



Covid-19

Protective Measures Risk Assessment September 2022



Manorcroft Primary School - Protective Measures Risk Assessment

Name of School:	Manorcroft Primary School	Date of first Assessment:	1st September 2021	Date of Review:	20th July 2022
Name of School:	Manorcroft Primary School	Date of latest Assessment:	1st September 2022	Date of Review:	
Those at possible risk:	<p>Pupils Staff / Supply Staff Contractors Visitors / Governors</p> <p>Potentially Vulnerable Groups:</p> <ul style="list-style-type: none"> • Those with underlying health conditions, including CEV • Pregnant staff <p><i>These staff to have an individual risk assessment if appropriate</i></p>	How could someone be harmed?	<p>Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.</p> <p>Most infected people will develop mild to moderate illness and recover without hospitalisation. In some cases, and if a person has an underlying health conditions, COVID-19 can cause serious ill health.</p>	Assessed By:	AW, LM & MH

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Risk	Recommended Controls / Mitigation and Protective Measures	In Place Yes/No	By Whom	Deadline	Risk rating after H/M/L
1. Awareness of and adherence to policies and procedures	<ul style="list-style-type: none"> • Health and Safety Policy has been updated in light of the COVID-19 advice - addendum initially created June 2020, addendum updated Autumn 2021 & Autumn 2022. 	Y	SBM	Sept. 2022	L
	<ul style="list-style-type: none"> • All staff have read, via Parago, the relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ➤ Health and Safety Policy + Addendum ➤ Infection Control Policy ➤ First Aid Procedures 	Y	SBM	Sept. 2022	L
	<ul style="list-style-type: none"> • All staff have read, via Parago, relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ➤ The Health Protection (Notification) Regulations 2010 ➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	Y	SBM	June 2020	L
	<ul style="list-style-type: none"> • All staff have received Infection Control Training. Training provided as new staff join the team. 	Y	SBM	June 2020	L
	<ul style="list-style-type: none"> • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ➤ DfE; NHS; Department of Health and Social Care; PHE 	Y	SLT	Ongoing	L
	<ul style="list-style-type: none"> • Staff are made aware of the school's infection control procedures in relation to coronavirus via Parago. 	Y	SBM	Ongoing	L
	<ul style="list-style-type: none"> • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media - they are informed that they must not send their child to school if their child develops coronavirus symptoms. 	Y	HT	Ongoing	L
	<ul style="list-style-type: none"> • Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. 	Y	All	Ongoing	L

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	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's symptoms to the Admin Team. The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times (GDPR Guidelines) - this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	Y	All	Ongoing	L
		Y	SBM	Ongoing	L
<p>2. Prevention</p> <p>a) Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	<ul style="list-style-type: none"> If a pupil or staff member develops COVID-19 symptoms or has a positive test, they will follow public health advice on when to self-isolate and what to do. They are advised not to come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home, due to the risk of them passing on COVID-19. For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. If a pupil is awaiting collection, they should wait in the Medical Bay area (School Office). A window should be opened for fresh air ventilation. Appropriate PPE should also be used if close contact is necessary (such as for a very young child or a child with complex needs). In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child, if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice. In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. 	Y	SLT	Ongoing	L
		Y	Parents	Ongoing	L
		Y	Admin	Ongoing	L
		Y	HT	Ongoing	L
		Y	SLT	Ongoing	L

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	<ul style="list-style-type: none"> 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. Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is 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. Any medication given to ease the unwell individual's symptoms, eg. paracetamol, is administered in accordance with the Administering Medications Policy. Spillages of bodily fluids, eg. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy. 	Y	All	Ongoing	L
		Y	All / Premises	Ongoing	L
		Y	Admin	Ongoing	L
		Y	Cleaners / Premises	Ongoing	L
<p>2. Prevention</p> <p>b) Good hand hygiene practice</p>	<ul style="list-style-type: none"> Bar soap is not used, in line with the Infection Control Policy - liquid soap dispensers are installed and used instead. All pupils and staff will clean their hands at regular intervals. Frequent and thorough hand cleaning is now regular practice. Hand washing routines are now part of school culture, supported by behaviour expectations set out in the school Behaviour Policy. Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitiser is available, including in all classrooms and on the playgrounds. Supervision of hand sanitiser use will take place due to risks around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. 	Y	Premises	N/A	L
		Y	All	Ongoing	L
		Y	All	Ongoing	L
		Y	All	Ongoing	L
		Y	Premises	Ongoing	L
<p>2. Prevention</p>	<ul style="list-style-type: none"> 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. 	Y	Premises	Ongoing	L

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c) Good respiratory hygiene	<ul style="list-style-type: none"> Younger pupils and those with complex needs are helped to follow this. Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. 	Y Y	All SLT	Ongoing Ongoing	L L
2. Prevention d) Cleaning and disinfection	<ul style="list-style-type: none"> Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal. Toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet. Spillages of bodily fluids, eg. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy. Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. The SBM arranges enhanced cleaning to be undertaken where required - advice about enhanced cleaning protocols is sought from the local health team. The SBM/ Site Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	Y Y Y Y Y Y	Premises Cleaners / Premises Cleaners / Premises Cleaners SBM SBM / Premises	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	L L L L L L
2. Prevention e) Keep occupied spaces well ventilated	<ul style="list-style-type: none"> Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. When the school is in operation, it will be well ventilated and a comfortable teaching environment maintained. To support this we will: <ul style="list-style-type: none"> natural ventilation - opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space); opening internal doors can also assist with creating a throughput of air 	Y	All	Ongoing	L

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	<ul style="list-style-type: none"> ➤ natural ventilation - if necessary, external opening doors may also be used (as long as they are not fire doors and where safe to do so), the CIBSE coronavirus (COVID-19) advice provides more information • To balance the need for increased ventilation while maintaining a comfortable temperature, we will consider: <ul style="list-style-type: none"> ➤ opening high level windows in colder weather in preference to low level windows, to reduce draughts ➤ increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) ➤ providing flexibility to allow additional, suitable indoor clothing ➤ rearranging furniture where possible to avoid direct draughts • Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	Y	All	Ongoing	L
		Y	Premises	N/A	L
2. Prevention f) Where necessary, wear PPE	<ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> ➤ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ➤ where 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 	Advisory			
3. Response to Infection a) Managing confirmed	<ul style="list-style-type: none"> • Confirmed cases of COVID-19 will be managed by the school should they arise in any of the following cases: <ul style="list-style-type: none"> ➤ If a pupil or staff member develops COVID-19 symptoms or has a positive test ➤ If anyone in the school develops COVID-19 symptoms, however mild 	Y	Admin / SLT	Ongoing	L

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	national guidance on social distancing and/or advice for pregnant women considered to be CEV (this group may previously have been advised to shield).				
5. Emergencies	<ul style="list-style-type: none"> • All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. • Parents are contacted as soon as practicable in the event of an emergency. • Pupil alternative contacts are called where their primary emergency contact cannot be contacted. • The school has up-to-date First Aid Procedures in place which outline the management of medical emergencies - medical emergencies are managed in line with this policy. 	<p align="center">Y</p> <p align="center">Y</p> <p align="center">Y</p> <p align="center">Y</p>	<p align="center">Admin</p> <p align="center">Admin</p> <p align="center">Admin</p> <p align="center">SLT</p>	<p align="center">N/A</p> <p align="center">N/A</p> <p align="center">N/A</p> <p align="center">N/A</p>	<p align="center">L</p> <p align="center">L</p> <p align="center">L</p> <p align="center">L</p>
6. Temporary additional measures in the event of an outbreak	<p><i>If a specific threshold in the school's Outbreak Management Plan is met the following additional measures may be considered:</i></p> <ul style="list-style-type: none"> • <i>It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</i> • <i>The number of contacts between pupils and staff may be reduced. This is achieved through keeping groups separate (in 'bubbles'). The school will consider:</i> <ul style="list-style-type: none"> ➤ <i>The layout of the school site</i> ➤ <i>The feasibility of keeping distinct groups separate while offering a broad curriculum</i> • <i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</i> • <i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</i> • <i>Large gatherings such as assemblies may be avoided, and groups kept apart.</i> • <i>The timetable is revised to implement where possible:</i> <ul style="list-style-type: none"> ➤ <i>Plan for lessons or activities which keep groups apart and movement around the school site to a minimum</i> ➤ <i>Maximise the number of lessons or classroom activities which could take place outdoors</i> ➤ <i>Staggered assembly groups</i> ➤ <i>Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time</i> • <i>Pupils will potentially use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day, and are seated at the same desk.</i> 				

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	<ul style="list-style-type: none"> • <i>Mixing within education or childcare setting is minimised by:</i> <ul style="list-style-type: none"> ➤ <i>accessing rooms directly from the outside where possible</i> ➤ <i>considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</i> ➤ <i>staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms</i> ➤ <i>The number of pupils using the toilet at any one time is limited</i> ➤ <i>The use of shared spaces, such as halls, is limited and there is cleaning between uses by different groups</i> • <i>Face coverings may be temporarily be re-introduced in communal areas for staff and visitors, unless exempt.</i> • <i>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.</i> • <i>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</i> 				