

Christ Church (Church of England) Infant School and Nursery



Covid-19 Risk Assessment **November 2021**

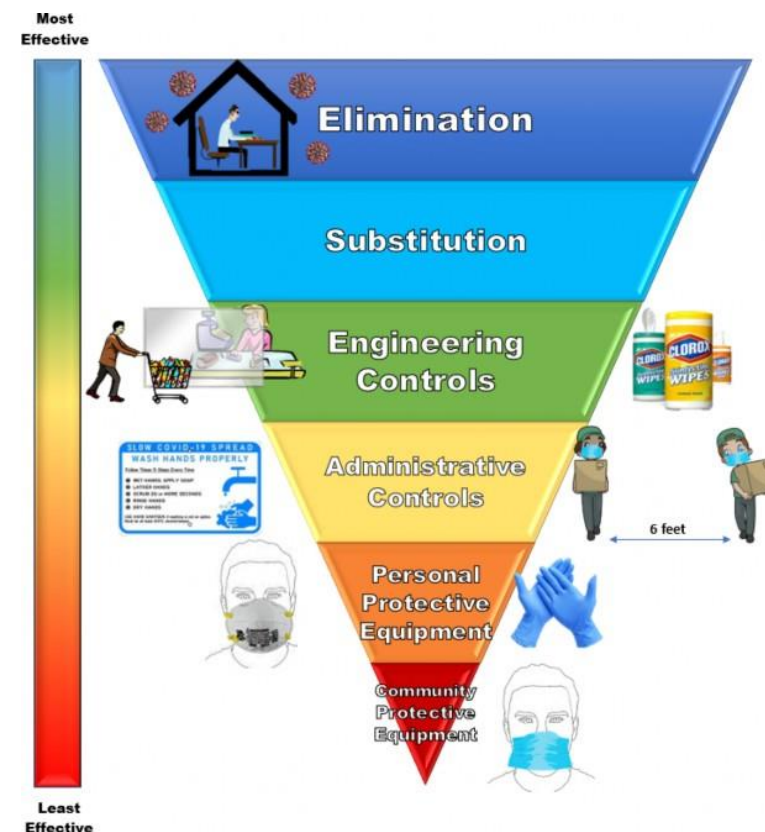
Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

Our plans for September 2021 have adhered to the following Government Guidance:

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [COVID-19: cleaning in non-healthcare settings](#)
- [COVID 19 Operational Guidance – Action for Schools during the COVID Pandemic – Updated 17th August 2021](#)

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



Parents have been asked to test their children twice per week with a Lateral Flow Test. This is a precautionary request and parents should not test small children who become overly distressed. We do however require all parents to monitor their child's symptoms and temperature closely.

All staff are provided with Lateral Flow Tests and encouraged to self-test twice per week on a Sunday and Wednesday. Alternatively, they may choose to attend a Lateral Flow Testing site if they do not feel comfortable or confident to complete the self-tests.

Shared Responsibility

All staff are responsible for ensuring that they follow the instructions held within this Risk Assessment. They are also responsible for reporting to the senior leaders if other members of our school community are not adhering to or are breaching these requirements.

Title: Covid-19 Risk Assessment

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p><u>Promotion of good personal hygiene</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water (ideally warm water) in place. • Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Stringent hand washing taking place. (in accordance with this <u>guidance</u>). • Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. • Classes to teach children hand washing techniques. • Drying of hands with disposable paper towels. • Children to wash hands before eating a snack and before eating dinner. • Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. • Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed. • Appropriate receptacles for disposal of tissues which are emptied each day. • Pupils discouraged from sharing cutlery, cups or food. • Parents informed of hygiene expectations and to advise it is discussed with their children. 	M	<p>Hand wash available at all washing stations. Hand sanitiser available in all rooms for use by children when they enter the classroom.</p> <p>Boxes of tissues are available in every room and bins with sack liners that can be tied and sealed.</p>			

		<ul style="list-style-type: none"> • Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. • Areas are kept well ventilated using natural ventilation where possible. Doors and windows should be opened at regular intervals during the day but not kept open continually to ensure a comfortable working environment. Children and staff should not need to wear coats indoors. A comfortable teaching environment should be maintained. • <u>Cleaning</u> • Cleaners are employed by the school / sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. • Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets using appropriate cleaning products and methods. • Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. • All cutlery and cups are thoroughly cleaned before and after use. • Crockery and cutlery used by staff must be washed immediately after use. Used items must not be left in classrooms or sinks. The dishwasher must not be used as this creates the opportunity for contamination when the items are being loaded/unloaded. (Review October half term). • Staff must have their own dedicated cups and cutlery which must be stored away and not available for communal use. • The photocopier control panel is cleaned between users. 		<p>Cutlery to be handed to pupils by staff wearing gloves. Pupils should not select cutlery from a shared location.</p> <p>Cleaners use a chlorine based cleaning product. Clothes used for cleaning will be disposed of daily.</p> <p>A surface sanitising cleaning fluid is available in each classroom and stored out of the reach of children.</p> <p>Cutlery to be handed to pupils by staff wearing gloves. Pupils should not select cutlery from a shared location.</p>			
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		<ul style="list-style-type: none"> An increased cleaning regime has been introduced during the day at break and lunch times. This must be completed and recorded on the wall chart. Cloths used for cleaning must be disposed of and not left on surfaces. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). Desks can be placed in groups of up to 6 children. TEAMS must be active in classrooms at all times and used as the primary means of communication with the school office. All communication on TEAMS chats between classrooms must be GDPR compliant. Sensitive or confidential information must not be shared using this system as it is displayed on the computer and classroom screen to be seen and read by pupils and colleagues. <p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation but whilst maintaining a comfortable working environment. <p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. 		<p>Additional posters and floor markings to remind staff to maintain 2m distancing at pinch points i.e. staffroom and photocopier.</p> <p>School website, Marvellous Me, Text message.</p>			
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		<ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. • If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time. • If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Individuals are not required to self- isolate if they live in the same household with someone with COVID 19 , or are a close contact of someone with COVID 19, if any of the following apply: <ul style="list-style-type: none"> • They are fully vaccinated • They are below the age of 18 years and 6 months • They have taken part in an approved COVID 19 vaccine trial • They cannot be vaccinated for medical reasons. • Instead they will be contacted by track and trace and advised to get a PCR test. Under 5's would only be asked to get a PCR test by NHS track and trace if they are in the same household as a positive case. <p>Families returning from abroad will be required to follow the government advice relating to that country before returning to the school setting.</p> <p>Pupils, staff and other adults should follow public health advice on when to self isolate and what to do. They should</p>		<p>Additional Document provided.</p> <p>PPE required if;</p> <ul style="list-style-type: none"> • 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 			
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	<p>not come to school if they have symptoms, have a positive test result or other reason requiring them to stay at home due to the risk of passing on COVID 19 for example quarantine,</p> <p>SYMPTOMS</p> <p>The main symptoms of coronavirus (COVID-19) are a high temperature, a new, continuous cough and a loss or change to your sense of smell or taste.</p> <hr/> <p>The main symptoms of coronavirus (COVID-19) are:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>If you have any of these symptoms, get a PCR test (test that is sent to a lab) to check if you have coronavirus and stay at home until you get your result, even if the symptoms are mild.</p> <p>Children who are unable to come to school due to COVID Restrictions will be able to access work each day through the school website – Work Portal. Families who do not have a device to access the work must inform the school office immediately so that arrangements to loan devices can be made or paper copies provided.</p> <p><u>Controlling other users of building (visitors / contractors)</u></p>	<p>return home. A face mask, gloves and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. A sealed pack of PPE will be available in each classroom.</p> <ul style="list-style-type: none"> • 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 (<u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u>). • Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely. 			
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- The school will contact every user and inform them of usage expectations:
- Compulsory handwashing / use of gel before entering school.
- Restrictions or suspensions of building usage

Emergency procedures / PPE

- All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.
- Pupils' parents are contacted as soon as practicable in the event of an emergency.
- Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.
- 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.
- All medical waste must be double bagged and disposed of.
- Used PPE to be double bagged and disposed of.
- Multiple use PPE such as visors must not be left lying around but stored securely. Re-useable visors must be named/labelled to prevent cross contamination/use and cleaned after use.
- Hands must be washed thoroughly when removing PPE.
- When dealing with a toileting incident the staff member must wear PPE. The child's soiled clothes must be double bagged and sent home.

		<p><u>Personal Protective Equipment (PPE)</u></p> <p><i>Note:</i> Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. <u>Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed.</u> The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p>					
Teacher / staff shortage		<ul style="list-style-type: none"> • School monitors daily any staff absence. • 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. • Daily report to the EHT on number of absences and symptoms. • Weekly summary data for each class to EHT. • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance or a negative test result has been confirmed. 	H	If there are any shortages of teachers or to allow the efficient running of the school, teaching assistants can be allocated to lead a group, working under the direction of a teacher.			
		<ul style="list-style-type: none"> • Sports Coaches, Supply Staff and PPA Cover Staff can teach classes throughout the school. These staff should not attend site if they have come into contact with a person with COVID19 or display symptoms. 	M				
Impact on physical and mental health		<ul style="list-style-type: none"> • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. • Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing 	M				

		<p>special) and has an open-door policy for those who need additional support.</p> <ul style="list-style-type: none"> Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home. 					
Curriculum							
Through mixing of clothing when changing	Pupils	Pupils will come to school in their PE kit on timetabled days to reduce items coming in from home and the risk of children mixing clothing.	L				
Food in School other than lunch boxes.	Staff and Pupils	Children are allowed to bring commercially sealed bags of sweets for birthday celebrations. Unwrapped food items that have not been commercially produced and sealed cannot be given/shared with the children for any reason.	L	Staff should also follow food in school procedures			
Wrap Around Care – Breakfast Club and After School Club.							

Spread of COVID 19	Pupils and Staff	<p>Christ Church ASC</p> <p>Children will be collected by designated staff and organised to walk to the ASC at Christ Church Nursery. (See Separate Risk Assessment).</p> <p>The children will meet the ASC staff in the dining area or ICT Suite at the end of the day.</p>	L				
		<p>Tettenhall Kindergarten ASC</p> <p>Children will be collected by the staff from Tettenhall Kindergarten and they will meet outside in the Gazebo.</p> <p>Only children from Christ Church Schools attend this setting.</p>	L		Lisa		
		Miss Bella's Breakie Club	L		Miss Bella		

		Juniors will go directly to their classrooms and infants will walk socially distanced to the Infant Site.					
Visitors in School							
Spread of COVID 19	Pupils and staff	<p>Visitors to school will be allowed with pre booked appointments such as Social workers, Speech Therapists etc.</p> <p>They will be required to have their temperature checked on entry, answer three questions about their exposure to people with symptoms, overseas travel and track and trace. They will be required to sanitise their hands on entry.</p>	L				

Considerations for additional control measures:

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible.
- Playdoh, water and sand can be reintroduced into the Early Years settings but children must wash hands at the start of each session.

Use outside space:

- for exercise and breaks.
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.

Additional considerations:

Effective communication is key and cannot be under estimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- Everyone is vigilant and 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.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.

- Staff inform the Executive Head Teacher when they plan to return to work after having coronavirus.
- The Executive Head Teacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement.