

01 September 2021 - Premises Risk Assessment - Preventing COVID-19 Spread in the School Environment

Academy / School	Lime Academy Larkwood	Assessment No.	1.9
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Site	Lime Academy Larkwood	Location	London Borough of Waltham Forest		
Subject of Assessment	Operational risk assessment for 6 December 2021				
Assessed by	Larkwood SLT	Date	06 December 2021	Review date	Ongoing
Details of workplace/activity	Managing the school site. Preventing COVID-19 Spread in the school environment Managing increasing pupil and staff numbers			<b>Persons Affected</b> <i>(Who may be harmed)</i>	
				Staff, pupils, parent/ carers and visitors	

No	Hazard / Hazardous Event (what can go wrong)	People at Risk	What is currently being done to control the hazard / hazardous event	Likelihood Impact Risk Score	Further Action (required to lower risk)
<b>Prevention of Infection</b>					
1.	<b>Spread of COVID-19 Coronavirus in the Academy</b>	Staff, pupils, parents / carers and visitors	<p>The school will follow the government advice on Covid-19, where reasonably practicable. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p> <ul style="list-style-type: none"> <li>• Minimise contact with individuals who are unwell</li> <li>• Ensure that pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days.</li> <li>• If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>, which sets out that they should <u>arrange to have a PCR test</u> to see if they have Covid-19.</li> <li>• Any child awaiting collection, will be moved to the Welfare Officer's room (KS2) with ventilation (open window) where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Site officer/cleaner will clean the room after use.</li> <li>• The following will be followed: <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u> guidance.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by <u>NHS Test &amp; Trace</u>.</li> <li>• Face coverings are advised for pupils, staff and visitors communal areas as recommended by public health as the school has an increase in the number of positive cases.</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is</li> </ul>	LOW	

		<p>unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <ul style="list-style-type: none"> <li>Enhanced cleaning is completed daily, both within the classrooms and for the frequently touched areas around the school</li> </ul>		
<b>Staff or students are asymptomatic carriers of the Covid-19 virus</b>	Staff and pupils	<p><b>Lateral Flow Rapid testing in schools:</b></p> <ul style="list-style-type: none"> <li>Staff will be encouraged to use home testing kits twice per week (Sunday and Wednesday)</li> <li>Testing remains voluntary and no child or young person will be tested unless informed consent has been given by the appropriate person</li> <li>In the case of an outbreak in the school, the Academy as part of its COVID-19 Outbreak Management Plan, will take advice from PHE and the local authority on whether a testing centre is required to be set up on the premises. A separate risk assessment will detail the appropriate controls if this is required.</li> <li>The Trust may decide to move to daily testing if there are outbreaks within schools.</li> </ul>	LOW	
<b>Exposure to Covid-19: Indoor Sport</b>	Staff and pupils External providers	<ul style="list-style-type: none"> <li>The school will follow the government's <a href="#">Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators</a></li> <li>Outdoor sport will be prioritised where possible.</li> <li>If required, the school will use large indoor spaces with sufficient ventilation</li> </ul>	LOW	
<b>Exposure to Covid-19 during educational visits</b>	Staff and pupils on visit	<ul style="list-style-type: none"> <li>The school will follow the government guidance for the safe provision of educational visits <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></li> <li>Trip risk assessments will be COVID-19 highlighted</li> </ul>	LOW	
<b>Cleaning, Catering and Fire Safety Poor levels of cleanliness spread COVID-19</b>	Staff, pupils, parents / carers and visitors	<ul style="list-style-type: none"> <li>The government guidance for <a href="#">cleaning in non-healthcare settings</a> is applied to ensure appropriate controls are put in place.</li> <li>Additional cleaning routines put in place throughout the school day to clean touch-point areas twice daily, replenish sanitiser units.</li> </ul>	MEDIUM	Staff absence has a direct impact. Ensure there is sufficient cover and staffing capacity at all times
<b>Fire Safety</b>	Staff, pupils, parents / carers and visitors	<ul style="list-style-type: none"> <li>Personal Emergency Evacuation Plans (PEEPs) in place for staff and pupils</li> <li>Fire escape routes checked routinely to ensure doors are fully operational and kept clear</li> <li>Fire Alarms / Evacuation and drills take place according to the policy.</li> </ul>	LOW	

	<b>Pupils and staff use public transport to get to and leave school</b>	Staff, pupils and visitors	<ul style="list-style-type: none"> <li>Staff, pupils and visitors using public transport should refer to the <a href="#">safer travel guidance for passengers</a></li> <li>The Government has reinstated the requirement to wear face coverings by law whilst using public transport.</li> <li><b>TFL</b> require that face coverings are worn on all Transport for London networks. Refer to their <a href="#">guidance on face coverings</a>.</li> </ul>		
2.	<b>First Aid</b>	Staff and pupils	<ul style="list-style-type: none"> <li>First Aid may be administered in close proximity, but First Aiders should pay particular attention to sanitation measures immediately afterwards including washing hands; see further guidance on <a href="#">First Aid during Covid-19</a>.</li> <li>Suitable first aid to staff and pupils will be provided. Suitable cover will be arranged when needed.</li> <li>Where identified, staff will be trained in the use of medication and increased level of control applied, to include PPE if required <ul style="list-style-type: none"> <li>First Aid boxes in every classroom. Regular review of contents and replace out-of-date supplies. Checklist maintained by Welfare Officer</li> </ul> </li> </ul>	MEDIUM	Ongoing risk assessments are being reviewed for those pupils who are deemed as clinically vulnerable
	<b>Waste</b>	Staff and pupils Contractors	<ul style="list-style-type: none"> <li>Lidded waste bins will be placed in strategic positions, both inside and outside the building so that waste materials can be managed safely</li> <li>Bins will be emptied daily or more regularly if required</li> <li>Hazardous waste will be double bagged following government guidance</li> </ul>	LOW	
	<b>Staff / Pupils within the shielded group:</b> clinically vulnerable & extremely clinically vulnerable at an increased risk from COVID-19	Extremely clinically vulnerable person	<p><b><u>Clinically Extremely Vulnerable</u></b></p> <ul style="list-style-type: none"> <li>All staff and pupils including those who are clinically extremely vulnerable (CEV) should attend unless they're self-isolating or have been advised not to do by a GP or clinician.</li> <li>Where parents are concerned about their child's attendance, they should speak to the school about their concerns and discuss the protective measures that we can put in place to reduce the risk.</li> <li>Following the advice that CEV can attend school, a risk assessment should be completed.</li> <li>A separate Individual Health Risk Assessment will be carried out for members of staff in the above groups and for those identifying themselves as at higher risk. Where possible, some CEV staff may be able to work from home</li> </ul>	MEDIUM	
3.	<b>Contractors / Visitors</b>	Contractors Visitors Site Team	<ul style="list-style-type: none"> <li>Contractors must provide the Academy with a sufficient risk assessment for the activities they are carrying out which must include COVID-19</li> <li>The Academy will provide contractors with the school's operating guidance</li> </ul>	LOW	

			<ul style="list-style-type: none"> <li>All planned / reactive maintenance will be completed during out of hours unless it is assessed to be an emergency</li> <li>Visitors to the school will be pre-arranged and will adhere to the Academy's COVID-19 Visitor Policy</li> <li>Where possible, virtual meetings will be arranged in place of onsite visits</li> <li>Where it is necessary for the visitor to attend site, all visitors to take a LTF test prior to attending site. Following a positive result, they will be advised not to attend site and to follow Government guidelines. They will also be required to wear a facemask during their site visit.</li> </ul>		
	<b>Property Compliance:</b> Building not maintained/used without maintenance undertaken	Staff, pupils, parents / carers and visitors, contractors	<ul style="list-style-type: none"> <li>All the usual pre-term building checks have been undertaken to make the school safe, including managing the risks of Legionnaires' disease. The following guidance has been followed <a href="#">Legionella risks during the coronavirus outbreak</a>.</li> <li>The advice on safely reoccupying buildings from the Chartered Institute of Building Services Engineers' guidance on <a href="#">emerging from lockdown</a> has also been followed.</li> </ul>	LOW	
4.	<b>Continuing Professional Development</b>	Staff, pupils, parents / carers and visitors	It is important that staff still receive important professional development and updates <ul style="list-style-type: none"> <li>Where possible, staff training will be delivered remotely</li> <li>Some training is best face-to-face – if this happens it will be in areas with good ventilation</li> <li>Air conditioning units will be subject to annual checks</li> </ul>	LOW	
5.	<b>Hygiene:</b> Poor hand hygiene spreads Covid-19	Staff, pupils, parents / carers and visitors Contractors Visitors Site Team	<ul style="list-style-type: none"> <li>An assessment of hand hygiene needs has been completed and there are adequate hand hygiene and handwashing facilities available for staff and pupils</li> <li>Staff and pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> <li>Staff will support younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.</li> <li>Pupils instructed and supervised about the risks of ingesting hand sanitiser. Small children and those with complex needs are continued to help to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.</li> </ul>	MEDIUM	Staff and pupils to be reminded regularly to ensure this risk is minimised

			<ul style="list-style-type: none"> <li>Staff and pupils have been informed about <u>good hand hygiene technique</u> from the NHS.</li> </ul>		
6.	<b>Poor respiratory hygiene spread Covid-19</b>	Staff, pupils, parents / carers and visitors, contractors	<ul style="list-style-type: none"> <li>'Catch it, Bin it, Kill it' approach is essential, so the school has enough tissues and lidded bins available in the school to support pupils and staff to follow this routine.</li> <li>CO2 monitors in place to monitor ventilation in classes</li> <li>Staff will support younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.</li> </ul>	MEDIUM	Staff and pupils to be reminded regularly to ensure this risk is minimised. Some children are unable to control this
7.	<b>Occupied spaces are not well ventilated or are too cold</b>	Staff, pupils, parents / carers and visitors	<ul style="list-style-type: none"> <li>Rooms are aired as much as possible by keeping windows open to the outside regularly; where practicable windows are kept cracked open when the school is open. Windows and doors to the outside are opened at break-times and lunchtimes. Where this impacts on thermal comfort staff and pupils will be reminded to wear warm or extra clothing; schools will be flexible with uniform requirements.</li> </ul> <p>To maintain a comfortable temperature:</p> <ul style="list-style-type: none"> <li>High level windows will be opened in preference to low level to reduce draughts</li> <li>Where reasonably practicable ventilation will be increased when spaces are unoccupied, e.g., between classes, during break and lunch, and when a room is unused</li> <li>Furniture has been re-arranged, where possible, to avoid direct draughts</li> <li>The heating has been adjusted to maintain comfort levels in occupied spaces</li> <li>The ventilation system has been checked against the <u>CIBSE guidance</u>. Where necessary the maintenance company have carried out checks and provided guidance on the safe operation of the ventilation system</li> </ul>	LOW	
8.	<b>Use of equipment and cleaning arrangements</b>	Staff, pupils, parents / carers and visitors	<ul style="list-style-type: none"> <li>Classroom based resources can be used and shared amongst the classes</li> <li>Resources shared between classes, should be cleaned frequently and left unused for 48 hours (72 hours for plastics) between use by different classes</li> <li>The class teacher will clean equipment.</li> <li>Outdoor playground equipment is cleaned more frequently. This also applies to resources used inside and outside during any wraparound provision</li> <li>Where cleaning or disinfectant is not possible between use, use must be restricted to one user or left unused for a period of 48 hours (72 hours for plastics) between users.</li> </ul>	MEDIUM	Staff and pupils to be reminded regularly to ensure this risk is minimised

			<ul style="list-style-type: none"> <li>Pupils and staff can take books and other shared resources home, but unnecessary sharing should be avoided</li> <li>Classrooms should not share resources outside each bubble area unless they are cleaned effectively during and after use</li> </ul>		
9.	<b>Personal Protective Equipment (PPE):</b>	Staff, pupils, parents / carers and visitors	<ul style="list-style-type: none"> <li>PPE will only be required if a student has routine care needs that involved the use of PPE, the same PPE should continue to be used.</li> <li>Minimum expectation for PPE is where: <ul style="list-style-type: none"> <li>an individual child or young person becomes ill with coronavirus</li> <li>a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> <li>The guidance on <u>safe working in education, childcare and children's social care</u> will be followed for when and how PPE should be used, what type of PPE to use, and how to source it.</li> </ul> </li> <li>The Welfare Officer will manage the day-to-day stock management of PPE</li> </ul>	LOW	
10.	<b>Behaviour</b>	Staff and pupils	<ul style="list-style-type: none"> <li>Clear, reasonable and proportionate expectations of pupil behaviour should be communicated clearly</li> <li>The Senior Leadership team to provide support to overcome barriers to attendance and increased incidents of poor behaviour resulting from a lack of regular attendance. <u>The guidance on behaviour and discipline in schools will be followed.</u></li> <li>SLT to identify pupils in need of additional support with social, emotional and mental health concerns and work with local services</li> <li>Where pupils have a Behaviour Risk Assessments this will be updated and guidelines for physical intervention will be put in place to ensure a duty of care for the pupil</li> </ul>	MEDIUM	
11.	<b>Staffroom</b>	Staff, visitors	<ul style="list-style-type: none"> <li>Staff can choose to wear face covering in the staffroom and remove only when eating and drinking if they wish</li> <li>Staff will take personal responsibility of hygiene etiquette.</li> </ul>	LOW	
12.	<b>Pupils and staff at increased risk of mental health</b>	Staff	<ul style="list-style-type: none"> <li>SENDSCO will support families who may require additional support.</li> <li>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about this is included in the government <u>Schools Coronavirus Operational Guidance</u></li> <li>Other resources that may be used include <ul style="list-style-type: none"> <li><u>webinar</u> for school staff advising how to support pupil and student mental wellbeing.</li> </ul> </li> </ul>	MEDIUM	

			<ul style="list-style-type: none"> <li>○ PHE <a href="#">support children and young people's mental health and wellbeing</a>, and <a href="#">Good Thinking</a></li> <li>○ Being active see <a href="#">the Association for Physical Education, Youth Sport Trust &amp; Sport England</a>.</li> <li>○ PHE and the NHS <a href="#">Every Mind Matters</a> and <a href="#">Good Thinking</a> campaigns to help take action to look after mental health and wellbeing.</li> <li>○ A training module, <a href="#">teaching about mental wellbeing</a>, can improve teacher confidence in talking and teaching about mental health and wellbeing.</li> <li>○ The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>○ Promote the youth online mental wellbeing community <a href="#">Kooth</a></li> <li>○ Consider training key/all staff in <a href="#">Psychological first aid for young people</a></li> <li>● Senior Leaders and Wellbeing Champions will ensure staff continue to have support from a range of relevant resources / information / organisations</li> <li>● The employee assistance provider, Health Assured, is available for all staff and staff will be regularly reminded to access it. Tel: 0800 030 5182</li> <li>● Teachers may wish to access the free MindEd learning platform for professionals, which includes a <a href="#">coronavirus (COVID-19) staff resilience hub</a> with materials on peer support, stress, fear and trauma and bereavement.</li> <li>● Schools will work with school nursing services, as leaders of the <a href="#">healthy child programme</a>, to support the health and wellbeing of pupils</li> </ul>		
<b>Response to Infection</b>					
13.	<b>Symptoms of COVID-19 - suspected or test positive case</b>	Pupils and Staff	<ul style="list-style-type: none"> <li>● The Academy will refer to its COVID-19: Outbreak Management Plan and follow the recommendations set out in the local authority's <a href="#">Outbreak Control Plan</a>, if made aware of a positive case in a staff or pupil, the Senior Leadership Team will follow the London Coronavirus Response Centre (LCRC) <a href="#">resource pack</a> guidance and the DfE on 0800 046 8687 selecting option 1 for advice on isolation of contacts and for a risk assessment to be completed. The Headteacher will notify the <a href="#">Public Health Team</a>.</li> <li>● We will use ongoing infection control advice and support will be made available to schools via the Public Health team</li> <li>● The school will follow Government guidance on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</li> </ul>	LOW	

14.	<b>Local outbreak of virus and local lockdown</b>	Staff, pupils, parents / carers and visitors	<ul style="list-style-type: none"> <li>• The Academy will refer to its COVID-19: Outbreak Management Plan and follow the recommendations as set out in the <u>Local Outbreak Control Plan</u>, if made aware of a positive case in a staff or pupil, the Headteacher will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The SBM / Head will notify the <u>Public Health Team</u>,</li> <li>• We will follow the LCRC guidance on communications and templates for schools to send to staff, parents of contacts, and the wider school community.</li> <li>• We will follow ongoing infection control advice and support made available to schools via the Public Health team</li> <li>• The Headteacher will submit reports under RIDDOR of any Confirmed COVID-19 cases in the school if confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease. <a href="https://notifications.hse.gov.uk/riddorforms/Disease">https://notifications.hse.gov.uk/riddorforms/Disease</a></li> </ul>	LOW	
	<b>Staff and parents unsure what to do in the event of a local lockdown due to a local outbreak of COVID-19</b>	Staff, pupils, parents / carers and visitors, contractors	<ul style="list-style-type: none"> <li>• The Academy's COVID-19: Outbreak Management Plan and Business Continuity Plan has been updated to include procedures to follow in the event of a local lockdown</li> <li>• The Headteacher will contact the <u>Public Health Team</u> and follow their advice, including what is in the <u>Local Outbreak Control Plan</u>, and share with staff and parents.</li> <li>• We will follow guidance on communications and templates for schools to send to parents and staff will be shared via LCRC (London Coronavirus Response Centre)</li> <li>• Infection control support and training will be made available to staff via Public Health</li> </ul>	LOW	
15.	<b>Spread of COVID-19 goes unchecked</b>	Staff, pupils, parents / carers and visitors	<p><b>Tracing close contacts and self-isolation:</b></p> <ul style="list-style-type: none"> <li>• Close contacts will be identified via NHS Test and Trace and education settings as the school will no longer be expected to undertake contact tracing.</li> <li>• Positive cases will work with NHS Test and Trace to identify close contact and individuals will be contacted if they need to self-isolate.</li> <li>• The school may be contacted in exceptional cases to help identify close contacts, as currently happens in managing other infectious diseases.</li> </ul>	MEDIUM	Monitor national and local rates of infection, following the LBWF Contingency Framework should transmission levels increase within the local or wider community.

			<ul style="list-style-type: none"> <li>Individuals are not required to self-isolate if they live in the same household as 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"> <li>They are fully vaccinated</li> <li>They are below the age of 18 years 6 months</li> <li>They have taken part in, or are currently part of, an approved COVID-19 vaccine trial</li> <li>They are not able to get vaccinated for medical reasons</li> </ul> </li> <li>Individuals, will be contacted by the NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Staff, as essential workers, have priority access to testing</li> <li>The school will engage fully with the local authority's public health team's <a href="#">Local Outbreak Control Plan</a> and the NHS Test and Trace system</li> <li>The Academy's COVID-19: Outbreak Management Plan and Business Continuity Plan has been updated to include procedures to follow in the event of a local lockdown</li> </ul>		<p>Following national, local and Trust advice on school closure if infection rate and risks increase</p>
16.	<b>Increase in number of positive cases</b>	Staff, pupils, parents / carers and visitors	<ul style="list-style-type: none"> <li>Contact Public Health England for guidance upon increases in positive cases</li> <li>Stay Safe Team visit site to hand out tests and provide guidance</li> <li>Additional and enhanced cleaning in classrooms, communal areas and frequently touched areas</li> <li>Staff to test twice weekly, take a PCR test upon a LFT positive result and follow national guidelines to isolation following a positive result</li> <li>Siblings of school community to isolate following a positive test result</li> <li>Staff are encouraged to receive the vaccination</li> <li>Staff and visitors to wear masks in communal areas</li> <li>If there is a rise in cases within a year group, measures to be in place to separate that year group where reasonably practicable</li> </ul>	<b>MEDIUM</b>	<p>Monitor national and local rates of infection, following the LBWF Contingency Framework should transmission levels increase within the local or wider community.</p> <p>Following national, local and Trust advice on school closure if infection rate and risks increase</p>