

St Matthew's Covid Risk Assessment for September 2021

This risk assessment details the procedures for managing the risks from Covid 19 that St Matthew's has in place for the Autumn term 2021. It is compliant with the latest advice from our Local Health Protection Team, Public Health England and Cambridgeshire Local Authority, and the latest government advice that can be found in the documents [health and safety responsibilities and duties for schools.](#), [Actions for Schools during the Covid-19 Pandemic](#)

The risk assessment is a 'living document', adapting as the circumstances in the school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

What are the hazards?	What are you doing already/what are you planning to do ?	Action by whom?	Action by when?	Done
Workforce contracting Covid-19	<ul style="list-style-type: none"> Staff are encouraged to take up the vaccine and enabled to attend vaccine appointments where practical. Further details here https://www.thevaccinators.co.uk/ Staff are encouraged to notify the setting when they have completed their vaccine course (to enable long term planning) – <i>please note staff do not have to share medical information with their employer if they do not wish to</i> Staff will be encouraged to take Lateral Flow Tests twice a week and to share results with the setting and report them to the national system online Staff/children that meet the criteria of clinically vulnerable or clinically extremely vulnerable, have a risk assessment completed to identify any suitable control measures that must be in place to keep them safe in the setting. This should be completed with reference to the HSE guidance Protect Vulnerable Workers during the Coronavirus (Covid-19) Pandemic Risks to new and expectant mothers in the workplace should be considered and added to this risk assessment. These should be reviewed if a member of staff notifies the provider that they are expecting. Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees 	Head Teacher	September 2021	In place
Children who are clinically extremely vulnerable contracting Covid-19	<ul style="list-style-type: none"> All children who are CEV should attend their setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. 	Head Teacher And other relevant leaders	Before school starts	
Children and staff travelling from abroad	<ul style="list-style-type: none"> Staff members should notify management if they plan to travel abroad so that contingency plans can be put into place ahead of travel in case they have to self-isolate on their return Children and staff members travelling abroad should follow government guidance on self-isolation on return and should refer to the appropriate list of countries for more information 	By staff when applicable	Ongoing	In place

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Positive case within the setting	<ul style="list-style-type: none"> Close contacts will be identified by the NHS Test and Trace service and advised on requirements to self-isolate. From 16th August only adults over 18years who have not received two vaccinations will be required to self-isolate on contact with a positive case. Children under the age of 18 and adults who have received two doses of an authorised Covid-19 vaccine more than two weeks previously will no longer have to self-isolate if they are in close contact but will be advised to take a PCR test If you require further support or help, please email EmergencySchool.Closure@cambridgeshire.gov.uk If advised by Public Health the setting should implement their Outbreak Management Plan 	All staff	Ongoing	In place
Spread of Covid 19 within the setting - hygiene	<ul style="list-style-type: none"> The setting has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of children's hands on arrival at the setting, following outdoor play, before meals and following the use of toilets. Hand sanitiser will be in place at entrances/classroom doors as before. Monitor the use of hand sanitiser with young children to ensure it is not ingested Staff will encourage children to learn and practise good hygiene habits through games, songs and repetition. Staff will model the use of "catch it, bin it, kill it" to the children. Information about the Coronavirus (e-bug.eu) 	Site management staff All staff working with children	Ongoing	In place
Spread of Covid-19 within the setting – Ventilation	<ul style="list-style-type: none"> Keep windows open as much as possible to ensure good ventilation throughout the setting. Thought should also be given to thermal comfort e.g. use of higher level windows or opening windows when the room is not in use Identify any poorly ventilated areas and take steps to ventilate these as well as possible Opening windows (and sometimes doors as well) intermittently, for example for 10 minutes every hour, can be effective at reducing the risk from virus in the air. If this is combined with a break where occupants leave the room (e.g. in meeting rooms or class rooms) this is even more effective. If a room feels stuffy, it is definitely not ventilated at that point and windows/doors should be opened. Consider referring to Health and Safety Executive guidance on ventilation and air conditioning during the coronavirus (COVID-19) pandemic – air-conditioning will not be used in the first instance. Government are purchasing carbon dioxide monitors for schools which will be used to assess levels of ventilation in different areas when they arrive. 	All staff	Ongoing	In place
Spread of Covid-19 within the setting – enhanced cleaning	<ul style="list-style-type: none"> Follow the guidance for cleaning in non-healthcare settings COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) Regular cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, door locks, bins, sanitary bins, lavatory brush and toilet roll dispenser 	Site management staff	Ongoing	In place

What are the hazards?	What are you doing already/what are you planning to do ?	Action by whom?	Action by when?	Done
	<ul style="list-style-type: none"> ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles. ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, tables and chairs. ● Where possible ensure surfaces are kept clear to enable cleaning ● If informed that someone has tested positive with covid-19 then any area/room they have accessed should undergo a thorough clean. ● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. ● Surfaces should be washed with hot soapy water, then sprayed with disinfectant and left for at least 60 seconds (or the manufacturers recommendations should be followed) prior to wiping. Care should be taken to ensure children cannot access the surfaces during this time. 			
<p>Child or staff member displaying symptoms whilst in the setting</p>	<ul style="list-style-type: none"> ● Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond: <ul style="list-style-type: none"> ○ A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their 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 a child usually has a cough, it may be worse than usual) ○ Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal ● Adults who are displaying symptoms should self-isolate and get a PCR test. A poster will be displayed at all entrances advising adults of this. ● If a member of staff has tested positive using a home based or workplace testing Lateral Flow Device test they should book a polymerase chain reaction (PCR) test immediately to confirm the result and self-isolate until that result is available. ● If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home ● The child will be isolated in a spare room/sat outside at the front of the school while waiting collection. ● Children and staff with symptoms will be advised to get a PCR test. If the test is positive they should self-isolate for 10 full days from the day after their symptoms started. ● All children and staff will be directed to the NHS Test and Trace portal if they display symptoms of coronavirus to book a test and tracing of contacts to take place: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ ● The isolation period includes the day the symptoms started and the next 10 full days ● Children will be in a spare office/sat at the front of school whilst they are waiting for collection. Ensure a familiar adult, with appropriate PPE stays with them. 	All staff	In place	In place

What are the hazards?	What are you doing already/what are you planning to do ?	Action by whom?	Action by when?	Done
	<ul style="list-style-type: none"> Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly. 			
Contacts with someone with covid 19	<ul style="list-style-type: none"> Adult who has not been double-vaccinated is a contact with someone with covid 19 (e.g. in school, otherwise identified by NHS test and trace) – self-isolate for ten days according to government guidance. Adult who has been double vaccinated – should seek a PCR test ASAP but can attend school whilst waiting for result of test. Child in a household with someone with covid 19 – can attend school but should be strongly advised to get a PCR test. Can attend school whilst waiting for the result of the test. 	All relevant staff, particularly office staff re communication with parents/carers	Ongoing	In place
Spread of infection through meetings in school	<ul style="list-style-type: none"> Larger meetings of staff will be conducted online Smaller meetings may happen in person Staff may social distance/use screens if they are concerned about being close to other adults in meetings Staff can meet with parents in school, though we would advise that these meetings be socially distanced, i.e. sit 2m apart. 	All relevant staff	Ongoing	In place
Assemblies	<ul style="list-style-type: none"> For first few weeks of term, assemblies will be on-line as before. This will be reviewed as term progresses and latest data re covid cases comes in 	Head Teacher	Ongoing	In place
Staffroom	<ul style="list-style-type: none"> Numbers will be limited in the staff room to allow for social distancing to be maintained 	All staff	Ongoing	In place
PPE	<ul style="list-style-type: none"> Face masks – staff should wear face masks when moving around the school/in communal areas unless exempt from doing so Any member of staff may wear a face mask in any situation if they wish to Staff should wear appropriate PPE for certain cleaning tasks, e.g. rubber gloves, plastic apron for cleaning up body fluids (vomit, urine, faeces) 	All staff	Ongoing	In place
First aid	<ul style="list-style-type: none"> Touching of children to be minimised when giving first aid - for example, where appropriate, children will put on their own plasters, wash their own cuts, put rubbish in the bin, hold back items of clothing to enable staff to look at cuts and bumps. Where this is not possible, staff should wear rubber gloves to administer first aid and throw these away after each case. Staff should also wash their hands before and after administering first aid. Staff should also use their judgement as to when the risk of harm of applying the above procedures is greater than the risk posed by potential covid 19 infection. Avoid skin to skin contact at all times – if children need to be touched, you MUST wear gloves Use hand sanitiser before and after doing first aid, including for handing items to children for the children to use themselves (e.g. plasters). 	All staff	Ongoing	In place

What are the hazards?	What are you doing already/what are you planning to do ?	Action by whom?	Action by when?	Done
	<ul style="list-style-type: none"> To prevent possible crowding at the school office, each classroom has its own first aid kit so children should only go to the office for treatment requiring a higher level of first aid than is possible in the classroom. 			
Lunch Hall	<ul style="list-style-type: none"> Children will be eating meals in the lunch hall again Classes should sit in certain areas of the lunch hall together as best as they can Places will be wiped down as children leave before the next child comes to sit 	Midday supervisors	Ongoing	
Crowding at the start and end of the school day	<p>To reduce crowding at the start and end of the school day, we will continue to use the Broad Street Gates for some classes. This will be different to last year as follows:</p> <ul style="list-style-type: none"> Main Gates – Entrance for Oak Class and Years 1 to 4 Broad Street Gate 1 – Entrance for Year 5 Broad Street Gate 2 – Entrance for Year 6 Nursery and Cherry Class have their own entrances Families with children in more than one year group using different gates can use whichever gate is most convenient for them. 	Head Teacher	By 3/09/2021	In place
Educational Visits	<ul style="list-style-type: none"> Staff organising any educational visit must ensure that the destination has appropriate COVID-secure measures in place 	All staff planning Educational Visits	Ongoing	In place
Contingency planning for a further outbreak	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority will advise the school about implementing the outbreak management plan (see below) 	As required, led by HT	As required	In place

Outbreak Management Planning

The DfE have updated the [contingency framework](#) following the move to step 4.

The Contingency Framework describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in education and childcare settings, covering:

- the types of measures that settings should be prepared for
- who can recommend these measures and where
- when measures should be lifted
- how decisions are made

Benefits in managing transmission should be weighed against any educational drawbacks

Measures may be needed to

- help manage an outbreak* in a setting
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

*An outbreak in a setting may be suspected if the number of positive cases substantially increases.

Action should be considered if **any** of the following thresholds are reached:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.

The definition of mixing closely in schools

- A class group
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

If a pupil or staff member is admitted to hospital with COVID-19, this could indicate increased severity of illness or a new variant of concern and advice should be sought urgently.

If the setting is advised by the Government, the Local authority, Directors of Public Health (DsPH) or PHE Health Protection Teams (HPTs) that they should apply additional protective measures the setting will take action as described below:

Additional Protective Measure:	Action we will take to implement:
Review and enhance the general infection control measures	<p><i>Ensure: good ventilation, move activities outdoors if possible, enhanced cleaning protocols especially touch points and additional hand washing</i></p> <ul style="list-style-type: none"> • <i>Consider reintroducing other measures from previous covid risk assessments:</i> • <i>Staggered start/finish times</i> • <i>Closing lunch hall to certain classes (lunches being taken in classroom instead)</i> • <i>Reintroducing one way system around the school</i>
Vaccinations	<p><i>Promote: vaccinations for all staff and parents and for children as per JCVI criteria.</i></p> <ul style="list-style-type: none"> - <i>12 to 15 with severe neurodisabilities, Down's syndrome, immunosuppression and multiple or severe learning disabilities.</i> - <i>12 to 15 who live with an immunosuppressed person</i> - <i>16 to 17 offer 1 dose</i> - <i>18+, 2 doses, 8 weeks apart</i>
Increased testing of staff and families	<i>Consider: monitoring of staff testing, reinstating workplace-based testing, supporting families to access Lateral Flow Testing</i>
Transition or taster days or open days	<i>Consider: carrying out transition meetings outside on the school grounds/ holding events and meetings online wherever possible,</i>
Performances	<i>Consider: cancelling all performances/events until outbreak is managed</i>
Parental visits to the setting	<i>Consider: limiting visits to the setting during the outbreak, use of video tours/calls</i>
Residential educational visits	<i>Consider: cancelling all performances/events until outbreak is managed</i>
Attendance limitations (these will only be implemented as a last resort)	<i>Vulnerable children and children of critical workers should be allowed to continue attending. Provide an online learning platform to children who have to remain at home</i>