

OPERATING DURING CORONAVIRUS RISK ASSESSMENT NEWTOWN

<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, November 2020 June 2021</p> <p>Name of Assessor: Caroline Lee, Rebecca Midwinter, Chris Penprase, Edward Blackledge]</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.</p> <p>The risks to children of becoming severely ill from COVID19 is very low.</p> <p>The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person</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 & https://gov.wales/schools-coronavirus • 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/ ▪ half termly Stakeholder 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>

	<p>to person spread as airborne droplets and also via surfaces contaminated with virus.</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. • Clinically extremely vulnerable staff (including pregnant staff post 28 weeks) are advised to work from home and not go into work. Individuals in this group will have been advised by the NHS or their GP and may have been advised to shield in the past. Arrangements will be made with the individual via one to one remote meeting to ensure that they are appropriately supported at this time. • Most children originally identified as clinically extremely vulnerable no longer need to follow this advice, however, those children whose GP have confirmed they are still clinically extremely vulnerable are advised not to attend school while this advice is in place. Appropriate arrangements will be made for them to be able to continue their education at home. • Staff and children who have previously been identified as being within the clinically vulnerable group may continue to attend school. <p>SYSTEM OF CONTROLS</p> <p>A. Prevention</p> <ul style="list-style-type: none"> • 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. • The use of face coverings, where recommended. • The school will ensure that all students, members of staff and visitors maintain excellent standards of hand hygiene. • The school will ensure that good respiratory hygiene practices are followed by promoting the “catch it, bin it, kill it” approach.
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		<ul style="list-style-type: none">• Rules regarding gathering at school gates and no entry to school without appointment have been issued to all parents and carers. • Use of PPE• PPE will be worn where already identified as necessary for a child or young person who has routine intimate care needs (not applicable with current cohort)• 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 • Keeping Occupied Spaces Well Ventilated• Mechanical ventilation - The ventilation system is adjusted to circulate air from a single room only supplemented with an outdoor air supply. The ventilation system is serviced routinely.• Natural ventilation - windows are opened. In colder weather, windows are opened just enough to provide background ventilation. The windows are fully opened during breaks to purge the classroom air spaces. Doors to the classrooms are also opened to allow further ventilation of the space (where not fire doors).• High windows are opened where possible to reduce draughts.• Teaching staff will open the windows before leaving the room at break to fully ventilate the space when unoccupied (check not overriding window restrictors).• The school has altered the uniform policy to allow warmer clothing to be worn.• Heating is increased to ensure that the classrooms are warmer.• PE: Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not. Natural ventilation flows will be maximised by opening windows and doors where possible.
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SITE SPECIFIC RESPONSE TO INFECTION CONTROLS

- **NHS Test and Trace Process and Management of Cases within School**
- Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus.
- Schools can contact the dedicated advice service introduced by Public Health Wales (PHW): <https://phw.nhs.wales> and delivered by the NHS Business Services Authority. This can be reached at <https://phw.nhs.wales/services-and-teams/health-protection/health-protection-team/> or the Health Protection Team can be contacted by telephone on 0300 00 300 32.
- The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate the school's call to the PHW local health protection team.
- The advice service (or PHW local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.
- Close contact means:
 - direct close contacts - face to face contact with an infected individual for any length of time, within 1 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

		<ul style="list-style-type: none">○ travelling in a small vehicle, like a car, with an infected person• The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. To support them in doing so, the school is to keep a record of students and staff in each group, and any close contact that takes place between children and staff in different groups. This should be a proportionate recording process. The school does not need to ask students to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.• A template letter has been provided by the DfE, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.• 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.• Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>. They should get a test, and:<ul style="list-style-type: none">• if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.• if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms
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		<p>(which could mean the self-isolation ends before or after the original 14-day isolation period).</p> <ul style="list-style-type: none">• Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>• The NHS Business Service Authority approach to contact tracing is shown in the Appendix. Please note that tracing will vary on a case by case basis <ul style="list-style-type: none">• Containing Outbreaks by following local Health Protection Team advice• 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. <p>TRANSPORT ARRANGEMENTS</p> <ul style="list-style-type: none">• Social distancing will be maximised within vehicles.• Students are to sit within their bubble on school transport or with the same constant group of children each day.• Students will clean their hands before boarding transport and again on disembarking.• Additional cleaning of vehicles will be undertaken, ensuring that hand contact points are cleaned, such as seat handles, driver instruments and door handles.• The vehicle will be ventilated by opening windows and ceiling vents.• Students with suspected coronavirus will not travel on school transport.• Students will wear face coverings on board school transport
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		<p>FIRST AID ARRANGEMENTS</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ 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.
<p>Legionella</p>	<p>Development of high numbers of legionella bacteria within the water system, leading to increased risk of legionellosis.</p>	<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.

		<ul style="list-style-type: none"> • ** 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. • A fire drill has been conducted in the first 2 weeks of term. • 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. •
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 ○ Where contractor visits attend site during hours of school operation, contractors will work in rooms that are not in use by teaching staff or students. ○ 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, students 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.

		<ul style="list-style-type: none"> • 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 ▪ separation of landscaping contractors from students and other staff; working in an external environment which is well ventilated.
Visitor Management		<ul style="list-style-type: none"> • 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 will be held over Zoom for the foreseeable future. • 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 (A visitor register will be taken for all visitors to enable track and trace should this be necessary.) ○ They must confirm that they are not symptomatic (for COVID-19) (A visitor questionnaire is used to assess if a visitor poses a high risk and should not be allowed access to the campus) ○ They will be issued with site rules regarding hand hygiene, cleaning and respiratory hygiene. (A visitor guide is shown to all visitors to explain social distancing on campus.) ○ Social distancing measures will be adopted. ○ Hand gel will be provided at reception for use. • Screens will separate receptionists from visitors to the site, where social distancing cannot be maintained.

		<ul style="list-style-type: none"> • Cold calls (sales) will not be processed beyond the reception area of the school. • All visitors are asked to call ahead of their visit and unexpected visitors will be turned away unless the visit is deemed essential. • Gate and door control pads will be regularly cleaned. •
Pupil transition	<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.</p> <p>The risks to children of becoming severely ill from COVID19 is very low.</p> <p>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>	<ul style="list-style-type: none"> • All parents are asked to confirm that their child is not suffering from Covid symptoms, or required to isolate / quarantine on the Taster Day, • Students invited to the taster day exceed no more than 6 • Pupils on Taster Days can mix with existing pupils, providing it is in a consistent group of no more than 6 individuals (Rule of 6), • Seating arrangements facilitate prospective pupils in the same group if they come from the same current school, • Staff to maintain a minimum of 2m distance from all senior school pupils, and as safe a distance as possible from all junior school pupils, • Ensure all hand contact surfaces, equipment and toys used by prospective pupils are thoroughly cleaned (or quarantined) before and after use, • Organise activities outside or in well-ventilated rooms with sufficient space to enable all prospective pupils to maintain good social distance from each other, • Staff to keep a record of any seating plans and groupings in case 'close contacts' need to be identified after the visit,

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.