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| **Covid-19 guidance April 2022** | **RA100 V2.9** |

IMPORTANT – please read this information before completing this risk assessment.

This is a model Covid-19 risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** This is a live document and it came into place on Monday 28th February 2022, the updated published guidance outlines measures align with the previous legal requirement to manage risk. [COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts) Specific schools guidance is outlined in the updated [Contingency Framework](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057141/Contingency_framework_education_and_childcare_settings_February_2022.pdf) and [Operational Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to Andy Cotton, CEO TLP.

*The public health advice via the DfE helpline will continue to the end of March 2022. However as prior to half term any mainstream schools will be directed to DCC public health to offer support. The Smart Survey* [*(smart survey link)*](https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/) *reporting has an additional comments section, and this is viewed by the education team, Early years teams, schools transport and the DCC public health team and so if a specific request for support is noted in this it will get the same response as calling the DfE helpline.*

Page 1 of 12

Draft Covid-19 Return to school risk assessment Version 2

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|  | **Sticklepath Community Primary Academy** | **Establishment Risk Assessment** | **RA100 V2.9** |
| **Woodville**  **Barnstaple**  **EX31 2 HH** |  | |
| **Person(s)/Group at Risk**  **Staff, Pupils, Visitors and Contractors**    **This risk assessment explains the actions school leaders should take to minimise the risk of transmission of COVID-19 in their school with Covid February 2022 onwards. This includes public health advice, endorsed by UK Health Security Agency (UKHSA), or from the Southwest Directors of Public Health**    **This risk assessment is generic and outlines control measures. Each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and must consult with their staff regarding the risks and control measures being implemented.** | | **Date assessment completed:**    **April 2022**    This document is to remain under constant review | |
| **Assessor(s):**    TLP CEO  DCC  Head Teacher | |
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| **Significant Hazard Section** | **Control measures in place**    *Additional measures or actions not included in this column below should be put in the assessor’s recommendations at the end of this document* | **Optional: School’s comments re. mitigations put in place** |
| **Keep occupied spaces well ventilated** |  |  |
| **Poorly ventilated spaces leading to risks of coronavirus**  **spreading**  **Ventilation to reduce transmission**      [Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm) | * *Ventilation systems working optimally.* * *Heating used as necessary to ensure comfort levels are maintained when the building is occupied.* * *Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow.* * *Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school).* | All TLP schools carried out air quality tests for classrooms and other office/meeting rooms and have applied the Govt’s recommendations on air quality re. provision for air quality equipment if reading require additional support. |

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| [outbreak a](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)nd [CIBSE COVID-19 advice p](https://www.cibse.org/coronavirus-covid-19)rovides more information. DfE is working with the Scientific  Advisory Group for Emergencies (SAGE) and NHS England on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed. | •  •  •  •  • | *Action 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.*  *Ventilation system remains on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends.*  *Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation*  *Each room in school has an external ventilation system. Windows will be opened from the top in each room and corridor doors will remain open to allow additional ventilation where possible.*  *The hall will be ventilated by opening windows all around the hall.* | All relevant rooms have been risk assessed with CO2 monitors.    Letter to staff sent on 27th  February 2022 outlining updated risk mitigations. |
| **Maintain appropriate cleaning regimes** |  |  |  |
| You should put in place and maintain an appropriate cleaning schedule. | • •  •  •  •  •  •  • | *Follow TLP cleaning regime in each school*  *Reduced clutter and removing difficult to clean items to make cleaning easier.*  *Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. Surfaces that are frequently touched and by many people in common areas to be cleaned twice a day.*  *Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user.*  *Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors) or providing contactless payment.Sticklepath is a cashless school – all payments are made via MCAS*  *Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.*  *Provide more bins and empty them more often.* | *TLP cleaning provision to continue and monitored both by the school and TLP estates team.* |

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|  | * *Toilets and communal areas to be cleaned regularly, with a process of recording – displaying cleaning schedules.* * *Sanitising spray and paper towels to be provided in classrooms for use by members of staff. If using cloths – disposable or appropriate washing and drying process. Cloths are regularly washed using the washing machine in school.* * *Thorough cleaning of rooms takes place at the end of the day. This includes regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces.* * *In addition, frequently touched surfaces in classrooms, including the children’s tables are cleaned at least 2 x daily.* |  |
| **Ensure good hygiene for everyone** |  |  |
| **Key control measures** | Key messages:  Control measures to remain in schools to reduce risk: o Ensure good hygiene for everyone.   * Maintain appropriate cleaning regimes. o Keep occupied spaces well ventilated. * Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19     Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. (The legal requirement to wear a face covering no longer applies. However, the government suggests that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with people you do not normally meet).    Face coverings may be required by the school to support special circumstances such as a meeting in an unventilated place, crowded meeting spaces, an outbreak management situation etc. Due to the adequate ventilation system in school, face coverings will be compulsory only in an outbreak situation.    **Respiratory hygiene**  The ‘catch it, bin it, kill it’ approach continues to be very important. | *Provision for bins in all classrooms and main used rooms such as offices –* |

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|  | The [e-Bug COVID-19 website c](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)ontains free resources for you, including materials to encourage good hand and respiratory hygiene. There are good hygiene measures that can be used in:    [https://www.england.nhs.uk/south/wp-](https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/spotty-book-2021.pdf)  [content/uploads/sites/6/2021/08/spotty-book-2021.pdf](https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/spotty-book-2021.pdf)    [https://www.england.nhs.uk/south/info-professional/publichealth/infection-winter/schools-and-nurseries-guidance/](https://www.england.nhs.uk/south/info-professional/public-health/infection-winter/schools-and-nurseries-guidance/)    DCC Health and Safety Arrangements: - Infection Control HS26 |  |
| **Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.** | If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.    If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained. [https://www.gov.uk/government/publications/safe-working-in-educationchildcare-and-childrens-social-care/safe-working-in-educationchildcare-and-childrens-social-care-settings-including-the-use-ofpersonal-protective-equipment-pp**e**](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) | *Use of isolation room if required as holding place prior to parent pick up.*  *The isolation room is located next to the KS1 toilets* |
| **Staff use of PPE** | Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance  [https://www.gov.uk/government/publications/safe-working-in-educationchildcare-and-childrens-social-care/safe-working-in-educationchildcare-and-childrens-social-care-settings-including-the-use-ofpersonal-protective-equipment-ppe](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) |  |
| **Self-isolation – staff/pupils:** | If someone develops symptoms or has a positive test result the [guidance](https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts) still advises people to stay at home to avoid passing the infection on to others. There is no longer a **legal** requirement for people with COVID-19 to isolate BUT public health guidance STILL advises people to stay home for 10 days  (or until have 2 negative LFDs on consecutive days from day 5) | *Advice followed and the recommendation to isolate in accordance with guidance given to parents.* |

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| **Symptoms** | [People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19)  The revised list of COVID-19 symptoms are as follows  Symptoms of COVID-19, flu and common respiratory infections include:   * continuous cough * high temperature, fever or chills * loss of, or change in, your normal sense of taste or smell * shortness of breath * unexplained tiredness, lack of energy * muscle aches or pains that are not due to exercise * not wanting to eat or not feeling hungry * headache that is unusual or longer lasting than usual * sore throat, stuffy or runny nose * diarrhoea, feeling sick or being sick   If you are feeling unwell with these symptoms you should get plenty of rest and drink water to keep hydrated. You can use medications such as paracetamol (if relevant and appropriate) to help with your symptoms. Antibiotics are not recommended for viral respiratory infections because they will not relieve your symptoms or speed up your recovery.  **Staff**  **What to do if you have symptoms of a respiratory infection, including COVID-19, and have not taken a COVID-19 test**  Try to stay at home and avoid contact with other people.  If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.  It is particularly important to avoid close contact with anyone who you know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections, especially those whose immune system means that they are at higher risk of serious illness, despite vaccination.  Try to work from home if you can. If you are unable to work from home, talk to your employer about options available to you.  If you have been asked to attend a medical or dental appointment in person, contact your healthcare provider and let them know about your symptoms.  If a parent or carer insists on a pupil attending your school as a confirmed or suspected case of Covid-19, you can take the decision to **refuse** the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Covid-19.  We advise schools to communicate this to parents and encourage parents to follow the latest guidance around isolation if symptomatic.  **When children and young people with symptoms should stay at home and when they can return to education**  Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.  Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend.  All children and young people with respiratory symptoms should be encouraged to cover their mouth and nose with a disposable tissue when coughing and/or sneezing and to wash their hands after using or disposing of tissues.  It can be difficult to know when to seek help if your child is unwell. If you are worried about your child, especially if they are aged under 2 years old, then you should seek medical help.  **What to do if you have a positive COVID-19 test result**  **Try to stay at home and avoid contact with other people**  If you have a positive COVID-19 test result, it is very likely that you have COVID-19 even if you do not have any symptoms. You can pass on the infection to others, even if you have no symptoms.  Many people with COVID-19 will no longer be infectious to others after 5 days. If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test. There is [different advice for children and young people aged 18 and under](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19#Children).  During this period there are actions you can take to reduce the risk of passing COVID-19 on to others.  Try to work from home if you can. If you are unable to work from home, talk to your employer about options available to you.  If you have been asked to attend a medical or dental appointment in person, contact your healthcare provider and let them know about your positive test result.  You may wish to ask friends, family or neighbours to get food and other essentials for you.  At the end of this period, if you have a high temperature or feel unwell, try to follow this advice until you feel well enough to resume normal activities and you no longer have a high temperature if you had one.  Although many people will no longer be infectious to others after 5 days, some people may be infectious to other people for up to 10 days from the start of their infection. You should avoid meeting people at higher risk of becoming seriously unwell from COVID-19, especially [those whose immune system means that they are at higher risk of serious illness from COVID-19, despite vaccination](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk), for 10 days after the day you took your test.  **If you leave your home**  If you leave your home during the 5 days after your positive test result the following steps will reduce the chance of passing on COVID-19 to others:   * wear a well-fitting face covering made with multiple layers or a surgical face mask * avoid crowded places such as public transport, large social gatherings, or anywhere that is enclosed or poorly ventilated * take any exercise outdoors in places where you will not have close contact with other people * cover your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food; avoid touching your face   **Reduce the spread of infection in your household**  While you are infectious there is a high risk of passing your infection to others in your household. These are [simple things you can do to help prevent the spread](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1065735/AG232_Safe_at_home_infographic.pdf):   * try to keep your distance from people you live with * in shared areas wear a well-fitting face covering made with multiple layers or a surgical face mask, especially if you live with people whose [immune system means that they are at higher risk of serious illness, despite vaccination](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk) * ventilate rooms you have been in by opening windows and leaving them open for at least 10 minutes after you have left the room * wash your hands regularly and cover your mouth and nose when coughing or sneezing * regularly clean frequently touched surfaces, such as door handles and remote controls, and shared areas such as kitchens and bathrooms * advise anyone that does need to come into your home that you have a positive test result, so they can take precautions to protect themselves such as wearing a well-fitting face covering or a surgical face mask, keeping their distance if they can, and washing their hands regularly   [GermDefence](https://www.germdefence.org/) is a website that can help you identify simple ways to protect yourself and others in your household from COVID-19 and other viruses. People who use GermDefence are less likely to catch flu and other infections and are less likely to spread them at home.  **What to do if you are a close contact of someone who has had a positive test result for COVID-19**  People who live in the same household as someone with COVID-19 are at the highest risk of becoming infected because they are most likely to have prolonged close contact. People who stayed overnight in the household of someone with COVID-19 while they were infectious are also at high risk.  If you are a household or overnight contact of someone who has had a positive COVID -19 test result it can take up to 10 days for your infection to develop. It is possible to pass on COVID-19 to others, even if you have no symptoms.  You can reduce the risk to other people by taking the following steps:   * avoid contact with anyone you know who is at [higher risk of becoming severely unwell](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19#higher-risk) if they are infected with COVID-19, especially [those whose immune system means they are at higher risk of serious illness from COVID-19, despite vaccination](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk) * limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces * wear a well-fitting face covering made with multiple layers or a surgical face mask if you do need to have close contact with other people, or you are in a crowded place * wash your hands frequently with soap and water or use hand sanitiser   If you develop symptoms of a respiratory infection try to stay at home and avoid contact with other people and follow the guidance for people with symptoms.  If you are a contact of someone with COVID-19 but do not live with them or did not stay in their household overnight, you are at lower risk of becoming infected. There is [guidance on protecting yourself and others in living safely with respiratory infections, including COVID-19](https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19).  **Children and young people aged 18 years and under who have a positive test result**  It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.  If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.  Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal. |  |
| **Oversight of the Board of**  **Trustees and TLP central team** |  |  |
| Board of Trustee oversight during the COVID-19 outbreaks. | *The Trustee agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The CEO’s report to Trustees includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19 outbreaks Regular dialogue with the Chair of Trustees is in place.* | *The TLP Estates staff with the Head Teacher will oversee the*  *monitoring of this risk assessment. Board of Trustees is updated termly by CEO.* |
|  | *Minutes of Trustee meetings are reviewed to ensure that they accurately record Trustee and TLP Central team oversight and holding leaders to account for areas of statutory responsibility.* |  |

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| **Section** | **List Actions / Additional Control Measures** | **Date action to be carried out** |  | **Person Responsible** |
| **Keep occupied spaces well ventilated** | Reminder to staff with regards to ventilation and opening windows via TLP staff letter | 27.02.22 | SWA/RBL |  |
| **Symptoms** | Ensure that parents are aware of new guidance via TLP Parent Letter | 28.02.22 | SWA/RBL |  |
| **Pupil / Staff**  **Related**  **Issues** | Ensure that all staff know the relocation of PDMs / Staff-Meetings via email | 28.02.22 | SWA/RBL |  |
| **General** | All staff and parents to be aware of the risks for  COVID and mitigation actions in place – updated Covid Risk Assessment to be sent and placed on web-site | 28.02.22 | SWA/RBL |  |
| Symptoms | Updated | 26.4.22 | SWA/RBL |  |
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# Signed: Headteacher/Head of Department: S Warner and R Blunt Date 26.04.22

The outcome of this assessment should be shared with the relevant staff and Governing Body.

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.