

OPERATING DURING CORONAVIRUS RISK ASSESSMENT SWAFFHAM CAMPUS

<p>Risk Assessment of operating during coronavirus pandemic.</p> <p>Who Might be Affected? Staff, students and visitors</p>		<p>Date of Assessment March 2020, Reviewed May 2020, June 2020, July 2020</p> <p>Name of Assessor: Caroline Lee & [H&S CA/HSO], Mark Clayton</p> <p>NB: These control measures are in addition to site risk assessments which are held on Safety Cloud and remain applicable for other hazards.</p>
What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
<p>Coronavirus (Covid-19)</p>	<p>Most people are at risk from infection (staff, children, visitors, etc.). The possible implications from contracting COVID 19 are, as we know, worse for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.</p>	<p>Government Advice:</p> <ul style="list-style-type: none"> • Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice. Guidance for full opening: schools - GOV.UK • Members of staff, students, and visitors to the school are reminded of the symptoms of coronavirus (COVID-19) at the point of entry to the site by posters displayed at site entrances and/or site rules displayed on visitor checking in systems including a visitor questionnaire to check for symptoms of coronavirus (COVID-19) and by regular communication with parents / carers via <ul style="list-style-type: none"> ▪ newsletters ▪ email bulletins ▪ zoom meetings <p>These symptoms include a new, continuous cough or high temperature, or a loss of, or a change in, normal sense of taste or smell.</p> <ul style="list-style-type: none"> • All meetings on site will be observing 2m social distancing rules where possible or conducted utilising technology.

- All non-essential appointments on site have been postponed and necessary appointments will be evaluated taking into account current guidance as they occur.
- All staff have been issued with guidance on social distancing and have completed an eLearning title in relation to infection control (available on Safety Cloud) and the importance of social distancing.

SYSTEM OF CONTROLS

A. Prevention

1. The school will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. The school will ensure that all students, members of staff and visitors maintain excellent standards of hand hygiene.
3. The school will ensure that good respiratory hygiene practices are followed by promoting the “catch it, bin it, kill it” approach.
4. Enhanced cleaning practices (OSG UK cleaning schedule) will be followed, including the cleaning of frequently touched surfaces often, using products such as detergents and bleach.
5. The contact between individuals will be minimised, and social distancing will be maintained wherever possible.
6. Where necessary and in line with government guidance, appropriate personal protective equipment (PPE) will be worn.

B. Response to any Infection

The following measures will be followed where relevant:

7. The school will engage with the NHS Test and Trace process
8. The school will manage confirmed cases of COVID-19 amongst the school community.
9. Local Health Protection Team Advice will be followed in order to contain any outbreak.

SITE SPECIFIC PREVENTION CONTROLS

		<p>1. Minimising contact with individuals who are unwell with symptoms of COVID-19:</p> <ul style="list-style-type: none">• Students, members of staff and other adults should not attend school if they have coronavirus (COVID-19) symptoms.• Members of staff returning to work after a period of absence e.g. holiday, will be asked to complete a return to work questionnaire (on Management Portal) to confirm that they are free of symptoms.• Employees who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice may change July - September; consider pregnancy and other vulnerable groups.• Where students, members of staff and other adults have tested positive in the last 7 days for coronavirus (COVID-19) they should stay at home and not attend the school.• Where anyone at school develops symptoms of coronavirus (COVID-19) during the school day, they must be sent home.• Where self-isolation is being undertaken, a test must be arranged for coronavirus Coronavirus (COVID-19): getting tested - GOV.UK.• COVID-19: guidance for households with possible coronavirus infection must be followed. Guidance on timescales may change.• All members of staff will be briefed on the self-isolation process.• If a child is awaiting collection, they will be moved to the self-isolation room. A window will be opened to ventilate the room whilst occupied or If a child is awaiting collection, they will be moved to an area VC1 which is at least 2 metres away from other people. This room or area will be cleaned and disinfected after use.• A separate bathroom has been allocated for use by children who are displaying symptoms of coronavirus. This bathroom will be cleaned and disinfected before being used by anyone else.• The self-isolation room and bathroom will be kept clear of unnecessary items in order to facilitate thorough cleaning and disinfection.• PPE will be worn by staff caring for the child in the self-isolation room, if a distance of 2 metres cannot be maintained.
--	--	---

		<ul style="list-style-type: none">• Where students or members of staff have been in close contact with or helped a student who has displayed symptoms, they will remain at school, unless they develop symptoms themselves or the symptomatic person tests positive for coronavirus.• Where staffing levels may be reduced due to absences within the school the Headteacher / SLT on site will undertake an assessment of the necessary controls to operate the school with a reduced capacity. <p>2. Hand Hygiene</p> <ul style="list-style-type: none">• The school will ensure that students clean their hands regularly, including:<ul style="list-style-type: none">○ when they arrive at school○ when they return from breaks○ when they change rooms○ before and after eating.• Hand washing facilities are located: In toilets• Hand sanitiser stations will be provided: At the school entrances, Outside all operational Learning locations, In the food marquee• Hand sanitiser will also be provided on school transport vehicles for use by students and staff members when getting onto and off the vehicle.• Small children will be supervised when using hand sanitiser to ensure that hands are cleaned safely, and the risk of hand sanitiser ingestion is minimised.• Posters will be displayed around the school site showing a good hand washing technique i.e. 20 seconds with soap and water followed by drying with a paper towel.• Staff members are informed to avoid physically greeting others for example by the shaking of hands and nudging elbows. A simple 'good morning' or 'good afternoon' will suffice and will also adhere to the 2-metre clear social distancing measures. <p>3. Respiratory Hygiene</p>
--	--	--

		<ul style="list-style-type: none"> • Tissues and bins will be provided around the school. • Bins will be covered, provided with bin bags, and collected for disposal daily. • Good respiratory hygiene in terms of “catch it, bin it, kill it” will be communicated to staff and students at the site. This will be reinforced by the use of posters. • There are no SEN (complex needs) requirements to be considered with regard to respiratory conditions • Face coverings are required at all times on public transport (for children over the age of 11). Government guidance on the safe wearing of face coverings will be issued to all users of public transport: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings Use of school specific minibuses – due to numbers and arrangements, the whole school will act as a single bubble. On occasion where students mix outside their usual group or bubble, and are over the age of 11, the use of face coverings should be considered. <p>4. Enhanced Cleaning</p> <ul style="list-style-type: none"> • A cleaning schedule has been implemented for all areas of the school. • Frequently touched surfaces will be cleaned more often than normal, and these include: <ul style="list-style-type: none"> ○ stair rails ○ door handles ○ desks ○ light switches ○ kitchen surfaces ○ photocopier and printer control pads • Rooms or areas shared by a number of groups will be cleaned more frequently, and these include: <ul style="list-style-type: none"> ○ sports facilities ○ science labs ○ D&T labs
--	--	---

		<ul style="list-style-type: none"> ○ lunch facilities • Shared classroom resources such as books and games will be cleaned regularly. • Resources that are shared between classes, such as sports, art and science equipment will be cleaned frequently and meticulously or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use. • Musical instruments (brass and wind) will not be shared between students. Other musical instruments e.g. pianos will be thoroughly cleaned between uses. • Outdoor playground equipment will be more frequently cleaned. • Students and teachers can take books and shared resources home, but unnecessary sharing will be avoided. Good hand hygiene when handling these resources is emphasised. • Lab coats which may be shared in D&T, Art and Science will not be used. Disposable aprons for wet work within these subjects will be used or individual aprons/coats may be issued. • Arrangements will be made to thoroughly clean lunch and break tables between uses by different groups. • PPE such as eye protection used in D&T and Science will be cleaned before and after use by the use of non-alcohol based sanitising wipes; preferably all staff and students should have their own set of eye protection. <p>5. Social Distancing and Minimising Contact between Individuals</p> <ul style="list-style-type: none"> • In order to ensure all students may attend the site, emphasis will be placed on self-isolation, good hand and respiratory hygiene and enhanced cleaning measures, with local procedures in place to ensure that contacts between staff and students, and students and other students, are minimised during the school day via either individual social distancing or group distancing. • A daily check on the implementation of social distancing, personal hygiene and cleaning and disinfection arrangements will be undertaken by site management. Checks will be completed daily with
--	--	---

		<p>regular cleaning of handles, toilets and frequently touched surfaces completed regularly throughout the day. This will be documented and recorded on Safety Cloud.</p> <p><i>Measures within the Classroom</i></p> <ul style="list-style-type: none">• Adults will maintain 2 metres distance from each other.• Close face to face contact will be avoided.• The time spent within 1 metre of anyone will be minimised.• Students within classrooms will be seated side to side and facing forwards. Not seated side on or face to face.• Unnecessary furniture has been moved out of classrooms to make space.• Classroom doors and windows will be kept open if possible, to improve air flow. Where classroom doors are also fire doors, they should be kept shut unless they are on an approved closing device.• All unnecessary teaching aids will be removed from learning environments to promote social distancing, and to also assist the cleaning process. <p>Secondary schools:</p> <ul style="list-style-type: none">• Individual personal distancing between students will be encouraged• Teachers and staff members will stay in front of class• Desks will be spaced further apart to assist with individual distancing of students.• School will decide how many students can be accommodated in teaching areas to maintain sufficient personal distancing. <p>Primary schools:</p> <ul style="list-style-type: none">• Children will be kept in smaller, class sized groups <p><i>Measures Elsewhere</i></p> <ul style="list-style-type: none">• Whole school gatherings have been cancelled for the foreseeable future. Assemblies will take place over Zoom, with students joining by VC from their devices
--	--	--

		<ul style="list-style-type: none"> • The movement of whole groups around the school will be minimised, with groups staying in classrooms where possible for the whole day. • The mixing of groups is avoided, apart from brief transitory contact in corridors for example at break time, lunch time or when leaving/entering the site. <p><i>Staff Welfare - facilities, break times and lunch</i></p> <ul style="list-style-type: none"> • Members of staff will minimise movement around the site by using phones or radios. • Staff should maintain social distancing within staff rooms and avoid congregating unnecessarily. • Hard surfaces in these areas will be regularly cleaned by the FM staff on site. • Staff members will be able to access Disabled, Staff and Visitor toilets in order to promote social distancing. • Staff members are discouraged from using other colleagues' phones, work tools and equipment, cups and drinking / eating vessels where possible. If necessary, clean and disinfect them before and after use. <p><i>Student Welfare - facilities, break times and lunch</i></p> <ul style="list-style-type: none"> • Crowding of toilets will be discouraged, and consideration given to use of these during lessons as well as at breaks to stagger use. • Lunch time: <ul style="list-style-type: none"> ○ Students are encouraged to use outdoor seating areas ○ Groups should not mix. <p><i>Arriving and Leaving School</i></p> <ul style="list-style-type: none"> • The school has made arrangements for the staggering of start and leave times where appropriate • Communication has been made with parents about drop off and collection process • Rules regarding gathering at school gates and no entry to school without appointment have been issued to all parents and carers.
--	--	---

6. Use of PPE

- PPE will be worn where a child or young person becomes ill with coronavirus symptoms at school, and where a distance of 2 metres cannot be maintained.
- Guidance will be followed: [Safe working in education, childcare and children's social care](#)

SITE SPECIFIC RESPONSE TO INFECTION CONTROLS

7. NHS Test and Trace Process

- The school will work with their local Public Health England health protection team.
- [PHE East of England HPT \(Norfolk\)](#)
- Public Health England
Council Offices
College Heath Road
Mildenhall
Suffolk
Norfolk
IP28 7EY
- Email EastofEnglandHPT@phe.gov.uk; phe.EoEHPT@nhs.net
- Telephone 0300 303 8537
- The school has communicated with members of staff and parents and carers about NHS Test and Trace, and where necessary, will supply details of how to book tests.
- Parents and members of staff have been asked to immediately inform the school of any test results.
- Control measures outlined in 1) will be followed where testing is undertaken.

8. Managing Confirmed Cases of Coronavirus (COVID-19) in the School Community

		<ul style="list-style-type: none"> • The school will work with their local Public Health England health protection team. • PHE East of England HPT (Norfolk) • Public Health England Council Offices College Heath Road Mildenhall Suffolk Norfolk IP28 7EY • Email EastofEnglandHPT@phe.gov.uk; phe.EoEHPT@nhs.net • Telephone 0300 303 8537 <ul style="list-style-type: none"> • The school will be guided by the health protection team through the actions that they will need to take. • People who have been in close contact with a person who has tested positive for coronavirus will be sent home to self isolate for 14 days. The 14 days will start from the day that they were last in close contact with the person when they were infectious. • Members of staff and parents/carers will be advised that close contact means: <ul style="list-style-type: none"> ○ direct close contacts i.e. face to face contact with an infected individual for any length of time, within one 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 • The school will maintain records of student and staff groupings, along with records of any close contact that takes place between students and adults in different groups. <p>9. Containing Outbreaks by following local Health Protection Team advice</p>
--	--	--

- The school will work with their local Health Protection Team upon identification of an outbreak.
- Controls that may be implemented include the self-isolation of a larger number of students e.g. a whole year or whole site group.

FIRST AID ARRANGEMENTS

- Wherever possible when giving first aid, 2m distance will be maintained.
- In the unlikely event of cardiac arrest in an adult, rescue breaths will not be performed: [Adult CPR - Symptoms & First Aid Advice](#)
 - Do not place your face close to the casualty to hear for breathing. Watch the chest.
 - If possible, lay a towel or similar over the nose and mouth.
 - Ensure that CPR is performed using chest compressions and if possible a defibrillator if available and trained to do so.
 - Ensure that there is enough PPE for first aiders to utilise including a fluid resistant surgical mask, gloves and disposable aprons, as required. Where there is a risk of splashing to eyes, for example, from spitting, coughing or vomiting, a face shield or goggles will also be worn.
- In the event of cardiac arrest in a child, rescue breaths must be performed because cardiac arrest in children is likely to be caused by respiratory problems: [Child CPR - Paediatric First Aid](#) You must:
 - Use a face shield or pocket mask over the child's mouth when performing rescue breaths.
- When dealing with first aid incidents, always be aware of the risks to yourself and others.
- Wear gloves when dealing with injured persons, particularly those with open wounds.
- Cover cuts or grazes on your hands or arms with a waterproof dressing
- Always dispose of all medical waste safely in a medical waste bin.

Legionella	Development of high numbers of legionella bacteria within the water system, leading to increased risk of legionellosis.	<ul style="list-style-type: none"> • The school has a legionella risk assessment in place. Plans for recommissioning of water system following a period of absence will be implemented; the recommendation is that where complex* systems have been allowed to stagnate for 3-4 weeks they should be recommissioned**. • Flushing of complex systems may not be enough of a control measure. • * complex systems are those with water storage, shower heads and other sprays and long lengths of pipework. • ** recommissioning involves the cleaning and disinfection of the water system.
Fire Safety	Changes to emergency evacuation plan; numbers of marshals; and inadequate use of fire precautions may lead to increase in evacuation time and promote fire spread throughout the building	<ul style="list-style-type: none"> • The school will return to normal operations, and existing fire safety procedures will be reviewed and implemented if deemed appropriate. • Arrangements for fire drills will be discussed. Social distancing is not essential during a fire drill / emergency evacuation (short duration of contact); but may wish to discuss management of assembly points. How will you maintain hand hygiene etc? – Hands will be sanitised on re-entry to learning areas. • Fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned on a daily basis as per government guidance. • Instructions will be given to all members of staff and pupils that hand sanitiser should be allowed to dry on the hands (to allow vapour to evaporate) before Bunsen burners are used or before using other equipment involving naked flames. •
Contractor Management		<ul style="list-style-type: none"> • Essential visits such as those concerned with the management of fire safety, legionella, gas safety, electrical safety, and examinations of ventilation systems will be pre-arranged with the relevant contractor. The following measures will be adopted, where possible: <ul style="list-style-type: none"> ○ The contractor will attend the site out of hours to minimise opportunity for contact between all parties

		<ul style="list-style-type: none">○ Where contractor visits attend site during hours of school operation, contractors will work in rooms that are not in use by teaching staff or pupils.○ The room will be well ventilated, where possible.○ Contractors will be issued with additional site rules at reception, including expectations in terms of cleaning, respiratory hygiene and hand hygiene. The contractor must confirm that they are not symptomatic.○ Hand sanitiser gel will be provided for use upon entry to the site.● Emergency visits may be undertaken but are subject to the following measures:<ul style="list-style-type: none">○ contractors must book in at reception○ they must confirm that they are not symptomatic (for COVID-19)○ they will be issued with site rules regarding hand hygiene, cleaning and respiratory hygiene.○ Where possible, pupils and members of staff will be moved from the work location; also in accordance with safeguarding principles.○ Hand sanitiser gel will be provided for use upon entry to the site.● Cleaning, catering and facilities contractors, including landscaping:<ul style="list-style-type: none">○ Self-isolation guidance will be issued to contractors who have a daily role on site.○ Site rules including those on cleaning, hand hygiene and respiratory hygiene expectations will be issued to each contractor.○ Posters will be displayed within kitchens, cleaning cupboards, and facilities offices regarding social distancing, hand hygiene, etc.○ Measures for social distancing, include:<ul style="list-style-type: none">▪ Consider perspex screens for kitchens▪ out of hours working for cleaners, landscapers
--	--	--

		<ul style="list-style-type: none"> ▪ separation of landscaping contractors from pupils and other staff; working in an external environment which is well ventilated.
Visitor Management		<ul style="list-style-type: none"> • OFSTED/HMI visits have been confirmed as being suspended for Autumn Term 2020. The management of these visits will be planned in a later review of this risk assessment. • Parent evenings and open evenings: – Parent and open evenings will be conducted via zoom • Safety Consultant and enforcement officer (e.g. food safety officers) visits may be unannounced. The following control measures will be implemented: <ul style="list-style-type: none"> ○ Visitors must book in at reception ○ They must confirm that they are not symptomatic (for COVID-19) ○ They will be issued with site rules regarding hand hygiene, cleaning and respiratory hygiene. ○ Hand gel will be provided at reception for use. ○ Social distancing measures will be adopted. • Screens will separate receptionists from visitors to the site, where social distancing cannot be maintained. • Cold calls (sales) will not be processed beyond the reception area of the school. • Gate and door control pads will be regularly cleaned.

Please contact Caroline Lee at Southalls in the event any of the controls within this risk assessment require updating or changing so amendments can be recorded.