

Covid-19 Risk Assessment for Kettering Park Infant Academy

Version 3 academic year 2021-22 – *Updated 4th January 2022*

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**

Whilst the Covid-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness.

Whilst this is a complex and changing situation, there is enough known about the epidemiology of Covid-19 to provide a risk based approach to support staff in their roles.

DfE guidance in relation to the full opening of schools states that, given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19). The guidance explains the steps schools need to take to reduce risks still further. This risk assessment is based on that guidance. (Guidance for full opening – schools Published 27th August 2021)

DFE guidance (2nd January 2022) The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8 December that Plan B, set out in the autumn and winter plan 2021, was being enacted. As a result, these measures are reflected in this guidance for schools. This advice remains subject to change as the situation develops.

COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains. Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. We have worked closely with the Department of Health and Social Care (DHSC) and the United Kingdom Health Security Agency (UKHSA) to revise this guidance.

The assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff, children & young people.
- It is necessary to continue to recognise that all staff and pupils could be potentially carrying Covid-19.

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The national guidance and response requires that where possible we should continue to:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19.

While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people.

Potential Hazard	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level	Expected Impact
Covid-19	Staff not having appropriate knowledge on virus, transmission and risk leading to increased transmission of covid-19	Employee, visitors, agency staff, member of the public	<p>All staff to keep themselves updated and follow the latest Government guidance for schools and national Public Health</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>In particular staff should be familiar with the Guidance for full opening:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p> <p><u>This was last updated 17th August 2021</u></p> <p>All staff can now attend school.</p> <p>To minimize the risk of transmission, strict hygiene rules are to be maintained.</p> <p>All employees, contractors (Kingswood) and volunteers to be made to do the following:</p> <ul style="list-style-type: none"> • Staff are encouraged to wash their hands on entry and at any transition point – end of play – before lunch – end of lunch. Hand sanitizer is also available for staff although it is recognized that washing hands is better where possible. Increased and encouraged due to cases in school. • Also throughout the day as needed– though this can happen more frequently as desired after each transition activity. • Wash hands after break times and before entering a ‘new’ teaching space 	<p>Staff are up to date with knowledge and information of how to protect themselves.</p> <p>Staff know the steps that they have to take to reduce catching the virus or spreading it.</p>

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		<ul style="list-style-type: none"> • Wash hands before touching laptops/ iPads • Wash hands if face is touched <p>Basic infection controls should be followed as recommended by the government. These will be displayed in all areas of the school.</p> <p>This ensures good hygiene for everyone</p> <ul style="list-style-type: none"> • ‘Catch it. Bin it. Kill it.’ message displayed and shared repeatedly: cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Children to be instructed to put used tissues in the bin straight away. Lidded bins to be used in classrooms. • Children will be told to wash their hands with soap and water every time they enter the building for a minimum of 20 seconds – This is timetabled in at key points in the day i.e. in the morning, after breaks and before eating and after lunch. • Hand washing to be available in each classroom, and close to the entrance and exit of the building and in the hall. • All hand contact surfaces to be cleaned throughout the day but at least twice a day as well as at lunchtime before and after the children eat. Increased with a number of cases in school. • This should also be carried out at other times as and when it is felt necessary in each classroom. • Daily cleaning check list to be completed in classrooms and by cleaners on a daily basis. Records to be kept in classrooms and cleaners to give to SP/SD. • Windows in teaching spaces and offices to be opened for ventilation where possible daily. Windows must be opened daily to allow a trickle of air in while the room is occupied – Trickle opening allows there to be a balance between keeping the room warm and ventilated. Use higher up windows where appropriate. At the end of the day when you leave please open the classroom door or a window to give the room a better vent – please try and remember to close these daily. Cleaning staff and the site supervisor to ensure windows and doors are closed at the end of each day. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm. • Up-to-date emergency contact details will be held for all staff and children. • Cleaning of the school is carried out by cleaning staff daily and staff in classrooms throughout the day as above. • Equipment that is bought into classrooms e.g. musical Instruments to be wiped down between each 	<p>To reduce asymptomatic transmission</p> <p>To reduce asymptomatic transmission</p> <p>To allow air particles to be carried away and therefore reduce asymptomatic transmission</p> <p>To reduce asymptomatic transmission</p>
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			<p>class lesson either by the children or by staff.</p> <ul style="list-style-type: none"> • Equipment in the classrooms to be cleaned down regularly throughout the day / week to ensure the safety for all using it including musical instruments. • Schools should ensure that contact details of any visitors and contractors be maintained so that in the event of a positive case they can engage with Track and Trace – form to continue to be used in the office for all visitors to the school. • Schools should display a copy of the NHS QR code. For a link in how to create one for your establishment follow the link below). https://www.gov.uk/create-coronavirus-qr-poster • Provide guidance to staff and older pupils on the use of the NHS Covid-19 app. • Class shared equipment will be wiped down as and when necessary. • Children from each class are to use toilets in small groups (no more than 3 at a time). They must also only use the toilets allocated to them in their area and must not use other toilets. Each year group to only use their year groups allocated toilets which are cleaned regularly. • Children can use the corridors and toilets without constant adult supervision. • In line with government guidance PE lessons can take place indoors and outdoors – and the room must be ventilated. PE to take place outside as much as possible and as the weather allows. • Assemblies will mostly be conducted virtually – with just one a week being conducted with the whole school in the hall. Assemblies to take place virtually in order to ensure that the children work in their year group bubbles to ensure further safety. • Hot meal provision/ lunch-time use of the hall and classrooms can resume with all classes using the hall. Reception children will eat in the hall and KS1 children will eat in the classrooms. This will be constantly reviewed throughout the term. Reception are currently eating in the hall. • All children will be provided with a cup to use in the classroom, children may also bring a water bottle if they would prefer. Cups will be labelled clearly for each child so that they do not share a cup. Cups will be washed daily. Children can bring in bottles if they chose to. • When the hall has been used, all contact surfaces to be wiped down thoroughly with anti-bac spray. 	
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Covid-19	Contagious people coming into school leading to increased transmission of covid-19	Employee, visitors, agency staff, member of the public, Pupils	<p>To help ensure that the risk of virus spread is as low as possible, the school will inform staff and potential visitors, including customers and contractors, not to enter the school if they are displaying any symptoms of coronavirus (COVID-19) or if they should be self-isolating. Wearing of masks in communal areas of the school and when on the gate / door with parents / carers at all times by all staff.</p> <p>Anyone showing the symptoms (new continuous cough and/or a high temperature or loss of taste and smell) should not come to work, obtain a test, and should follow the relevant government protocols at home and before coming back to work, this could include self-isolation.</p> <p>Staff have access to Lateral Flow tests, these are to be carried out twice a week to give staff some reassurance that they do not have Covid 19 with a twice weekly check. Anyone testing positive must follow up with a PCR test and begin isolating. (See further information below after the risk assessment. LFT testing to take place on a Sunday and Wednesday weekly. Staff to inform CL / SP if they are no longer carrying out the testing and all tests results must be reported online. Due to a rise in cases staff have been encouraged to complete LFT during this time as per the guidance from the government this should be daily if anyone has been in contact with someone who has tested positive.</p> <p>Process for collecting a child due to illness or an existing appointment during the school day is established and shared.</p> <p>In the event that someone becomes symptomatic:</p> <ul style="list-style-type: none"> Staff must inform the Sarah Powell or Sarah Dickens if they develop symptoms overnight and must not come onto school premises. They should stay at home and follow the government guidance for households with possible coronavirus infection. Parents to be asked to keep children at home and follow the government guidance for households with possible coronavirus infection if they develop symptoms overnight and asked to phone the school at the earliest opportunity. 	<p>To reduce covid transmission from people infected with covid or displaying symptoms of covid and therefore possibly transmitting the virus.</p> <p>To reduce covid transmission from people infected with covid or displaying symptoms of covid and therefore possibly</p>
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			<ul style="list-style-type: none"> • If a member of staff becomes symptomatic on site, they should inform Sarah Powell or Sarah Dickens, leave the school site as soon as possible, be asked to seek testing and follow government guidance for households with possible coronavirus infection. • When a child presents with covid symptoms then they will be moved to an available room with ventilation and looked after by an adult until they can be collected. Medical room. Where the adult cannot be more than 2m away from the child then they will need to wear PPE – face mask (not a covering) – apron and gloves and a visor (if they want to). • If a child becomes symptomatic (following the latest guidance from the NHS/DFE) on site parents will be called. The child should be moved into an allocated isolation room (medical room) (to be determined by a senior leader – ongoing risk assessment) where they can be isolated with appropriate adult supervision to await collection (contact should be made with emergency contacts immediately). Ideally, a window should be opened for ventilation. If it is not possible to isolate the child, they will be moved to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (disabled toilet). This should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). This should be donned and doffed in line with Public Health England's guidance – a copy of this will be stored with the PPE supply. If another child is symptomatic at the same time, they can also be in the isolation room but at a distance of at least 2m apart from the other child and the supervising adult. • PPE to be kept in the medical room. • Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including: All surfaces and objects which are visibly contaminated with body fluids; and all potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. Disposable cloths or paper roll and disposable mop heads should be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction. 	<p>transmitting the virus.</p> <p>To prevent staff who are supporting a child in school from catching the virus</p> <p>To reduce covid transmission from people infected with covid or displaying symptoms of covid and therefore possibly transmitting the virus.</p>
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			<ul style="list-style-type: none"> Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. Think one site, one wipe, in one direction. If a child is sent home with symptoms, parents/ carers are to be asked to seek testing and to engage with the NHS Test and Trace system and to follow any advice that is given to them. Parents and staff should be asked to notify a member of the senior team/ office immediately of test results. If a test comes back positive then NHS track and trace will advise that person about what they need to do. <p>Protection for staff:</p> <ul style="list-style-type: none"> All staff can now be vaccinated. Information regarding this has been obtained by the senior leaders. Staff to undertake twice weekly lateral flow testing. See comment above. Staff will be encouraged to bring in their own re-usable water bottle and their own hot drink at the start of the day to minimise use of high-contact areas such as the staff room. Rooms will be ventilated as much as possible either through direct air flow or indirect flow through opening windows and doors and creating a through flow Staff will be encouraged to take their lunch outside rather than staying in shared spaces. Staff can still request different allocated spaces for each year group if they feel more comfortable with this – please see Sarah Powell or Sarah Dickens. Reception – Staff room, Year 1 – Squirrel room, Year 2 – Acorn room. Staff can also use their own classrooms or a classroom within the year group. Staff can take children's books home but should follow hygiene procedures (e.g. handwashing) after handling them. Staff meetings will take place in the hall where possible to allow for spacing between staff. Staff meetings in the hall where staff can socially distance. 	To reduce asymptomatic transmission
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			<ul style="list-style-type: none"> • All staff are responsible for having an ongoing vigilance and maintaining the risk assessment on an ongoing basis and raising any concerns with a member of the senior team. <p>Protection for contractors and for members of the school community they come into contact with:</p> <ul style="list-style-type: none"> • Contractors on site kept to urgent repair/maintenance only and preferably at times when as few children/staff are on site as possible. • Checks to be carried out re: symptoms and contacts on entry and exit. • On arrival, they are to follow all hygiene requirements i.e. washing hands on entry and exit. • Should have minimal contact with school staff. • Will be informed which procedures to be followed either prior to arrival or on upon arrival. <p>Protection for cleaners and for members of the school community they come into contact with:</p> <ul style="list-style-type: none"> • Cleaning checklist to be used. • Cleaners informed of anything that has happened in the day that may impact them. <p>Face coverings/visors do not need to be worn in the classroom – however, staff may choose to wear them. Face masks to be worn in communal areas and on the gate / door.</p> <p>Parents will be advised that they may choose to wear a face covering when coming onto the school site for the dropping off and the collection of children. Message sent to parents on 29-11-21 to encourage parents to wear masks due to rising numbers within the school and the local area.</p> <p>Face coverings/visors to be worn in all communal areas by staff, parents and visitors following DFE guidance on 28th November. This new temporary measure is due to the emergence of the Omicron variant in the UK.</p>	<p>To reduce asymptomatic transmission</p> <p>To reduce asymptomatic transmission</p> <p>To reduce asymptomatic transmission</p>
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Consultation with staff	Staff made aware of implications for them	Staff	<p>Risk Assessment shared with staff via email prior to the school opening. Staff will be asked to sign to say that they have read the risk assessment. Risk assessment updated and sent to staff.</p> <p>Opportunities for staff to discuss or ask questions prior to reopening. Guidance to be shared with staff also so that they can read this information for themselves alongside the risk assessment.</p> <p>Open door policy and ongoing risk assessment by staff to give opportunities to express concerns.</p> <p>Access to well-being and mental Health support communicated and shared with staff – via INMAT – posters on display. Employee Assist.</p> <p>Staff and visiting group leaders to be aware of key national guidance for school/education settings.</p>	To reduce asymptomatic transmission
Staffing	Insufficient key staff available to allow school to reopen	Staff and Pupils	<p>Staffing numbers required for entire eligible cohort have been determined – Close monitoring to ensure that the school have enough staff to meet the requirements of all children and classes.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children in Reception age group) • Designated (or Deputy) Safeguarding Lead (DSL / DDSL) • SENCO • Caretaker/site member • Office staff member 	That the school can still function within health and safety guidelines and remain safe while managing covid.
Poor hand & respiratory hygiene	Poor hand & respiratory hygiene leading to increased	Employee, visitors, agency staff, member of the public, Pupils	<p>Follow Hand Washing protocol at appendix 1 below https://www.who.int/gpsc/clean_hands_protection/en/</p> <p>Soap and water, and regular hand washing for at least 20 seconds, is the best way of staying safe. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside),</p>	To reduce asymptomatic transmission

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	transmission of covid-19		<p>but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.</p> <p>Staff, visitors and pupils should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing.</p> <p>Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation).</p> <p>Coughs and sneezes to be caught in tissues.</p> <p>Some children and young people with special educational needs and disabilities may require additional support in following public health advice, or may find frequent hand washing distressing. Staff should know where this is likely to be the case, and how they can best support individual children and young people. Adult support is in place for those children who require this.</p>	
Surfaces contaminated with Covid-19	Increased transmission of covid-19 via surface – face contact	Employee, visitors, agency staff, member of the public	<p>See above for cleaning routines to be in place lead by cleaning staff and all staff throughout the school.</p> <p>Staff are responsible for the area that they work in to ensure all measures are in place and guidance followed.</p>	To reduce asymptomatic transmission
Intimate care and minimising the risk of Covid-19	Intimate care procedures leading to increased transmission of covid-19	Employee, visitors, agency staff, member of the public, Pupils	<p>In circumstances where staff feel PPE is appropriate following the principles above careful judgement should be used to consider likely risk and also any impact of behaviour the child/young person may demonstrate as a result of PPE being worn. The wearing of PPE unless carefully removed in itself can add increased risk therefore it is expected that PPE in educational settings will only be required for momentary use and not for long period of time.</p>	To reduce asymptomatic transmission

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<p>Pupil Re-orientation</p> <p>Back into school after a period of closure/being at home</p>	<p>Pupil and parents not aware of the new requirements and routines</p>	<p>Pupils and staff</p>	<p>Approach and expectations around school uniform determined and communicated with parents.</p> <p>Cups for water provided in each classroom which are carefully labelled for each individual child – these are washed daily.</p> <p>Children may bring a water bottle to use in the classroom or just to use at lunchtime.</p>	<p>To reduce asymptomatic transmission</p> <p>Children are aware of the procedures and systems in place in order to change their behavior accordingly.</p>
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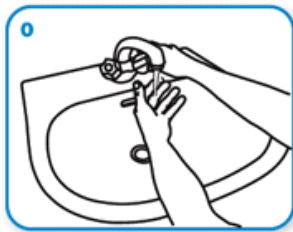
Appendix 1: Clean hands protect against infection

Protect yourself

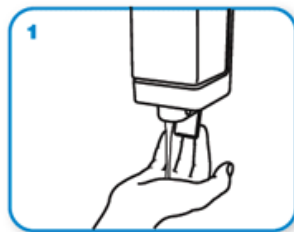
- Clean your hands regularly.
- Wash your hands with soap and water, and dry them thoroughly.
- Use alcohol-based handrub if you don't have immediate access to soap and water.

How do I wash my hands properly? Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below:

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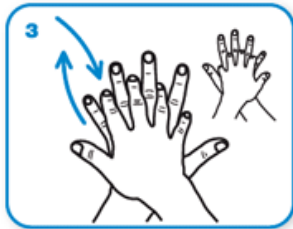
Wet hands with water



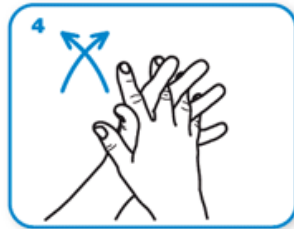
apply enough soap to cover all hand surfaces.



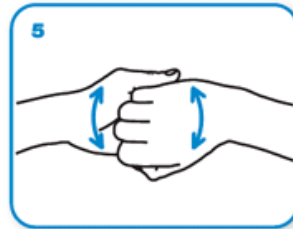
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



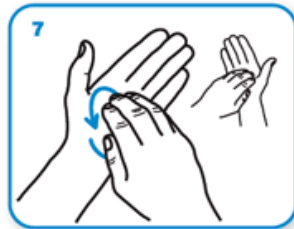
palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



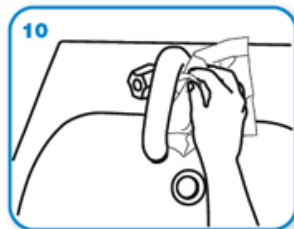
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



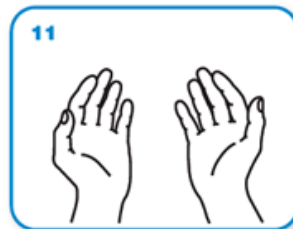
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

Appendix 2: Follow Public Health advice on testing, self-isolation and managing conformed cases of COVID-19.

1. If anyone has symptoms of Covid 19 then they must isolate and arrange a PCR test.

PCR Test outcome is:

Positive – then they must isolate in accordance with NHS track and trace advice. Anyone who is contacted as a contact must also follow NHS track and trace advice. However, anyone under 18 years and 6 months or double vaccinated – who has been in contact with the person who tested positive will not need to isolate.

Negative – no need to isolate. *(If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.)*

2. Result from a lateral flow test:

Positive – begin isolating and arrange for a PCR test – then follow steps in part 1 above.

Negative – no need to do anything.

Appendix 3

Thresholds for reviewing the risk assessment as set out by West Northamptonshire County Council:

For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period
- Identifying a group that is likely to have mixed closely will be different for each setting. The annex gives examples for each sector, but a group will rarely mean a whole setting or year group.*

The annex says the following about close mixing:

Close mixing

For schools, this could include:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

For wraparound childcare or out-of-school settings, this could include:

- a private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time
- staff and children taking part in the same class or activity session together
- children who have slept in the same room or dormitory together

Actions to consider once a threshold is reached

At the point of reaching a threshold, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place. Settings should also consider:

- whether any activities could take place outdoors, including exercise, assemblies, or classes*
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort*
- one-off enhanced cleaning focussing on touch points and any shared equipment*

Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.

A director of public health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. They might advise the setting to take some of the other measures described in this document.

Additional action that could be advised by public health experts

If you have called the DfE helpline and a Director of Public Health (DsPH) or a Health Protection Team (HPT) subsequently judges that additional action should be taken because they have assessed that transmission is likely to be occurring in the setting, they may advise settings take extra measures such as:

- 1. **Strengthened communications** to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting*
- 2. **Temporarily reinstating face coverings** for pupils/students, staff and visitors in indoor and/or communal spaces in secondary schools, FE and HE settings, and for staff in primary, early years, out-of-school, and specialist settings. This should be for two weeks in the first instance, pending regular review*
- 3. **Reinstating on-site rapid LFD testing** in secondary schools, colleges and universities for a two-week period to encourage uptake of twice weekly testing*
- 4. **Increased frequency of testing***

Confirmatory PCR tests

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#). Whilst awaiting the PCR result, the individual should continue to self-isolate.

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If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.