

Little Hill Primary School - Risk Assessment Preventing and Managing Sickness including outbreaks **Version 10** Updated 04/01/21

Response Stage	Trigger	Key Actions	Who	Further Action
STAGE 1 – General		<ul style="list-style-type: none"> - Everyday hygiene and procedures 		
STAGE 2 – Prevention Where an increased risk is present	<ul style="list-style-type: none"> -Increased absence rates of pupils or staff -Local increases in sickness e.g. flu, gastric, coronavirus -Public health alerts -Suspected cases of specific illness in school or within the community (e.g. coronavirus / gastric) 	<ul style="list-style-type: none"> - Increase hygiene procedure - Communication with key people including key information (staff, pupils and families, users of the site) - Specific hygiene lessons in class - Increased enforced use of handwashing before eating of food - Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. - Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) - Review Core Control Measures and make changes as necessary - Daily review of the situation 	All Staff	
STAGE 3 – Mitigate/ Delay	Where a significant risk is present <ul style="list-style-type: none"> - direct case or increased likelihood of cases - Public health advice for restrictions 	Consider reducing contact situations: <ul style="list-style-type: none"> - Assemblies - Carpet time - School events - Trips Consider: - Any screening measures e.g. use of a thermometer in school. - Increase time of exclusion from school for those with symptoms (beyond 48hrs) - Sending home any children with any symptoms - Additional Cleaning including deeper cleans 	SLT	
STAGE 4 - Containment	Where specific and/or significant changes or restrictions need to be in place. <ul style="list-style-type: none"> - High levels of sickness 	<ul style="list-style-type: none"> - High rates of absence - Significance of danger of disease or illness - Part / full closures of site / classes - Deep cleans - Closure of lettings and building use - Reduction or exclusion of visitors 	HT Chair of Governors DfE / LA / Government	

Little Hill Primary School - Preventing and Managing Sickness – OUTBREAKS – COVID-19

Hazard	People Harmed	Risk Control	Further Action
<p>Suspected case / symptoms in school (staff or pupil)</p> <p>Monitoring daily any child or staff absence</p>	<p>2, 3, 4</p> <p>All Families Community particularly those classed in a high risk category.</p>	<ul style="list-style-type: none"> - Anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell must be sent home and advised to follow ‘stay at home guidance’ - Contact parents, if pupil. - Isolate child/young person, if possible to a room where they can be isolated behind a closed door and window or to an area which is at least 2 metres away from other people until collected away from others. If supervising adult cannot remain 2 metres away and contact is required then PPE should be worn (Nitrile Gloves conforming BSEN455, apron and a face mask. Eye protection if there is a risk of coughing, spitting or vomiting). This adult can then remain at school to work. - A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John’s ambulance guidance. - Core reminders of hygiene. - If they need the bathroom they must use a separate bathroom and it must be cleaned and disinfected afterwards. - Contact relevant agencies e.g. LA / Public Health England - Deep clean core areas - Inform staff - Daily report to the HT or number of absences and reasons/symptoms. - Weekly summary data for each class to HT. Attendance expectations should follow the latest advice. 	<p>Gloves, apron, face mask. eye protection should be purchased and stored near the first aid bay.</p> <p>St. John Ambulance Covid-19: advice for first aiders: https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p> <p>The DfE helpline also remains available for all other queries about coronavirus on 0800 046 8687, including for advice on those displaying symptoms. <i>Option 3 – If you work at a school and have questions about coronavirus (COVID-19) relating to education and children’s social care</i></p>
<p>Confirmed case</p> <p>Confirmed case in school</p>		<ul style="list-style-type: none"> - Contact parents (Where the child, young person or staff member tests positive, self-isolate for at least 10 days. The rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days). - Deep clean core areas - Inform staff 	

– Contact Public Health England for information and follow the “Confirmed Case Covid Guidance for Schools” regarding the key next steps e.g. closure of a class / school/ or carry on etc.
NHS Business Services Authority, working to agreed PHE and DfE guidance. It can be reached by calling the coronavirus helpline number on 0800 046 8687, and selecting option 1.

The advice service will be open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays.

The DfE helpline also remains available for all other queries about coronavirus on 0800 046 8687, including for advice on those displaying symptoms. Please listen carefully to the available options and select the one most appropriate to your setting’s current situation.

Option 1 – If you are a member of staff calling from an early years setting, school, further education provider or out of school setting and need advice on the action to take to respond to a positive case of coronavirus (COVID-19) in your setting

When you call for advice, please have the following information to hand relating to the positive coronavirus (COVID-19) case in your setting as you will need to discuss this with the call adviser:


- *the number of positive cases in your setting, whether the person who tested positive is displaying symptoms and if so, the date of the onset of the symptoms (if known).*
- *the dates that the person who tested positive was in attendance at the setting so that we can identify if the person was infectious whilst on site.*
- *for key stage 2, the seating plan for all lessons, and (where relevant) the timetable, for the person who has tested positive. This will help to support identification of close contacts with that person*
- *for key stage 2, if the person who has tested positive is a member of staff, records of any instance of close contact with other members of staff or students.*
- *if the person who has tested positive is a pupil, records of any definite face to face contact with the individual and details of their friendship group within the setting.*

Suspected case in a family		<ul style="list-style-type: none"> - No one with symptoms should attend a setting for any reason. - Increase monitoring of pupils 	
Families; Staff; Admin Confirmed case in a family		<ul style="list-style-type: none"> - Children in the family to remain at home for a fixed period of time (currently 10 days but check PHE website for latest guidance). 	
NHS Test and Trace	2, 3, 4	<ul style="list-style-type: none"> - Staff members and parents/carers must understand and be ready and willing to: <ul style="list-style-type: none"> *Book a test if they are displaying symptoms, not come into school and self-isolate. All aged children can be tested. *Provide details of anyone they have been in close contact with if they test positive. *Self-isolate if they have been in close contact with someone who develops Covid-19 symptoms or someone who has tested positive. - Close contact. This means: <ul style="list-style-type: none"> *Direct close contact – face to face contact with an infected individual for any length of time, within 1 metre, being coughed on, face to face conversation or unprotected skin to skin contact. *Proximity contact – extended close contact (within 1 metre for 1-2 minutes and 2 meters for more than 15 minutes) with an infected person within the last 48 hours. *Travelling in a car with an infected person. 	
Staff member shortage	1, 2 3, 4	<ul style="list-style-type: none"> - Supply / SLT Cover - Where too many, partial closure for certain ‘bubbles’ 	
Pupils who are shielding or self-isolating	2 3, 4 Vulnerable pupils and families	<ul style="list-style-type: none"> - All pupils must attend school. Shielding paused on the 1st August. - If, local rates increase, identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat. - Discuss with parents the initial steps and agree key actions re. isolation/seclusion. Parents to follow medical advice and share with the schools. Advice can be sort from the Royal College of Paediatrics and Child Health. - Know who your children are that have social worker involvement so all safeguarding practices are continued to be followed at this time. - Pupils to be supported to learn from home. - Where a child is not attending school work should be sent home and 	<p>Support anxious parents, pupils and staff who have been previously shielding, those living with clinically vulnerable, BAME and/or certain conditions such as obesity and diabetes.</p>

		school should monitor engagement with this activity. Foundation = Tapestry KS1 and KS2 = Classdojo	
Shielded and Clinically vulnerable adults - Staff members with health issues	2 Staff	<ul style="list-style-type: none"> - From 1 August advice for clinically extremely vulnerable people will move in line with advice to those who are clinically vulnerable. As shielding paused on the 1st August, staff should return to work as long as they maintain social distancing and frequent hand washing. - If they have concerns, they should contact their consultants to seek advice on their condition. - To advise Team Manager and DHT/HT of any amendments or changes needed on the risk assessment for personal circumstances. - Consider working remotely where possible or in roles in school where it is possible to maintain social distancing, follow the latest guidelines. - Those advised by a clinician or through a letter to rigorously follow shielding measures to stay at home. 	3, 4 Those advised by a clinician or through a letter to rigorously follow shielding measures to stay at home.
Pregnant staff	2 Pregnant Staff and unborn child	<ul style="list-style-type: none"> - From 1 August advice for clinically extremely vulnerable people will move in line with advice to those who are clinically vulnerable. As shielding paused on the 1st August, staff should return to work as long as they maintain social distancing and frequent hand washing. - As above. - Ask them to contact their midwife to seek advice. - Personal risk assessment must be written and followed. - Consider working from home. 	3, 4 Those advised by a clinician or through a letter to rigorously follow shielding measures to stay at home.
Kitchen shut down		- Parents to provide packed lunches	
Site team shortage		- Discuss with cleaning contractor cover arrangements in good time	
Site Leadership shortage		- Access via telephone and/or Microsoft Teams	
Admin shortage		<ul style="list-style-type: none"> - Cover with TAs / SLT - Inform parents not to phone unless emergency 	
Finding out about travel arrangements now and in the future of staff and pupils	3, 4 (where specific threats are evident aboard or home)	- Letter ask parents to inform us of any closes family member who has returned from abroad within the last month	
Absence Policy	2 , 3, 4	<ul style="list-style-type: none"> - Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea) - Follow guidelines from the LA and DfE. - Where a child is self-isolating and therefore not attending school but 	

		well, school work should be sent home and school should monitor engagement with this activity. Foundation = Tapestry KS1 and KS2 = Clasdojo	
Support for families affected	3, 4	- Communicate to parents and staff to contact school if they require support; - Regular contact with affected families and staff - Wellbeing checks with families from teachers.	

Little Hill Primary School - Preventing and Managing Sickness – SITE			
Hazard	People Harmed	Risk Control	Further Action
Other school users – Visitors to site including parents, supply teachers, peripatetic teachers etc.	All 2, 3	<ul style="list-style-type: none"> - Visitors to be restricted and a record of all visitors to be kept. - Inform every user of control measures and inform them of usage expectations: - Compulsory handwashing or use gel before using facilities / entering the school building. - Visitors will be asked the relevant questions before being permitted entry beyond the reception lobby. If they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19. - Parents to email or telephone the school for communication as face to face discussion needs to be limited. The office foyer is to be avoid and signage on display to inform visitors and parents of procedures. 	4 Suspension of visitors
Building Maintenance and Contractors	2, 3, 4 Staff & pupils. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> - General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment). - Only essential maintenance is carried out during school opening hours. - Any documentation required is sent/received prior to the contractor arriving on site. Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences. -Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. -Social distancing is maintained throughout working procedures. 	
Staff exiting cars in staff car park	2, 3, 4	<ul style="list-style-type: none"> - Reverse park, where possible, as everyone is then alighting away from the next driver. - Courtesy when alighting cars to maintain distance. 	

<p>Social distancing not being carried out at drop off / collection times.</p>	<p>2, 3, 4 Staff, pupils, parents/guardian, visitors and contractors.</p>	<ul style="list-style-type: none"> -Drop off / collection times are staggered. Access to site and pupils' classrooms are communicated to pupils, parent and guardian before arrival to the site. -Arrangements for drop off are communicated to staff, pupils and parents/guardian in advance. -Only one parent/guardian attends the school. -Direct access to the pupils allocated classroom is available e.g. emergency exits. -One-way systems are used around the site.  <p>-Signage is installed i.e.</p>	<p>As of 15/9/2020, parents and visitors to wear a face mask at drop off and pick up times. Staff to wear them when on the gate duty at these times.</p>
<p>Use of cloakroom and toilet areas – staff and pupils</p>	<p>2, 3 Staff and pupils</p>	<ul style="list-style-type: none"> - Different groups do not need to be allocated their own toilet block (however, LH does have separate toilet blocks for most classrooms anyway). Toilets will need to be cleaned regularly. -Teacher or member of staff to supervise toilet usage. (See cleaning hazard and controls). -Staggered break times for staff and pupils to ensure social distancing is maintained. Flexibility on the length of break times. -Pupils remain in their outdoor clothing until they are in their classroom. -Belongings from home should still be limited. <p>- Staff members and pupils to flush the toilet with the lid closed.</p>	<p>4 Refer to RA: version 4.</p>
<p>First Aid Area</p>	<p>2, 3, 4 First Aider Person being treated by the first aider.</p> <p>(Carrying out 1st aid may require the 2mtr social distancing rule to be broken)</p>	<ul style="list-style-type: none"> - A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John's ambulance guidance. -Current First Aid at Work or emergency certification is on site at all times children are on premises. <p>- PHE is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying Covid-19.</p> <ul style="list-style-type: none"> -The first aider and everyone who has had contact with the person who is unwell will wash their hands for at least 20 seconds with soap and water and wear Nitrile Gloves conforming BSEN455 when delivering first aid. - The first aider will cover any cuts on their hands with water proof plasters. -The first aider will avoid putting their fingers in their mouth and touching their face. 	<p>All First Aiders to read St. John Ambulance Covid-19: advice for first aiders: https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p>

		<ul style="list-style-type: none"> - Any risk of bodily fluids being splashed into eyes or face then PPE should be worn (Nitrile Gloves conforming BSEN455, apron and a face mask. Eye protection if there is a risk of coughing, spitting or vomiting). - Minor first aid dealt with in own allocated area. Bumbag First Aid kits to be taken outside with the group. There is a dedicated area for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. - First Aiders are contactable via Mobile Phone/Walkie Talkie if assistance is required. - After each first aid treatment is given all equipment and surfaces, including goggles used will be cleaned down using normal cleaning products and disinfectant, the google and visor will be rinsed with clean water after being disinfected. - After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. - After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. - No food will be stored or eaten in the first aid room. - Providers must use their ‘best endeavours’ to ensure one person with a full Paediatric First Aid (PFA) certificate is on-site when children are present. 	<p>If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site then they must carry out a written risk assessment (Referring to 6.2 Paediatric First Aid of EYFS Coronavirus Disapplication)</p>
Classrooms	2, 3, 4	<ul style="list-style-type: none"> -Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. -Tables to be split as far apart as possible. - Class layout – seating pupils should seat side by side and facing forwards, rather than face to face or side on. -Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). -Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Air conditioning can be used, as the risk in Covid-19 is extremely low. 	

Corridors and Shared Spaces	3, 4	Face coverings in primary schools remain not mandatory for staff and visitors. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors, face to face meetings with parents, communal areas) settings have the discretion to recommend the use of face coverings for adults on site for both staff and visitors.	
Kitchen and Lunchtime Halls	2, 3, 4	No Little Hill Primary School staff to enter the kitchen without permission and social distancing from the LTS staff can be maintained. Social distancing must be adhered to when collecting and/or serving food in the school halls.	

Little Hill Primary School - Risk Assessment Preventing and Managing Sickness - CLEANING

Hazard	People Harmed	Risk Control	Further Action
Review of Cleaning	2, 3 4	<ul style="list-style-type: none"> - Meet with site team to review cleaning arrangement and put into place a cleaning schedule. - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed). - Daily cleaning of classrooms (already in place), ensure that bins are emptied. - A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points. Are all thoroughly cleaned and disinfected regularly. SLT to regularly check. - Reusable cleaning products to be avoided. - Preparations for deep cleans if necessary. 	
Cleaning	2, 3, 4	<ul style="list-style-type: none"> - Toilet areas to be cleaned after lunch by the site team. Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. - Only cleaning products supplied by the school are to be used. Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. (Blue cloths = hard surfaces, Pink = toilets, Yellow = Sinks) - Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. 	
Deep Cleaning	3, 4	<ul style="list-style-type: none"> - After 72 hours a deep clean will take place in that room. It will remain empty until after the deep clean has taken place. - Hard surfaces to be cleaned with soap and water prior to disinfecting. - Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available 	

		chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected.	
Boxes of tissues	1, 2, 3, 4	<ul style="list-style-type: none"> - Ensure adequate stock levels of tissues for each class / office - Replenish as needed - Staff to self-replenish from stock 	Buy additional stock
Hand sanitiser (for as long as it is available to buy)	1, 2, 3, 4	<ul style="list-style-type: none"> - Additional dispenser have already been fitted after Noravirus - Ensure dispensers are full from the start of each day - All children to use this before lunch daily if running water is not available - Ensure adequate stock levels 	Buy additional stock
Increase hand washing facilities	1, 2, 3, 4	<ul style="list-style-type: none"> - Ensure soap dispensers are full from the start of each day - Children to use this before eating or drinking daily and after coughing - Ensure adequate stock levels 	Get a quote for hand washing in playground / outside taps.
Touch point Areas	2, 3	<p><u>Additional Cleaning Daily</u></p> <ul style="list-style-type: none"> - Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, handles and rails, toilets, door handles, phones, light switches and door fobs, etc. 	
Cleaning of equipment - Lunchtimes	2, 3 4	<ul style="list-style-type: none"> - Lunchtime tables to be cleaned after use, once the hall is reopened tables will be cleaned between group use. - Clearing of dining room following service including equipment used and the cleaning of that equipment including chairs, tables and door handles - Cleaning regimes to be established for after eating. - Consider the arrangements for packed lunches. If this is not possible within their own small group in the hall, then is there another area possible. - Classrooms to be used to reduce the need to clean and move around the school. Alternative 'hot lunch bags' to be provided by LTS. 	Risk Assessment from LTS.
Staffroom	2	<ul style="list-style-type: none"> - Consider the number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture. - Consider the use of another room in addition to usual one (Meeting Room) - Staggering of break times to reduce numbers - Use of signs to inform of hand washing prior to entering/using facilities. - Sharing of crockery and cutlery to be minimised. Cutlery and crockery to be washed by hand immediately after every use. 	3, 4 Refer to RA: version 4.

Little Hill Primary School - Risk Assessment Preventing and Managing Sickness – PUPILS/CURRICULUM

Hazard	People Harmed	Risk Control	Further Action
--------	---------------	--------------	----------------


Extra-Curriculum Provision	2	<ul style="list-style-type: none"> - Resume non-overnight domestic educational visits, keeping ‘class-sized bubbles’ consistent and maintaining protective measures in place at the new destination. - Guidance should be sought with the EVCo (DHT)/HT before considering a trip. - Transport rules would need to be followed. - Breakfast clubs and after-school provision can start but should maintain consistent groups. Sports coaches can be used. - Clubs including sports should happen in consistent groups only. <p><u>Outside Space:</u></p> <ul style="list-style-type: none"> - Outdoor PE/Sports should be prioritised and large indoor spaces where it is not. - Use of outdoor education is encouraged. 	3, 4 Refer to RA: version 4.
Site Long period shut down	3, 4 Pupils and Staff	<ul style="list-style-type: none"> - Pupils to continue learning activities through emailing out homework letters, increased activities through the website and text messages - Children to take books home with them, password details, work packs etc. and will be directed to which units to do - Staff members to be directed to tasks from the HT e.g. CPD learning units, admin/planning tasks, reports. 	Investigate online learning platforms like Teams classrooms.
Increase hand washing and the teaching off.	2, 3, 4	<ul style="list-style-type: none"> - Pupils should wash hands when they arrive at school, after breaks, when they change rooms and before and after eating. - Drying hands is an important step, moisture is a good breeding ground for germs. Using blue paper towels or hand dryers are the best ways to do this. <ul style="list-style-type: none"> - Talk to children regularly about the importance of hand washing. - Engaging parents and children in education resources such as e-bug and Personal Hygiene Education schools resources. Add into the curriculum. - Pupils to watch a ‘Hand wash video’ or demonstration https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 	
Reducing contact point activities	2, 3	<ul style="list-style-type: none"> - Individual and frequently used equipment, such as pencils and pens, wipe boards, pens and cloths etc., it is recommended that staff and children use their own and these items are not shared. - Books and games etc. can be used and shared within the ‘class-sized bubble’ and these should be cleaned regularly. - Library books may go home but parents should be told about frequent and regular handwashing before reading. 	4 Refer to RA: version 4.

		<p>-Whole school resources, can be shared e.g. artefacts, P.E equipment, art and science resources etc. but must be either cleaned meticulously between use or left unused out of reach for a period of 48 hours (72 hours for plastics)</p> <p><u>Other</u></p> <ul style="list-style-type: none"> - Cease hand shaking of children and visitors - Cease the use of shared drinking e.g. water fountain; replace with disposable cups; inform parents to ensure children have water bottles in school. 	
<p>Contact and Mixing</p>	<p>2,</p>	<ul style="list-style-type: none"> - Arrangements for the day are communicated to staff, pupils and parents/guardian. - Minimise contact and mixing between people to reduce transmission. Support staff and specialist staff from both within and out of the school can work with pupils in different classes and year groups. - Volunteers may be used to support the work of the school. A proper support should be given and mixing between groups should be kept to a minimum. - Everyone must do everything possible to minimise contacts and mixing while delivering the curriculum. This will help with ‘Test and Trace’, identifying those who may need to self-isolate. - Class layout – seating pupils should seat side by side and facing forwards, rather than face to face or side on. - Timetables to use staggered break and lunch times. - Staggered drop-off and collection times with clear protocols for parents. These must not reduce overall teaching time (As long as you can meet the requirements of a broad and balanced curriculum, it’s up to the HT to determine how much teaching time will be appropriate for your pupils. Approx. 25hrs), if this is necessary condensed break times or extended days should be used. - Pupils to be grouped into ‘class-sized bubbles ‘and groups to stay together as far as possible with assigned staff members and maintain distance between individuals. <u>Groups should not mix.</u> For younger children the emphasis is on separating groups whilst for older pupil sit is on social distancing. - Adults should maintain a 2 metre distance from each other, and ideally from children. When this is not possible, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Avoid extended close contact (within 1 metre for 1-2 minutes and 2 meters for more than 15 minutes) with an infected person within the last 48 hours. - Limit the number of pupils allowed to go to the toilet at any one time. 	<p>3, 4 Refer to RA: version 4.</p>

		<ul style="list-style-type: none"> - Steps should be taken to limit interaction, sharing rooms and social spaces as much as possible e.g. use of staffrooms and offices could be staggered to reduce occupancy. 	
Social Distancing - Social distancing measures are steps you can take to reduce social interaction between people.	2, 3	<ul style="list-style-type: none"> - Ideally, adults should maintain a 2 metre distance from each other, and from children. When this is not possible, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. - Floor markings to mark the distance, sitting plan or marked carpet spaces. - As much as possible, keep teams of workers together and keep teams as small as possible. - Make regular announcements to remind staff and/or children to follow social distancing advice and wash their hands regularly. - Avoid large gatherings such as assemblies with more than one group. (Collective assemblies can take place through Teams) 	4 2 metres social distancing at all times
Positive Handling	2, 3, 4	<ul style="list-style-type: none"> - As social distancing cannot be avoided if positive handling is required as always hold for a small a time as possible, conduct good personal hygiene afterwards. - Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. - Refer to EHCP risk assessment and the positive handling plans for individual children. - Conducting a SEND risk assessment during the coronavirus outbreak: https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance 	
Intimate Care	1, 2, 3, 4	<ul style="list-style-type: none"> - Staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. - Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. - Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task. 	NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Ensure a stock of surgical face masks that conform to BS EN 14683:2019 Type IIR are procured.

		<ul style="list-style-type: none"> - If 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 return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. The surgical masks used conform to BS EN 14683:2019 Type IIR. - If contact with the unwell child or young person is necessary, then Nitrile disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. - After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours (outside store) before putting them into the external waste skip/bin. 	
Good Personal Hygiene including good respiratory hygiene practices	2	<p><u>Newsletter:</u></p> <ul style="list-style-type: none"> - Pupils should wash hands when they arrive at school, after breaks, when they change rooms and before and after eating. - Uniform to be worn and uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. <p><u>Information:</u></p> <ul style="list-style-type: none"> - Classes to teach children hand washing techniques – wash thoroughly for 20 seconds with running water and soap - Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser) - Distribute key information posters ‘catch it, bin it, kill it’ approach -Keep windows open for good ventilation. <p>- PHE does not recommend the use of face coverings in school.</p>	
Pupils Behaviour	2, 3, 4 Pupils and Staff	<ul style="list-style-type: none"> - Please refer to Interim Pupil Behaviour, General Classroom Etiquette and Procedures Policy. 	
Safeguarding - Child Protection	2, 3, 4	<ul style="list-style-type: none"> - DSL to lead the revising of the child protection policy to reflect the return of more pupils using the latest documentation. - DSL (and deputies) should be given more time, especially in the first few weeks of term, to help them provide support to staff and pupils regarding new 	

		safeguarding and welfare concerns and for the handling of referrals to children's social services.	
Safeguarding	3, 4 Pupils and Staff	- If, a member of staff finds themselves with only 1 child in their bubble they must telephone HT/DHT so safeguarding can be organised so no one is left vulnerable.	

Little Hill Primary School - Risk Assessment Preventing and Managing Sickness – EMERGENCY PROCEDURES			
Hazard	People Harmed	Risk Control	Further Action
Fire	All 4	<ul style="list-style-type: none"> - Paper fire register. - Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building. - Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence). - Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable. - Fire doors are clearly labelled and need to remain shut and not propped open with a door wedge, chair etc  <ul style="list-style-type: none"> - Fire evacuations to take place following the advice from health safety and wellbeing team (who also spoke to the fire regulator) on how to conduct fire drills with COVID-19 restrictions. Mini-Drills to take place, memo out to staff. 	New EEP written after the building work has finished.
Mental Health and Wellbeing	2, 3, 4	- Support mental health and wellbeing of pupils and staff (including HT).	https://leicestershireleaders.org.uk/covid-19/ password Corona2020! And is best viewed on Chrome

Source:

*Guidance for full opening – schools (July 3rd)

*Coronavirus (Covid-19): Implementing protective measures in education and childcare settings (May 12th)

*Reopening of schools' RA version 1.1

Risk Assessor(s) Name:	Helen Cartledge-Splitt		
Date Conducted:	30/12/2020		
Date Review Required:		Date of Last Review:	11/12/2020 21/09/2020

STAGE 2 - PREVENTION

We currently increased precautions in place to ensure effective the prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell



Don't

X do not touch your eyes, nose or mouth if your hands are not clean

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

