

**COVID RISK ASSESSMENT:**

The Collett School

Updated October 2022

**Monitoring and reviewing**

As subsequent waves of infection increase and decrease, we will continue to review how staff and pupils adapt to our controls, and will need review to reflect additional controls or risks which only became apparent as our operational activities and curriculum are delivered.

### If you think you’re being discriminated against

The Equality Act 2010 gives workers with protected characteristics, including disabled, pregnant, Black, LGBT+ and women workers, certain rights, including protection from direct and indirect discrimination.  For example, employers must continue to provide reasonable adjustments to disabled workers working from home or being redeployed.

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| **RISK ASSESSMENT FOR**:  The Collett School activities during COVID 19 outbreak. | | **The Collett School 631** | |
| **Establishment:**  The Collett School |  | | **Date: 4/10/22**  .03.21 |
| **Risk assessment number/ref:**  **RA 221004** | **Manager Approval:**  Stephen Hoult-Allen | | **Date:**  10/10/22 |

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by who?** | **Action by when?** | **Done** |
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| **Individual risk factors meaning staff / pupils more vulnerable to COVID-19**  **Clinically**  **extremely**  **vulnerable (CEV)**  **pupils and**  **staff** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | **Pupils**  Those CEV pupils unable to attend school because they are under specialist  care and following specific clinical advice (e.g. a letter from their consultant/GP  stating they should refrain from attending school) will be provided with remote  education, leading to blended and full return to school where possible.  Existing individual health care plans in place for pupils/students to be  Reviewed where needed as a result in different strains of Covid arising.  NHS and the Government advice regarding pupils and staff in school: People should try to avoid attending work, should they have Covid symptoms/ know they have Covid where possible.  **Staff**  Individuals classed as clinically extremely vulnerable to have an Individual Risk Assessment undertaken upon their request.Shielding for CEV individuals ceased 1st April 2021.  This is also open to all staff with concerns about their personal situation, whether or not clinically vulnerable.  School to discuss arrangements / concerns with individuals and provide  assurance of controls in place (i.e. hand washing, enhanced cleaning,  ventilation, managing confirmed / suspected cases) and through  the risk assessment process determine if any additional measures are required.  This should consider if these staff are able to work from home or in areas / roles where limiting close contact is easier.  **Staff are strongly recommended to take up the offer of a Covid booster made specifically available to special school staff from September 2022.** **Is my employer allowed to ask and record whether I’ve had the vaccine?** *(Unison October 2022): Employers need to have a lawful reason to keep a record of your vaccination status, such as:*   * *If you are working somewhere where you are more likely to encounter those infected with COVID-19; or* * *If you could pose a risk to clinically vulnerable individuals.*   As such, our School could reasonably keep a record of staff vaccination status, though we chose not to, instead advising all staff to follow good hygiene and infection control measures where possible**.**  **Staff are strongly recommended to take up the offer of a flu vaccine available to special school staff from September 2022.**  **Asymptomatic testing (LFD testing)**  Testing remains voluntary and tests are no longer provided to special schools. Kits are available at chemists but not refundable by the school.  HSE no longer expects every business to consider COVID-19 in their risk assessment or to have specific measures in place. | In the event of an individual following specific clinical  advice (e.g. a letter from their consultant/GP stating they should refrain from attending the workplace) it is strongly recommended that Schools contact their HR Advisor.  COVID booster vaccines to the most vulnerable, starting from September 2021  Encourage vaccine take up (both doses) | SHA  SHA, individual staff members | When required. |  |
| **Staff Attendance at Work** |  | **Staff Absence and Payment for Covid absence**  With the 2012 HCC agreement with schools not paying first two days’ absence remaining in place, these measures return after a period of 2 years when Covid-related absences were paid. **Consequently as of 1 October 2022, staff on the NJC payscale will no longer be paid for the first two days absence whether Covid-related or not.** An implication will be that more staff with Covid are likely to attend work and thus raise the likelihood of further transition.**If I have to self-isolate, will I be paid?** From the 25 March, the normal SSP rules will apply to Covid-related absence, which means that SSP will only be paid from the fourth qualifying day you are off work regardless of the reason for your sickness absence.  In England, there is no longer a legal requirement to self-isolate if you test positive for Covid-19 or if you have come into contact with someone with coronavirus. However, health advice recommends that if you have Covid-19 you should stay at home and avoid contact with others, for example by working from home with your employer’s agreement.  For classroom staff, it is not possible to support working from home in most cases as children and other staff are in the building. However, should there be potential exceptions then the member of staff should raise these with the school leaders to support if possible. |  |  |  |  |
| **School occupants coming to school with Covid symptoms and/or knowledge of positive Covid status** | Staff,  Students / pupils / wider contacts | **Symptoms of COVID, flu and common respiratory infections include:**   * continuous cough * high temperature, fever or chills * loss of, or change in, your normal sense of taste or smell * shortness of breath * **unexplained tiredness, lack of energy** * muscle aches or pains that are not due to exercise * not wanting to eat or not feeling hungry * headache that is unusual or longer lasting than usual * **sore throat,** stuffy or runny nose * diarrhoea, feeling sick or being sick   If you are feeling unwell with these symptoms you should get plenty of rest and drink water to keep hydrated. You can use medications such as paracetamol to help with your symptoms. Antibiotics are not recommended for viral respiratory infections because they will not relieve your symptoms or speed up your recovery.  In the event of a **confirmed** case whilst working on site   * Ensure Head of School is notified in order that we can put additional protection measures in place for those extremely vulnerable and those pregnant/planning for pregnancy.   **In the event of a parent/carer letting us know their child(ren) has COVID – inform them that will let the rest of the class know that a case of COVID exists in their class, so that parents can make their own decisions as to whether their child is in school or not.** |  |  |  |  |
| **Preventing the Spread of COVID** | Preventative measures | **Remember the basics of good hygiene:**  Following these basic rules of good hygiene will help to protect you and others from COVID-19 as well as many other common infections:   * cover your nose and mouth when you cough and sneeze * wash your hands * clean your surroundings * ensure ventilation   [GermDefence](https://www.germdefence.org/) is a useful website that can help you identify ways to protect yourself and others in your household from COVID-19. It provides scientifically proven advice on reducing the risks from COVID-19 and other viruses in your home.  **Resources:**  Members of staff are provided with resources to:   * Wipe down surfaces with alcohol wipes * Wear a mask * Ventilate the room sufficiently * Wash hands thoroughly and often * Ensure the BioZone machines in classrooms and corridors are switched on (as a minimum through the evening and preferably throughout the school day as well).   In regard to legal measures, these are good guidance, but not mandatory at present. We do positively support staff taking these precautionary measures to look after ourselves and each other.  **Information: Wearing a Face Covering**  Wearing a face covering or face mask can reduce the number of particles containing viruses that are released from the mouth and nose of someone who is infected with COVID-19 and other respiratory infections. Face coverings can also protect the person wearing the face covering from becoming infected by some viruses.  When to wear a face covering   * when you are coming into close contact with someone at higher risk of becoming seriously unwell from COVID-19 or other respiratory infections * when COVID rates are high and you will be in close contact with other people, such as in crowded and enclosed spaces * when there are a lot of respiratory viruses circulating, such as in winter, and you will be in close contact with other people in crowded and enclosed spaces   If you have symptoms or have a positive COVID test result and you need to leave your home, wearing a well-fitting face covering or a face mask can help reduce the spread of COVID-19 and other respiratory infections. See further advice in the [guidance for people with symptoms of a respiratory infection or a positive test result](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19).  In our setting, we note guidance that identifies *Those attending education or childcare settings will not normally be expected to wear a face covering. Face coverings for children under the age of 3 are not recommended for safety reasons.*  **Information: Hand Hygiene**  Welfare facilities are provided which contain suitable levels of soap and paper towels.  Hand washing techniques as directed by NHS guidance posters are in place to reinforce the way  Alcohol hand sanitiser available in Reception, classrooms and offices.  Suitable and sufficient rubbish bins for hand towels with regular removal and disposal.  Catch it, kill it, bin it message reinforced.  Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste) | Pupils, staff and other adults should follow public health advice on [When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/) |  |  |  |
| **General Transmission of COVID-19**  **Ineffective cleaning**  **High Contact points** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | Regular cleaning implemented.  Frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are cleaned and disinfected regularly and again, throughout the school day.  Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed. Only cleaning products supplied by the school / contract cleaners are to be used.  For disinfection (e.g. following a suspected case) use 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.).  See PHE advice [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)  if an alternative non-chlorine based disinfectant is used ensure that it is **effective against enveloped viruses** i.e. a product to BS EN14476. |  |  |  |  |
| **Poorly ventilated spaces** | Staff,  Students / pupils / wider contacts  Spread of COVID | Occupied rooms to be kept as well ventilated as possible (by opening external windows / doors) or via mechanical ventilation systems.  In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. to purge the air in the space.  Use heating / additional layers of clothing to maintain comfortable temperatures.  **Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)** | CO2 monitors are available to help identify if the space is poorly ventilated (CO2 levels of between 800-1000ppm are indicative of a well-ventilated room.)  Use high level windows where available to minimise drafts.  Where lower level windows are being opened out onto play areas then ensure these don’t create a risk of pupils running into the edge of an open window. |  |  |  |
| **General Transmission of COVID-19** | Staff,  Students / pupils / wider contacts | **Meetings**  Hybrid approach to meetings / parents evenings etc. with use of virtual platforms  where appropriate have continued. | School outbreak management plan to include possibility that it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups remains in place. |  |  |  |
| **General Transmission of COVID-19 wider use of school by 3rd parties / beyond school day** | Staff,  Students / pupils / wider contacts  Spread of COVID | **Hiring** **and** **lettings** risk assessments on use required from provider  No set restrictions on indoor / outdoor capacity limits beyond what the school chooses to impose.  With Covid measures in place, the school will continue to reflect on the suitability of hirings and lettings.  Room layouts and areas able to be accessed agreed with hirer.  Time of hire avoids any unnecessary mixing with members of the school community.  **Afterschool clubs** – risk assessments on delivery required from providers  **Performances and assemblies**  Audiences indoor / outdoor have been permitted since May 17th 2021. For all indoor spaces, maximise natural ventilation (through opening windows and doors or using air conditioning systems wherever possible-see ventilation and music). | Hirings / lettings to be reviewed in line with national advice and relaxation of restrictions. |  |  |  |
| **Access to & egress from site** | Staff,  Students / pupils / wider contacts  Spread of COVID 19 | **Visitors**  Ensure all visitors / building users are aware of school’s expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.  Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school’s arrangements for managing and minimising risk.  Use of Perspex screens for open receptions remain in place, should a pandemic return. |  |  |  |  |
| **Curriculum activities** |  | **PE / school sport**  No restrictions on how many people can take part in sport indoors / outdoors.  No set restrictions on activities – continue to follow relevant National Governing Bodies  **Science / DT**  For secondary science and DT see also CLEAPPS advice (GL343  & GL 344) for suggested considerations in undertaking practical work.  [CLEAPSS Home page](http://www.cleapss.org.uk/)  **Music Singing and wind / brass instruments**  No limits on the number of people who can sing indoors or outdoors. However there is Increased risk of aerosol transmission with volume and larger numbers of individuals within a confined space. Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors.  Use larger rooms with high ceilings (school Hall) for larger groups.  Offsite visits (day visits) able to be run since 12th April 2021 in line with the Government’s roadmap.  Domestic residential visits able to take place since 17th May 2021 |  |  |  |  |
| **lunchtimes** | Staff,  Students / pupils / wider contacts | Reinforce handwashing prior to eating food.  **Canteen use**  Food operators continue to follow Food Standard Agency’s (FSA) [guidance on good hygiene practices](https://www.food.gov.uk/business-hygiene) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.  Payments are taken by contactless methods. |  |  |  |  |
| **Minibus use** | Staff,  Students / pupils / wider contacts  Spread of COVID | Vehicle contact points (handles, keys, display and controls etc.) to be cleaned regularly (sanitiser / disinfectant wipes to be available on the vehicle).  Switch ventilation systems on and set to draw fresh air in, not recirculate air  to improve ventilation.  Windows to be open for ventilation (open partially if cold). |  |  |  |  |
| **Contractors** | Contractors, Staff,  Students / pupils / wider contacts  Spread of COVID | School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments.  All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.    School to seek confirmation of the contractors method statement / risk assessment should the pandemic return. |  |  |  |  |
| Provision of first aid | Staff,  Students / pupils / wider contacts  Spread of COVID | Where reasonable physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.  Wash hands before / after treatment.  Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. |  |  |  |  |
| Provision of personal care | Staff,  Students / pupils / wider contacts  Spread of COVID | Additional PPE in place if required, in Office area.  Intimate care continues to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection (e.g. face shield / visor) should be worn.) Face visors or shields should not be worn as an alternative to face coverings. Ensure any reusable PPE such as face visors are cleaned after use. |  |  |  |  |
| **Premises safety** | Staff,  Students / pupils  Wider safeguarding / safety risks | Ensure all ‘normal’ tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.  Ensure all key services are operational  **Legionella**  Any new ‘seldomly’ used water outlets to be flushed weekly.  Post any lockdown / in the event of closure of any part of the building i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) |  |  |  |  |

The measures listed are based on government guidance:

* [Guidance for full opening: schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)
* [Guidance for full opening: special schools](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
* [Actions for early years and childcare providers during the coronavirus outbreak](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures)
* [Actions for education settings to prepare for wider opening](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020)
* [Implementing preventative measures in education settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)
* [Planning guide for early years and childcare settings](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings)
* [Planning guide for primary schools](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools)
* [Guidance for secondary school provision](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools)
* [Safe working in education settings](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)

**Relevant** links

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Actions for schools COVID operational guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Contingency Framework <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

Protective measures for holiday and after-school clubs

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak#consider-group>

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/

Theraputic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Cleaning after a positive / symptomatic case on site <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Face coverings <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Return to Recreational team sport framework <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

Guidance on shielding and protecting people who are extremely vulnerable from COVID-19 <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>