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Ref No:	Risk Assessment	Assessor name	Assessment date	Review date
	<b>Covid – 19 - Risk Assessment –</b>	<b>Nachida Salhi</b>	<b>Spring / Summer 2021</b>	<b>WEEKLY</b>
<b>How communicated to staff</b>	<b>/Emailed/Website</b>		<b>Date communicated</b>	<b>15<sup>th</sup> April 2021</b>

Ref	Tasks, Issue	People carry out tasks or those at risk	Our Safety Measures
(a)	Awareness of policies and procedures	Staff, visitors, pupils, parents.	<p>All staff, pupils, parents, 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"> <li>➤ Health and Safety Policy.</li> <li>➤ First Aid Policy.</li> <li>➤ Infection Control Policy.</li> </ul> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.</li> <li>➤ The Health Protection (Notification) Regulations 2010.</li> <li>➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities.</li> <li>➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings.</li> </ul> <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. bodily spillage training.</p> <p>We have followed national and local guidance when writing the risk assessment. Guidance used, but not limited to, the following:</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures</a></p>



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<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

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<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>



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			<p><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=1%20September%202020%20C19&amp;utm_medium=Daily%20email%20C19&amp;utm_campaign=DfE%20C19">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=1%20September%202020%20C19&amp;utm_medium=Daily%20email%20C19&amp;utm_campaign=DfE%20C19</a></p> <ul style="list-style-type: none"> <li>➤ Staff are made aware of the school's infection control procedures in relation to coronavirus via email and contact the school as soon as possible if they believe they may have been exposed to coronavirus or are displaying any symptoms.</li> <li>➤ The Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>
(b)	hygiene practice	Staff, visitors, pupils, parents.	<ul style="list-style-type: none"> <li>➤ Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>➤ Permitted visitors 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 (Public Health England) Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>➤ Sufficient amounts of soap, paper towels and sanitizer are supplied in all classrooms.</li> </ul>



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			<ul style="list-style-type: none"> <li>➤ Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. (This will be demonstrated daily along with hygiene expectations by the class teacher).</li> <li>➤ Pupils are able to use hand sanitiser, under the supervision of a member of staff. Children to only have access to hand sanitisers from a dispenser.</li> <li>➤ Pupils are discouraged from sharing food, stationary items. Children in Year 1 – Year 5 are supplied with their own stationary items.</li> <li>➤ All classes to have cleaning kits to clean tables, touch points ..... throughout the day.</li> </ul>
(c)	Health	Staff, visitors, pupils, parents	<ul style="list-style-type: none"> <li>➤ Staff 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 of smell (anosmia) (Added to list of symptoms May 2020) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>➤ Children who feel unwell whilst in school will have their temperature taken immediately using a non-contact thermometer.</li> <li>➤ Any pupil or member of staff who displays signs of being unwell, <a href="#">coronavirus (COVID-19) symptoms</a>, have a cough, fever, or has a loss of, or change in, their normal sense of taste of smell (anosmia), or difficulty in breathing, and believes they have been exposed to coronavirus seeks immediate medical advice. They are advised to follow the <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> </ul>



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Which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

- 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 an empty classroom where they can be isolated behind a closed door, and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them in an empty classroom, move them to an area which is at least 2 metres away from other people.
- If unwell pupils and staff are waiting to go home, they are instructed to use the downstairs disabled toilets to minimise the spread of infection. The toilets will be put out of use and taped closed until the toilets are able to be cleaned and disinfected using standard cleaning products before being used by anyone else.
- Areas used by unwell staff and pupils who need to go home will be appropriately cleaned once vacated. See the [COVID-19: cleaning of non-healthcare settings guidance](#).
- 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.



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			<ul style="list-style-type: none"> <li>➤ 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. They advised to follow the <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>➤ Which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19).</li> <li>➤ If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> </ul>
(d)	Confirmed Case of Covid- 19	Staff, parents, Pupils.	<ul style="list-style-type: none"> <li>➤ All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested.</li> <li>➤ Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>➤ If a staff member or pupil tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their 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 when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> </ul>



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- As soon as school becomes aware of a confirmed case of Covid-19 we will contact the DFE Helpline, 0800 046 8687. Public Health will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attends the school – as identified by NHS Test and Trace.
- A rapid risk assessment will be completed to confirm who has been in close contact with the person during the period that they were infectious (48 hours before displaying symptoms, and ensure they are asked to self-isolate.
- Based on the advice from the DFE, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:
  - Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin).
  - Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.
  - Travelling in a small vehicle, like a car, with an infected person.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#). They should get a test, and if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. If the test result is positive, they should inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least



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			<p>14 days from when the symptomatic person first had symptoms, following <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></p> <p>If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected we will work with our local health protection team and the DFE who will be able to advise if additional action is required.</p> <p>In some cases, it may be recommended that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. Whole school closure based on cases within the school will not generally be necessary and should not be considered except on the advice of health protection teams or the DFE.</p>
(e)	Spread of infection	Staff, visitors, pupils, parents.	<p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the bodily spillage procedure, using PPE (Personal Protecting Equipment) at all times.</p> <p>The ‘catch it, bin it, kill it’ approach continues to be communicated to children.</p> <ul style="list-style-type: none"> <li>➤ Bodily spillage kits are available in all classrooms.</li> <li>➤ Cleaning kits are available in all classrooms.</li> <li>➤ Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Parents encouraged to take their child for a test.</li> <li>➤ Parents/staff to inform school immediately if they test positive for Covid – 19.</li> <li>➤ Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period). Parents encouraged to take their child for a test if they have symptoms.</li> </ul>



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			<ul style="list-style-type: none"> <li>➤ Parents/staff to notify the school if their child/they have an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>➤ Pupils' coats are spaced where possible. Not all pupils to access coats at the same time.</li> <li>➤ Pupils to only bring coats, water bottles, bags with essential items and lunchboxes into school. No unnecessary items.</li> </ul>
(f)	management of infectious diseases	Staff, visitors, pupils, parents.	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Head teacher.</li> <li>➤ The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>➤ The Head teacher is informed by pupils' parents immediately once a pupil has tested positive for coronavirus.</li> <li>➤ Staff inform the Head teacher immediately once a pupil has tested positive for coronavirus.</li> </ul>
(g)	Communication	Staff, parents, Visitors.	School to keep staff, pupils and parents adequately updated about any changes in relation to guidance/procedures around coronavirus
(h)	Disruption to the running of the school and exams.	Staff, parents, Pupils, visitors.	The school adheres to and keeps up to date with the latest local and national advice about school closures –
(i)	Emergencies	Staff, parents, Pupils, visitors.	<ul style="list-style-type: none"> <li>➤ Staff to ensure emergency contact details are up to date, including alternate emergency contact details, where required.</li> <li>➤ Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>➤ Office staff to ensure all pupils on site have 2 WORKING contact numbers.</li> <li>➤ The school has an up to date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. Gloves, aprons and masks should be worn when dealing with a medical emergency where 2M's distance cannot be observed.</li> </ul>



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			<ul style="list-style-type: none"> <li>➤ All staff made aware of the new guidance from the UK Resuscitation Council around the changes to CPR practices.</li> </ul> <p>All staff advised to watch the link below video.  <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p>
(j)	Managing Entrance and Egress	Staff, parents, Pupils, visitors.	<ul style="list-style-type: none"> <li>➤ Year groups to arrive and depart from school at different times. Those families with children from more than one year group to bring children at their designated times. If children are early as they have dropped off siblings they should wait on the playground for their allocated arrival time.</li> <li>➤ Only one member of a family to drop off children (unless families have no alternative than to bring siblings).</li> <li>➤ Staff asked to maintain 1M + distance when arriving and leaving the building and whilst in the building.</li> <li>➤ Staff asked to maintain 1M + distance when receiving and dismissing pupils. Cones/floor markings will be used to support parents and staff for distancing upon handovers.</li> <li>➤ If a child is unwilling to leave a parent, the staff will be unable to assist. Parents may wish to calm the child and attempt re-entry through the school office; again unaided by staff.</li> <li>➤ Children who refuse to cooperate whilst in school and put staff at additional risk will be at risk of exclusion. The schools separate Behaviour and Exclusions Policy will be followed (whichever Policy is most appropriate).</li> <li>➤ Parental queries will be dealt with over the phone or via email where possible. Not at the beginning and end of the school day.</li> </ul>
(k)	Class sizes and layout	Staff, pupils	<ul style="list-style-type: none"> <li>➤ Classes to have no more than 20 children in them.</li> </ul>



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			<ul style="list-style-type: none"> <li>➤ Children Year 2 – Year 6 to work on tables facing the front of the class. Children to use the same table each day where possible.</li> <li>➤ A one-way system to be introduced in all classrooms and in corridors where possible.</li> <li>➤ Doors onto corridor only to be used to access toilet facilities.</li> <li>➤ Children to use the same classroom or area each day, with a thorough cleaning of the rooms at the end of the day.</li> <li>➤ Tables, touch points to be cleaned throughout the day by TA/Teacher.</li> <li>➤ Lunchboxes to be kept on one place (Table).</li> <li>➤ Water bottles to be kept on tables where possible.</li> </ul>
(l)	Social Distancing	Staff, pupils, Parents, visitors.	<ul style="list-style-type: none"> <li>➤ Staff and children reminded to stay 1M + apart where possible. Signage displayed on playground and around school. Markers/tape to be used where needed.</li> <li>➤ Children to only mix in year groups. Children and staff to stay away from other people and groups where possible.</li> <li>➤ Children are always in the same groups each week, and different groups are not mixed during the day, or on subsequent days.</li> <li>➤ The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days where possible and where staffing allows.</li> <li>➤ Staggered breaks to ensure that any circulation routes used have a limited number of pupils using them at any time.</li> <li>➤ Staggering access to the playground at lunchtime. Children to be brought their lunch in their classrooms and timeslots/areas allocated for use of the playground/field. Reception to have lunch in class.</li> <li>➤ Limiting the number of children who use the toilet facilities at one time. Only one Male and Female from each class to access the toilet facilities at any one time.</li> <li>➤ Contact sports avoided.</li> </ul>



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			<ul style="list-style-type: none"> <li>➤ Contact with Office based staff where possible to be via emails/phone calls. If this is not appropriate arrange a specific time to meet so social distancing can be ensured.</li> </ul>
(m)	Sharing of Resources	Staff, parents, Pupils, visitors.	<ul style="list-style-type: none"> <li>➤ Classrooms have access to their own resources.</li> <li>➤ Equipment not needed to be removed where possible.</li> <li>➤ Children to be provided with their own stationary, Year 1-5 Children will be given daily reminders to only use their own stationary and not to share with other children.</li> <li>➤ Items used infrequently to be shared across year group. Paints, pencil crayons ....</li> <li>➤ Within Reception toys/equipment may be shared but within smaller groups of children and resources are disinfected at the end of every day and between sessions in nursery.</li> <li>➤ All classrooms to have their own first aid, cleaning materials, bodily spillage kits .</li> <li>➤ Wet play games are not to be used.</li> <li>➤ Other shared equipment (keyboards) to be cleaned thoroughly between each use</li> </ul>
(n)	Shared spaces	Staff, pupils, Parents, and Visitors.	<ul style="list-style-type: none"> <li>➤ Classrooms will not be shared between year groups.</li> <li>➤ Toilets used by single year group only. Children asked to wash hands on the way back from the toilet.</li> <li>➤ Lunch will be served in classrooms. Tables will be cleaned by TA.</li> <li>➤ Lunchtime access to playground to be staggered.</li> </ul>
(o)	Visitors	Parents, staff.	<ul style="list-style-type: none"> <li>➤ There will be no unnecessary visitors allowed access into the building.</li> <li>➤ Essential Service visits will where possible be conducted at the beginning or end of the school day.</li> </ul>



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			<ul style="list-style-type: none"> <li>➤ Meeting with other professional will take place virtually where possible. Meeting that are unable to take place virtually, visitors 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 <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> </ul>
(p)	Physical Environment/Ventilation	Staff, pupils	<ul style="list-style-type: none"> <li>➤ Ventilate all spaces using natural ventilation where possible.</li> <li>➤ Open windows, prop open doors where possible.</li> <li>➤ Staff 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.</li> </ul>
(q)	Staff unable to work	Staff	<ul style="list-style-type: none"> <li>➤ You may still be at risk of severe illness if you catch coronavirus, so continue to take precautions.</li> <li>➤ If you are extremely clinically vulnerable or clinically vulnerable or live with someone who is clinically vulnerable you should wash your hands regularly, avoiding touching your face and keep 2 metres away from people outside of your household.</li> <li>➤ Staff who wish to may wear face coverings are able to do so.</li> </ul>



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(r)	Face Masks	Parents, staff, And pupils.	<ul style="list-style-type: none"> <li>➤ As a school will not be promoting the use of face masks by children we understand that it is a parent's choice if they wish their child to wear a mask in communal areas outside of the classroom.</li> <li>➤ If parents wish for their children to wear a face mask in communal areas, for example in corridors staff will not be able to assist in putting it on or taking it off.</li> <li>➤ Children will be required to bring a sealable plastic bag to put it in when not wearing it.</li> </ul> <p>Information on wearing masks can be found by following the link below.</p> <p><a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks</a></p> <ul style="list-style-type: none"> <li>➤ All parents/carers are required to wear a face mask when entering the school site. This includes when dropping off and picking up children.</li> <li>➤ Staff will be required to wear face coverings when on the playground at pick up and drop off.</li> </ul>
(s)	Off Site Activities	Staff, Pupils	No offsite activity will take place on advice from Public Health.

**Notes of ongoing issues or concerns relating to this assessment.**

Government advice is changing daily. While this risk assessment is relevant today, tomorrow it may need updating. Therefore, this document will be updated in the light of any guidance changes and re-circulated to staff.

RA shared with all staff. RA available on El-Iman School website.