



COVID-19 STEP 4 – LENT TERM 2022

RISK ASSESSMENT V2.4

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Awareness of policies and procedures	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures. • All staff have access to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 • The Health Protection (Notification) Regulations 2010 • Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' • DfE and PHE (2020) 'COVID-19: guidance for educational settings' • Relevant staff receive necessary training that helps minimise the spread of infection, e.g. infection control • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> • DfE – NHS - Dept for Health & Social Care - PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus via email / staff meetings and contact / school as soon as possible if they believe they have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the need to tell a member of staff if they feel unwell. 	Low	<p>Jan 2022 Updated Staff meetings</p> <p>Jan 2022 Updated via school post</p> <p>Assemblies /Form Time</p>	<p>✓</p> <p>✓</p>



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Disruption to the running of the school in cases of local outbreak	Staff Pupils Others	Infection control	<ul style="list-style-type: none"> The school has an up-to-date Outbreak Management Plan in place – the plan is reviewed as necessary. The school adheres to and keeps up-to-date with the latest local and national advice regarding school closures – advice is sought from the local HPT or DfE helpline where required. Follow Government advice / instructions 	Low	Jan 2022 Update as & when	
Use of Transport	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> Ensure that windows are open for maximum ventilation All pupils to wear masks as directed by Herts Council guidance School will follow director of public health advice in cases of local outbreak. School will put into place any further actions or precautions advised by their local HPT. 	Low		✓
Cleaning of school	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➤ All door handles ➤ All tables and chairs used by staff and pupils ➤ Toilet flushes and regular cleaning of toilets. All classrooms to have COVID 19 disinfectant spray and where possible disposable cloths Hand sanitizer available at receptions and in classrooms. Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, desks, taps etc. are all thoroughly cleaned and disinfected regularly throughout the day (at least 3 times) 	Low		✓



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Ventilation class/office	Pupils Staff	Infection control	<ul style="list-style-type: none"> Identify any poorly ventilated spaces - take steps to improve fresh air flow If the mechanical ventilation systems is used to draw fresh air or extract air from a room these should be adjusted to increase the ventilation rate wherever possible Ensure that mechanical ventilation systems only circulate fresh outside air and where this is not possible supplement with an outdoor air supply Where appropriate open external windows, internal doors, external doors to improve natural ventilation In cold weather where opening windows will cause temperature issues ensure that windows and doors are opened at the end of each class to 'flush' the room prior to the next class 	Med		✓
Staff CEV	Staff	Infection control	<ul style="list-style-type: none"> CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and follow the practical steps set out in guidance to minimise the risk of exposure to the virus 	Med		✓
Educational visits	Pupils Staff	Financial risk	<ul style="list-style-type: none"> If booking new visits, ensure that the school have adequate financial protection in place The school should have a contingency plan in place to account for any changes in the government travel list Full risk assessments must be completed. 	Med	Trips booked in consultation with Patrick Nightingale following discussion with Headmaster	✓
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> Staff are instructed to monitor themselves and others and look for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or pupil's symptoms. Staff, Year 7 & 8 to carry out an LFD test twice a week 	Med		✓



Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none">• Maintain availability of handwashing stations with the installation of handwashing sinks in the following locations:<ul style="list-style-type: none">• Pre Prep car park• Pre Prep playground• Garages• Music block entrance• PAC.• Front entrance• Sports Hall• Lower School• Pre-prep reception area• Nursery area• Paper Hand towels and handwash are to be checked and replaced as needed by cleaning staff• Children to be instructed and reminded to clean their hands regularly• Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitizer (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.• Sufficient amounts of soap (or hand sanitizer where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.• Pupils are discouraged from sharing cutlery, cups or food.• All cutlery and cups are thoroughly cleaned before and after use.• Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.	Med	Review and amend as and when req	✓
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Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed NOT to bring their children to school if they show any symptoms of COVID 19 and to book a PCR test if they show COVID 19 symptoms • Any additional provisions for pupils who are vulnerable will be put in place, in liaison with the pupil's parents, if necessary. • One way system of stair use in operation in the main house • All staff meetings will be held over zoom to limit large gatherings and the potential of spreading the virus, and advised to do the same for larger departmental meetings • To protect the school community, if any staff member has a family member isolating due to COVID 19 they are strongly urged to take a daily Lateral Flow test for each day of the family member's infection, to ensure they are negative. Any positive Lateral Flow test should be followed up by a PCR and immediate isolation. • If any pupil's member of family are isolating due to COVID 19 parents are strongly urged to carry out daily Lateral Flow tests on their child who attends the school for each day of the family member's infection, to ensure they are negative. Any person displaying symptoms & positive Lateral Flow test should be followed up by a PCR and immediate isolation. • Any Positive LFD tests that show no symptoms should isolate for the required time as per Government guidance. No PCR test is required. 	Med		✓



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Positive Cases	Pupils & Staff	Infection control	<ul style="list-style-type: none"> The school no longer needs to carry out contact tracing as close contacts will be identified via NHS Test and Trace. All individuals are encouraged to take a PCR test if advised to do so. Children under the age of 18 years old and people who have been fully vaccinated will no longer be required to self-isolate if contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they are a close contact and advised whether to take a PCR test. All individuals are encouraged to take a PCR test if advised to do so. <p>Staff / Pupils</p> <p>In the case of a showing symptoms and a positive lateral flow test result pupils and staff should self- isolate in line with the stay at home guidance and book a PCR test</p> <p>In the case of a NOT presenting symptoms and returning a positive lateral flow test result pupils and staff should self- isolate in line with the stay at home guidance for the recommended time period. NO confirmatory PCR test is currently required</p> <p>If the PCR test is taken <u>within 2 days</u> of the positive lateral flow test, and is negative, it overrides the self-test and the pupils/staff can return to school as long as there are no COVID-19 symptoms</p> <ul style="list-style-type: none"> If 5 or more positive cases occur within the school within 10 days, that can be linked to each other, the school will report it to the DFE & PHE and will activate the COVID Management Contingency Plan The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The school is informed by pupils' parents when pupils return to school after having coronavirus –school informs relevant staff. Staff inform the SLT when they plan to return to work after having coronavirus Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19. 	Med		✓



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Early end to isolation	Pupils, Staff, Visitors	Spread of Infection	<p>Pupils/Staff who are self-isolating with COVID-19 have the option to reduce their isolation period after 5 full days if they test negative with an LFD test on both day 5 and day 6 and they do not have a temperature.</p> <p>For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to school immediately on day 6.</p> <p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day.</p> <p>All test results should be reported to NHS Test and Trace.</p> <p>If the result of either test is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10-day period of self-isolation.</p> <p>Further information on self-isolation for those with COVID-19</p>		YES	N O
Personal Protective Equipment Face Covering	Pupils Staff Visitors Parents	Infection control	<ul style="list-style-type: none"> • Face coverings for all Visitors, staff, year 7 & 8 will be required to be worn within communal areas • Face masks for year 7 & 8 must be worn during lessons as per Government Guidance • It is recommended that face masks are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. • School will follow direction of PH advice in cases of local outbreak. • School will put into place any further actions / precautions advised by local HPT. 	Low		✓



<p>III Health</p>	<p>Staff Pupils Others</p>	<p>Coronavirus Symptoms</p>	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Pupils who display COVID symptoms, a persistent cough, fever or a loss / change to sense of smell or taste are not to be taken on school trips or permitted to enter public areas used for teaching. Pupils need to be isolated with parents informed to collect them from school and book a precautionary PCR test • Any staff displaying COVID symptoms should leave school immediately & book a PCR test • Staff and pupils should not return to school before the instructed date from NHS Track and Trace • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. 	<p>Low Low Low Low</p>	<p>09/21</p>	<p>✓</p>
<p>Classroom management</p>	<p>Pupils Staff</p>	<p>Infection control</p>	<ul style="list-style-type: none"> • Class teachers and TA support to no longer operate purely from the front of the classroom – mobility of all staff to be a key element. • It is no longer required for forward facing tables - care should still be taken on table management in a classroom setting. • Outbreak management plans cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak. • The School will revert back to previous control measures in the event of a local outbreak ie logistics from March2021 including separate play zones and class Bubble maintenance 	<p>Low</p>	<p>Table grouping - allows for greater staff movement around the class & interaction</p>	<p>✓</p>



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Assemblies and singing	Pupils Staff	Infection Control	<ul style="list-style-type: none"> Whole school assemblies are suspended and will be reviewed in Feb 2022, due to increase of COVID cases 	Low	Whole school assemblies suspended	✓
Playtime and using equipment	Pupils Staff	Infection Control	<ul style="list-style-type: none"> Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment. 	Low	See above	<input type="checkbox"/>
Lunchtimes	Pupils Staff	Infection Control	<ul style="list-style-type: none"> Lunchtime arrangements to revert back to previous arrangements. Tables must still be cleaned on a regular basis throughout dinner time activities. 	Low		✓
Admitting children into school	Pupils Staff	Infection Control	<ul style="list-style-type: none"> In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending school, the school reserve the right to refuse the pupil if, in the schools reasonable judgement, it is necessary to protect pupils and staff from possible infection with COVID-19. Decision needs to be considered in light of all the circumstances and current PH advice. 	Med		✓



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CEV children	Pupils Staff	Infection control	<ul style="list-style-type: none"> All CEV children should attend their education setting unless they are one of the very small number of children under pediatric / specialist care who have been advised not to attend 	Med		✓
Admitting people into school	Pupils Staff	Infection control	<ul style="list-style-type: none"> Parents are permitted to support their children during sports but are not permitted with in the school. All parent match day teas will be served outside Any functions that are held within the school that parents attend will be required to wear masks All parents and visitors to wear masks while walking in communal areas 	Med		✓
DSL absent due to Covid	Pupils	Pupil safety,	<ul style="list-style-type: none"> If the DSL is unavailable due to Covid-19, the activities of the DSL will be carried out by a nominated DDSL, being one of the three Deputy Designated Safeguarding Leads, ('DDSLs') as appropriate. The DDSL's details are also set out in the School contacts list at the front of the safeguarding Policy. In this Policy, reference to the DSL includes the DDSL where the DSL is unavailable 	Low		✓

Reviewed January 2022