin it, kill it’ approach to good respiratory hygiene alongside the wash hands, cover face and make space approach wherever possible. All staff will encourage pupils to follow these approaches. | Yes | All | 1/9/21 | M |
|  | Irritant Contact Dermatitis – might affect employees and pupils through exposure through excessive hand washing.  Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin.  Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin’s natural oils.  Early detection can prevent more serious dermatitis from developing. | Yes | All | 1/9/21 | M |
|  | Ignition of alcohol based hand sanitizer – might affect employees and pupils.  Burns to the hands as a result of ignition of sanitizer vapour.  Employees are asked to wash their hands with soap and water if possible. If only alcohol based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces. | Yes | All | 1/9/21 | L |
| **B** | **Arrival / leaving school** |  | Guidance will be given to parents regarding transportation of pupils to and from school, and the preferred avoidance of public transport where possible. | Y | Principal  Admin | 1/9/21 | L |
|  | Staff are asked to arrive before pupils. | Y | Principal | 1/9/21 | L |
|  | Where necessary school gates will be opened earlier to facilitate this. | Y | FM Staff | 1/9/21 | L |
|  | Entrances will be supervised by staff encouraging parents to leave children and walk away. | Y | Principal | 1/9/21 | L |
|  | Staff will discourage loitering by pupils and parents. | Y | Principal | 1/9/21 | L |
| **C** | **Reception signing in and out (e.g. Staff, visitors and contractors)** |  | Parents, visitors, and the general public will be encouraged to not be allowed in school unless by invite or prior arrangement | Y | Principal  Admin | 1/9/21 | L |
|  | Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at the weekend. | Y | Principal | 1/9/21 | L |
|  | Works will only be permitted during the school day in an emergency and where the contractor will not come into contact with pupils / school staff e.g. roof leak, boiler failure etc. | Y | Principal  FM staff | 1/9/21 | L |
|  | Contractors will be met on arrival by site staff e.g. Caretaker and reminded about social distancing before commencing work. | Y | FM Staff | 1/9/21 | L |
|  | Arrangements for deliveries are in place. | Y | FM Staff  Admin staff | 1/9/21 | L |
|  | Arrival / reception areas have been configured to encourage social distancing. | Y | FM Staff  Admin staff | 1/9/21 | L |
|  | If no screen is already in place school will consider whether a temporary plexi -screen be installed. | Y | FM Staff | 1/9/21 | L |
|  | Hygiene stations are in place, with instructions to use it, prior to entering the building. |  | FM Staff | 1/9/21 | L |
| **D** | **In Class** |  | Unnecessary furniture will be removed from classes to increase space. | Y | All | 1/9/21 | L |
|  | Where possible windows will be open to aid ventilation. | Y | All | 1/9/21 | L |
| **E** | **Moving around school** |  | Children will be asked to walk in single file around school. | Y | All | 1/9/21 | L |
|  | Supervision will be in place to prevent horseplay. | Y | All | 1/9/21 | L |
|  | Where relevant only 1 person will be permitted in lift at any one time. | Y | All | 1/9/21 | L |
|  | As far as possible, class groups will be kept together and in the same room negating the need to move around school. | Y | Principal  All | 1/9/21 | L |
|  | Toilet use will be supervised to prevent too many pupils entering at once. | Y | Principal  All | 1/9/21 | L |
|  | Communication with teaching staff will be encouraged to be electronically wherever possible. | Y | Principal  All | 1/9/21 | L |
| **F** | **Lunchtimes/consumption of food** |  | Clear signage will be provided on hygiene, hand washing and the use of hand sanitizers. | Y | FM staff | 1/9/21 | L |
|  | Hand washing will be managed before and after eating food. | Y | All | 1/9/21 | L |
|  | Hand washing will be managed before and after touching/preparing food. | Y | All | 1/9/21 | L |
|  | Any fruit stations will be managed so children do not handle multiple pieces before selecting. | Y |  | 1/9/21 |  |
|  | The bringing of a full personal water bottle each day will be encouraged.  Disposable cups will be provided for all pupils if no water bottle. | Y |  | 1/9/21 |  |
| **G** | **Office/Support staff** |  | Small offices will be and have a maximum use occupancy. | A | SLT | 1/9/21 | L |
|  | Signage will be used to reinforce the message and to advise of areas which should be restricted to one person at a time. | Y | All | 1/9/21 | L |
|  | Reprographics areas will be restricted to single user where possible. | Y | All | 1/9/21 | L |
| **H** | **Vulnerable persons** |  | Extremely clinically vulnerable/clinically vulnerable/vulnerable staff members will be identified and an individual risk assessment will be completed with them to identify any additional control measures for them beyond those in place generally. | Y | Principal  All | 1/9/21 | M |
|  | Individual risk assessments will be carried out for pupils identified as extremely clinically vulnerable, clinically vulnerable, vulnerable or as having behaviours which can increase the risk of transmission of covid-19 (eg spitting or biting) | Y | Principal | 1/9/21 | M |
| **I** | **Staff or pupils arriving at school unwell or become unwell whilst in school** |  | They will be sent home and advised to follow the [staying at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection) to self-isolate for at least 10 days and arrange to have a test. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> | Y | Principal | 1/9/21 | M |
|  | Whilst a child is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. | Y | Principal  All | 1/9/21 | M |
|  | If possible a window will be opened for ventilation. | Y | Principal  All | 1/9/21 | M |
|  | Where it is not possible to isolate them, staff have been advised to move them to an area which is at least 2 metres away from other people. | Y | Principal  All | 1/9/21 | M |
|  | The area around the person with symptoms will be cleaned and disinfected with standard cleaning products after they have left. | Y | Principal  All | 1/9/21 | L |
|  | Children that need to go to the bathroom while waiting to be collected are told if possible to use a separate bathroom. | Y | Principal  All | 1/9/21 | L |
|  | The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. | Y | Principal  All | 1/9/21 | L |
|  | The school will engage with the NHS test and trace process. | Y | Principal  All | 1/9/21 | L |
|  | A step by step document has been provided by Public Health to assist schools in identifying the correct steps to follow. | Y | Principal  All | 1/9/21 | L |
|  | There is a dedicated Public Health e mail which schools may contact for further advice and clarification on actions to be taken. | Y | Principal  All | 1/9/21 | L |
|  | The school will engage with Tameside Public Health each time a positive case is identified and also with NHS Test and Trace where appropriate. | Y | Principal | 1/9/21 | L |
| **J** | **First Aid/Health and safety** |  | When responding to incidents, PPE should be worn by staff if contact is necessary. | Y | PFA staff | 1/9/21 | L |
|  | The provision of PPE should be determined based on anticipated risk of contamination from respiratory secretions, droplets of blood or other body fluids. | Y | All | 1/9/21 | L |
|  | After contact with injured persons first aiders are advised to clean their hands thoroughly with soap and water or hand sanitizer at the earliest opportunity.  <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm> | Y | All | 1/9/21 | L |
|  | **FIRE SAFETY**  **A fire drill will be carried out as normal but in a socially distanced manner.**  In theevent of a real evacuation the need to socially distance will be disregarded until out of the building and in a place of relative safety. |  |  | 1/9/21 |  |
| **K** | **Educational Visits** |  | Overnight and overseas educational visits will not take place. | Y |  | 1/9/21 |  |
|  | Non-overnight domestic educational visits will be subject to risk assessment and will consider related government guidance on controlling Covid-19 transmission relative to the visit location/venue. | N | All | 1/9/21 |  |
|  | Indoor Extracurricular clubs or supplementary schools and wraparound childcare (before and after-school clubs) will be available to all | Y | Principal | 1/9/21 | L |
| Outdoor extracurricular clubs or supplementary schools and wraparound childcare (before and after-school clubs) will be available to all children. | Y | Principal | 1/9/21 | L |
| **L** | **Mental Health and Well-being** |  | Pupils – all staff will support the wellbeing of pupils through the curriculum and interventions with the wellbeing mentor if required. | Y | All | 1/9/21 | M |
|  | Staff – a well-being champion has been identified and will work with the Principal and the Trust to ensure that the mental health and well-being of all staff is considered throughout this period. Staff are encouraged to look out for each other and to share issues or concerns and to raise these at the appropriate meetings. | Y | Well-being Champion and all staff | 1/9/21 | M |
| M | Testing introduction | M | GENERAL MEASURES APPLICABLE TO ALL  The test process is following DHSC Clinical Standard Operating Procedure (SOP) for staff self-testing with Lateral Flow Antigen Testing Devices in primary schools, maintained nursery schools and school-based nurseries. | Y | **Covid-19 Co-ordinator Louise Armstrong** | 1/9/21 | M |
|  | It has been made clear to all staff that all existing covid-19 control measures within the main school risk assessment continue to be in place and should be adhered to at all times. | Y | Covid-19 Co-ordinator Louise Armstrong | 1/9/21 | M |
|  | Kits are to be used only by the person to whom they are assigned, they are not for use by family members. | Y | Covid-19 Co-ordinator Louise Armstrong | 1/9/21 | M |
|  | Staff have the option to opt into the testing programme – it is not compulsory | Y | Covid-19 Co-ordinator Louise Armstrong | 1/9/21 | M |
| **N** | **Storage of testing kits** | M | On receipt of the test kits the school will record the lot number | Y | Registration Assistant Corinne Redford | 1/9/21 | L |
|  | Kits will be stored securely at room temperature | Y | Registration Assistant Corinne Redford | 1/9/21 | L |
| **O** | **Distribution of Testing Kits** | M | The distribution of kits in school is managed by;  Covid-19 Co-ordinator Bev Oldham  Registration Assistant Corinne Redford | Y |  | 1/9/21 | L |
|  | The distribution of test kits will be recorded on a **test kit log** | Y | Registration Coordinator  Louise Armstrong | 1/9/21 | L |
|  | Staff will sign for receipt and record the **lot number of their kit** against their name. | Y | Registration Assistant Louise Armstrong | 1/9/21 | L |
|  | The updated ‘Instructions for use’ are distributed with each testing kit and staff are advised of the correct version to follow. | Y | Registration Assistant  Louise Armstrong | 1/9/21 | L |
| **P** | **Measures for staff self-administering test at home** | M | Content from the document sharing platform has been made available for all staff as a means of training;   * An introduction to rapid self-testing * An NHS video demonstrating how to carry out a test * A step-by-step visual guide on how to do the test | Y | Covid-19 Co-ordinator Bev Oldham  Registration Assistant Louise Armstrong | 1/9/21 | L |
|  | All staff have been advised to read the privacy notice. | Y | Covid-19 Co-ordinator Louise Armstrong | 1/9/21 | L |
|  | The staff member will store the kit at room temperature | Y | Covid-19 Co-ordinator Louise Armstrong | 1/9/21 | L |
|  | The correct version (v1.3.2) of the instructions for use have been provided with each kit.  There are no hazards associated with the extraction solution however, as a precautionary measure, staff are advised to take care with its use and in the vent of spillage to clean it up immediately and in the event of contact with the skin to rinse. | Y | Registration Assistant Louise Armstrong | 1/9/21 | L |
|  | Tests will be carried out at home, in the morning before leaving for work, twice weekly (3 or 4 days apart) | Y | Staff member | 1/9/21 | L |
|  | The staff member will leave at least 30 minutes after eating/drinking before taking the test. | Y | Staff member | 1/9/21 | L |
|  | Each time they complete a test staff will;   1. Report the results online   [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result)   1. Advise their school/nursery of the result so it can be recorded and any relevant actions taken | Y | Staff member | 1/9/21 | L |
|  | Staff members are responsible for reporting incidents relating to the testing and will report as follows;   * Report any clinical issue (eg bleeding, allergic reaction) <https://coronavirusyellowcard.mhra.gov.uk> * Report any non-clinical issue via 119 (eg items missing from their kit) * Inform their school/nursery of any ongoing test related problems | Y | Registration Assistant Michaela Leigh | 1/9/21 | L |
| **Q** | **Actions for the staff member to take in the event of a void result** | M | In the event that the result of the LFD test is void the staff member will take another test. | Y | Staff member | 1/9/21 | L |
| If the staff member has two void tests in a row they will book a PCR test. | Y | Staff member | 1/9/21 | L |
| If a staff member is consistently receiving void results they will be asked to review the training information on carrying out the test to ensure they are following the correct process. | Y | Registration Assistant Michaela Leigh | 1/9/21 | L |
| **R** | **Actions for the staff member to take in the event of a positive result** | H | On receipt of a positive LFD test the staff member will advise the school/nursery, begin to self-isolate immediately and book a PCR test.  In the event that the PCR test is negative they can return to work and cease self-isolating | Y | Covid-19 Co-ordinator Bev Oldham  Staff member | 1/9/21 | M |
| Existing guidance should be followed | Y | Staff member | 1/9/21 | M |
| **S** | **Schools and Nurseries logging test results** | M | A test results register/log will be maintained by the school/nursery  Ensure that for GDPR reasons the results register is a separate document to the test kit log | Y | Registration Assistant Corinne Redford | 1/9/21 | L |
|  | All staff are advised that they must inform their school/nursery of their test result so it can be recorded and any relevant actions taken. | Y | Covid-19 Co-ordinator Corinne Redford | 1/9/21 | L |
| **T** | **Schools and Nurseries reporting incidents** | H | Repeated issues will be reported by the school/nursery to the DfE helpline (eg multiple repeated void results, leaking/damaged tubes/unclear results) DfE coronavirus helpline 0800 046 8687 | Y | Registration Assistant Corinne Redford | 1/9/21 | M |
| **X** | **Other testing** | M | Low take up of staff: All existing control measures with the whole school covid-19 risk assessment remain in place and are adhered to in addition to the use of LFD asymptomatic testing | Y | Covid-19 Co-ordinator Louise Armstrong | 1/9/21 | L |
| H | Incorrect storage: The test cartridge and extraction solution will be stored at ambient temperature (2-30 degrees Centigrade). | Y | Registration Assistant Louise Armstrong | 1/9/21 | L |
| H | Incorrect storage: The reagents and devices will be at room temperature (15-30 degrees centigrade) when used for testing. | Y | Registration Assistant Louise Armstrong | 1/9/21 | L |
| M | Incorrect waste Disposal: After use the staff member will bag all components of the kit in the waste bag provided and put it in their general household waste. | Y | Staff member | 1/9/21 | L |

Contingency:

Our one-way system and staggered start and finish times remain in place.

Increased hand hygiene of a good standard and good ventilation in school remain in place.

Should there be an increase in cases or a cause for concern we may reintroduce some precautionary measures such as mask wearing and/or minimal mixing.