

COVID-19 RISK ASSESSMENT

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| Educational Setting | Moorfield School and Nursery |
| Activity / Task | COVID-19 Risk Management Assessment (Educational Settings) |
| Completed by | Tina Herbert (Head), Ian Findlay (Compliance Officer) |
| Version Number | 8 |
| Release Date | 5 th January 2022 |

This Risk Assessment is a 'live' document and will be updated in line with latest government guidance and uploaded to Moorfield website

| What are the hazards? | People carrying out tasks or those at risk | Safety Measures in place – to be reviewed on a weekly basis. | Action by whom? | Action by when? | Done |
|---|--|--|---------------------|--------------------------|---|
| <p><u>Version 8 as of 5th January - School open to all children in all year groups</u></p> <p>NOTE:- HEAD OF SCHOOL HAS THE RIGHT TO ASSESS ANY POTENTIAL RISK TO STAFF AND CHILDREN WHEN A CHILD RETURNS FROM SELF ISOLATION. SCHOOL WILL CONTINUE TO ASK PARENTS TO ONLY ENTER THE BUILDING BY APPOINTMENT.</p> | | | | | |
| Awareness of policies and procedures | Staff, visitors, pupils, contractors, parents, governors | <p>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Health and Safety Policy • First Aid Policy • Current Covid risk assessment (Version 7) <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <p>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations</p> | TH All Staff | Ongoing All Staff | RA V Other policies and procedures |

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| Awareness of policies and procedures | | <p>(RIDDOR) 2013</p> <p>Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</p> <p>DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</p> <p>The relevant staff receive any necessary training that helps minimise the spread of infection.</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE - The school’s local health protection team (HPT) - Bradford Local Authority <p>In addition, all staff, volunteers, visitors and governors are aware of the school’s infection control systems.</p> | | | |
| Cleaning/Poor hygiene practice | All staff Children, visitors, parents, volunteers, contractors, | <p>Deep clean of all areas/rooms before staff and pupils return to school.</p> <p>If school has been informed that someone has tested positive with covid-19 then any area/room they have accessed to undergo a thorough clean.</p> | Cleaning team | Ongoing throughout summer holidays | √ |

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| Cleaning/Poor hygiene practice | governors | <p>Visitors are permitted on to site. They must wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE’s Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> | TH | Ongoing | √ |
| | | <p>Sufficient amounts of soap, clean water, paper towels and sanitizer are supplied in all toilets, wet areas, classrooms and kitchen areas. Stocks must be checked regularly.</p> | CB | Ongoing | √ |
| | | <p>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Reminder of correct way of washing hands given regularly.</p> | All staff | On going | √ |
| | | <p>Pupils are able to use hand sanitiser, under the supervision of a member of staff.</p> | | | √ |
| | | <p>Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</p> <p>All classes to continue to have cleaning kits to clean tables, touch points etc throughout the day.</p> | CB | ongoing | √ |

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| Ill Health | Staff, visitors, pupils, contractors, parents | <p>Staff and parents are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of, or change in, their normal sense of taste or smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any pupil or member of staff who displays signs of Coronavirus are advised to follow the https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ which sets out that they should arrange to have a test to see if they have coronavirus (COVID-19). Whilst awaiting the test result they should self isolate. Other members of their household/support bubble (including any siblings) do not need to isolate if they are under 18 or adults that are fully vaccinated, unless they develop symptoms themselves.</p> <p>The isolation period for the positive case following a positive result includes the day symptoms started for the symptomatic person, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms they will need to start their 10 day isolation period and book a test.</p> | Up | <p>Continue</p> <p>From 16/08/21</p> <p>From 16/08/21</p> | √ |

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| Ill Health | Staff, visitors, pupils, contractors, parents | <p>If a pupil displays symptoms whilst in school. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Unwell pupils who are waiting to go home are kept in the First Aid room where they can be isolated with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them in the First Aid room, move them to an area which is at least 2 metres away from other people.</p> <p>If unwell pupils and staff are waiting to go home, they are instructed to use the First Aid room to minimise the spread of infection. The room will be out of bounds until cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. They are also requested to get the pupil tested.</p> <p>Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves.</p> | | Ongoing | v |
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| <p>UPDATE ON TESTING 5/1/22</p> <p>Confirmed Case of Covid- 19</p> | <p>Staff , parents, pupils</p> | <p>Where the child, young person or staff member tests negative, they can return to their setting.</p> <p>Updated as from 5th January 2022</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>If a staff member or pupil tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the day after the onset of their symptoms or the day after their test was taken if they did not have symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. A cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day after they first became ill . If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>Other members of their household do not need to self isolate if they are under 18</p> | | | |

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| <p>UPDATED 5/1/22</p> | | <p>or adults that are fully vaccinated, unless they develop symptoms themselves.</p> <p>Staff who come into contact with a positive case are advised to have a PCR test.</p> <p>Updated as of 5th January 2022 - From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts</p> | | | |
| <p>Poor management of infectious diseases</p> | <p>Staff, visitors, pupils, contractors, parents</p> | <p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Head and SLT</p> | <p>All staff</p> | | |

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| | | <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>The Head is informed by parents immediately once a pupil has tested positive for coronavirus.</p> <p>Staff inform the Head or SLT immediately once a pupil has tested positive for coronavirus.</p> <p>The SLT monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p> | | | |
| Peripatetic teachers as they work in more than one school | Music and other peripatetic teachers, staff and children | <p>Peripatetic teachers to wear masks in communal areas and be aware of the control measures in school. Continue to teach behind the screens set up in the music rooms.</p> <p>External music students to continue to enter the building via the music rooms doors and not the front entrance.</p> | Peri teachers , LR, TH | Immediately – LR to remind all peris at the beginning of the year | √ |
| Lack of communication | Staff, visitors, pupils, contractors, parents | <p>School to keep parents, staff and governors informed of any changes to government guidance.</p> <p>Current risk assessment to be sent to SLT and governors for approval.</p> <p>Once risk assessment approved, all staff sent a copy.</p> <p>Risk assessment uploaded onto website and parents informed where to find it.</p> | TH | From 16/08/21 | √ |

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| Access/Egress of school building | Staff Children Parents | <p>Staggered entry and exit to the building will no longer be required, children will arrive at the normal times. However, as for Version 6 of the risk assessment, the following measures will continue:</p> <ul style="list-style-type: none"> • Reception and Nursery children to be dropped off and picked up in the EYFS playground and not in the nursery classroom. • Parents of pupils in all other year groups to wait in playground with children at drop off and pick up time. • Parents to only enter the building by appointment. <p>One way system no longer needed.</p> <p>NOTE:- Infection control measures may need to be introduced should an outbreak occur.</p> | All staff and parents | 7/09/21 | √ |

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| Classroom layout/bubbles/breaktimes | Pupils/staff | <p>No requirement for pupils to be facing forward and spaced out in class. No requirement for bubbles so pupils in different year groups can mix for drama, choir, PE etc. Whole school assemblies are now allowed. No requirement for staggered break times and lunch-times Different year groups can mix outside at break-times. After School Care and Breakfast Club can operate as normal. Tables, touch points to be cleaned throughout the day by TA/Teacher</p> <p>NOTE:- Infection control measures may need to be introduced should an outbreak occur.</p> | TH | 07/09/21 | v |
| Record keeping | Visitors and Contractors | <p>Visitors should be kept to a minimum if possible. Any visitors or contractors to school must sign in as they would normally do to ensure fire compliance with fire regulations but in addition, they must also leave a contact number. These records will then be kept for 21 days should anyone need contacting in the event of a positive covid result. After 21 days, the records will be destroyed.</p> | DF | From 1 st September 2021 | v |
| Personal Protective Equipment | Staff Children Visitors contractors | <p>Most staff in school will not require PPE beyond what they would normally need for their work. However, for some staff, particularly those considered vulnerable, there will be times when it is appropriate for staff to socially distance or wear a mask, particularly when conducting face to face meetings with vulnerable member of staff.</p> | TH | 01.09/21 | v |
| Social distancing | | <p>Social distancing is no longer a requirement in schools, however, some staff may feel it is appropriate to continue social distancing for at least the first half-term.</p> | | | |

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| Personal Protective Equipment UPDATED 5/1/22 | | The guidance on the use of PPE in education, childcare and children’s social care settings provides more information on the use of PPE for COVID-19. Updated from 5th January - In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. | | | |
| Clinically vulnerable staff and children | Staff over 70, staff with an underlying health issue or staff with compromised immunity or currently receiving medical treatment. Clinically extremely vulnerable children | All clinically extremely vulnerable children should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Further information is available in the guidance on <i>Supporting pupils with medical conditions at school.</i> Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. Staff in schools who are CEV should currently attend their place of work if they cannot work from home. See individual risk assessments for clinically vulnerable staff. NOTE: Pregnant women are in the ‘clinically vulnerable’ category. School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review RCOG Q&A covid19 virus infection and pregnancy. | TH | 01/09/21 | v |

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| Ventilation and Physical Environment | Staff, pupils | <p>Ventilate all spaces using natural ventilation where possible.</p> <p>Open windows, prop open doors where possible.</p> <p>Teachers open windows/vents in classrooms as soon as they arrive.</p> <p>Windows/doors to be open to capacity when children aren't in the classroom to give a ventilation blast.</p> <p>Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus.</p> <p>Stand alone fans may be used.</p> <p>Also consider if the circulation of outside air can be improved and prevention of pockets of stagnant air in occupied spaces. This can be done by using upright and desk fans or opening windows.</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>The need for increased ventilation should be balanced with maintaining a comfortable temperature.</p> | All staff | 01/09/21 | √ |
| Ventilation and Physical Environment | | | | | |

Continue good hygiene practice:-

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.



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- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.