

## **Harton Academy COVID-19 Risk Assessment**

This document has been produced in conjunction with Government, Public Health England, Department for Education (DfE) guidance and our own Health and Safety adviser. It also incorporates the DfE's '***Schools Coronavirus ... operational guidance***'.

All known hazards have been identified, the risks evaluated and control measures put in place to minimise the spread of the virus, as far as reasonably practicable. We have included the Government's ***Systems of Control***, which are implicit throughout this document. We cannot eliminate all threats from the virus, but if this risk assessment is followed, it will mitigate risk as far as possible. It is the staff's responsibility to read and understand this document, and implement the control measures described to ensure that students and staff: ***remain alert, adhere to infection control measures and follow school-specific requirements***.

Updated versions of the COVID-19 Risk Assessment will be shared and dated.

In this next phase of the pandemic, we continue to ensure that we adhere to the relevant guidelines and show that we take the wellbeing of our staff seriously.

The latest guidance from the DfE can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<b>Generic information to be issued to the school population via the school website and email alert.</b> <b>Effective infection protection and control.</b>	
<p><b>Avoid contact with individuals who are unwell.</b> Those with Coronavirus symptoms should seek a COVID-19 test. If they test positive, they should isolate themselves for <u>up to</u> 10 days (see below – temporary isolation) and follow the advice of NHS Test and Trace. Close contacts will be identified by Test and Trace and will be advised to seek a COVID-19 test.</p>	
<p><b>Regular LFD Testing</b>  <b>Students</b> will be asked to do twice-weekly LFD tests while they remain a recommendation of the government.  <b>Staff</b> will be asked to continue to do the twice-weekly LFD tests while they are recommended by the government.</p>	
<p><b>PCR testing</b>  For a temporary period, PCR tests are only available if an individual has one or more of the <a href="#">main symptoms of covid-19</a></p>	
<p><b>Temporary Isolation</b>  Where an individual has a positive result on an LFD test, they should commence a period of isolation <u>for up to</u> 10 days</p> <ul style="list-style-type: none"> <li>• An LFD test can be taken on day 6 and, if the result is negative, a further LFD test can be taken on day 7 – at a time <u>not less than 24 hours</u> after the previous test. If both tests are negative, the individual can come out of isolation at that time, that is to say they can return to school on day 7 so long as they are not unwell and do not have a temperature.</li> <li>• To be able to come out of isolation before the 10 days has been completed, two negative LFD test results must be received, with a 24 hour gap in between. If, for example, day 6 shows a positive result, the 2 days could be day 7 and then day 8 - and so on. Except where the individual remains ill, isolation ends on day 10.</li> </ul>	
<p><b>Individuals who are vaccinated</b>  An individual who is fully vaccinated, or under 18 years and 6 months of age, and identified as a close contact of a positive case, regardless of variant, does not need to isolate if they undertake LFD testing every day for 7 days. These results should be reported to the <a href="#">NHS using the online tool</a> as well as to the Academy. If a positive result is returned at any time, the individual should follow the isolation guidance (above).</p>	
<p><b>Individuals who are not vaccinated</b>  <a href="#">Guidance is now that unvaccinated individuals</a>, regardless of age or other reason for non-vaccination, should isolate for 10 days when they are either identified as a close contact of a positive case, or where they test positive themselves.</p>	
<p><b>Control Measures</b>  <b>Harton will have measures in place which ensure:</b></p> <ul style="list-style-type: none"> <li>• Good hygiene for everyone</li> <li>• Maintaining appropriate cleaning regimes</li> </ul>	

- Keeping occupied spaces well ventilated
- Following public health guidance on testing, self-isolation and managing confirmed cases of COVID-19

#### **Hand sanitisers**

Due to the high alcohol content (60%-70%) of the hand sanitisers, they are a fire risk and a risk if consumed. Students are carefully supervised in their use of such, and staff must wait at least four minutes before using naked flames or smoking with the hands.

**Ensure good respiratory hygiene.** Coughs and sneezes should be discouraged in any social setting. If unavoidable, they should be caught with tissue or elbow.

#### **Asymptomatic Mass Testing in Schools**

At the commencement of the Spring term, Harton will put in place the testing measures required. This will include:

##### **For Students**

*1 LFD tests on site, with schooling commencing after the first test*

#### **Engage with External Healthcare Professionals**

Following advice from, and in consultation with external healthcare professionals, Harton will consider stepping measures up or down as required where this will help break chains of transmission. Such cases will be considered as a last resort and kept to a minimum in terms of numbers affected and duration. This may involve reintroducing bubbles, and methods of working used previously in the Academy.

#### **Face coverings and face masks (PPE).**

Face coverings should be worn by pupils in Year 7 and above, as well as staff and visitors in communal areas, unless they are exempt. Facemasks should also be worn on public or dedicate transport to and from school.

Current advice is that face coverings do not need to be worn in classrooms, however if advice is issued by the Director of Public Health, the Academy will make it a requirement, with the exception of those exempt.

#### **Information and guidance for people who are clinically extremely vulnerable from COVID-19**

The NHS has identified people considered to be clinically extremely vulnerable. They will have been advised of this by means of a letter from the NHS or their GP. Where an individual advises the Academy that they are deemed to be clinically extremely vulnerable, an individual risk assessment will be carried out to identify any measures required. Except where individual circumstances require a different solution, all children and staff are expected to be able to attend work.

**Measures relating to social distancing remain suspended and employers are asked to consider whether individuals should work from home. Balanced against this is the “critical importance of not disrupting the education of children and young people” and the government’s priority to keep education settings while attendance at school remains mandatory, the Academy will consider cases where working from home can sensibly be considered, however will also consider the need to maintain a functioning organisation.**

Concerns about an individual’s health and safety should be addressed in the normal way.

- Recent clinical studies have shown that children and young people are at very low risk of serious illness if they catch COVID-19. As a result, children and young people under the age of 18 are no longer considered to be clinically extremely vulnerable and should continue to follow the same guidance as everyone else.
- Pupils and students should continue to attend their school or other education setting. It is important that children attend school for their education, wellbeing, mental health and long-term development.
- A very small number of children and young people will have been advised to isolate or reduce their social contact for short periods of time by their specialist, due to their general risk of infection rather than because of the pandemic. If this was the case for your child, they should continue to follow the advice of their specialist.
- Maternity: the Academy is following the guidance of the NHS and allowing colleagues to work from home where we cannot provide a COVID-safe working environment. This will be from 28 weeks into the pregnancy, although individual circumstances can be considered.

**Attendance restrictions will only be considered as a last resort and will be undertaken in consultation with the Director of Public Health. They are likely to be introduced in the Academy, either following public health advice in extreme cases where other measures are not breaking the chains of transmission, or where it is part of an area/region wide measure.**

- Attendance restrictions may include sending home identified classes, groups previously identified and referred to as “bubbles” or whole year groups.
- In all but the most extreme cases, on-site provision will be retained for vulnerable children and young people and the children of critical workers.
- If restrictions on attendance are being considered or implemented, the Academy will consider, consult and advise staff about their requirement to work on-site. Decisions about implementing such measures will be made and be kept under review along with public health advisors.
- In all cases, the Academy will maintain, on site or through phone or on-line contact, the availability of a Designated Safeguarding Lead.

#### **Medical care in school.**

If a child becomes unwell with the symptoms of Coronavirus while in school, they should go home as quickly as possible and a PCR test should be arranged. If the child needs direct care until they can return home, staff managing the situation will have to wear protective equipment. See *First Aid*, below.

Risk assessment for students and staff – from September 2021			
School event. Students...	Potential hazard	Risk level	Actions
Travelling to and from school	Transmission of virus	Medium – if children take public transport or scholars' bus.	<ul style="list-style-type: none"> <li>Facemasks are recommended in crowded spaces where people may come into contact with people they do not normally meet. This includes public transport and dedicated transport to school.</li> </ul>
Contact with carriers	Transmitting the virus	Medium	<ul style="list-style-type: none"> <li>Ensure good hygiene for everyone.</li> <li>Hand washing should continue to be encouraged.</li> <li>Continue to use the message “catch it, bin it, kill it” for coughs and sneezes.</li> <li>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>Thermal imaging cameras have been installed to identify those arriving who may have an extreme temperature. Anyone identified thusly will be sent home and asked to have a Coronavirus test.</li> <li>Staff to be directed to clean their work area with disinfectant wipes at regular and appropriate intervals.</li> <li>All classrooms in use to be well ventilated using natural ventilation where possible and accessible directly from outside where possible.</li> <li>Many offices and classrooms now have CO<sup>2</sup> monitors to gauge the quality of ventilation.</li> </ul>
	Maintaining hygiene across the site	Medium	<ul style="list-style-type: none"> <li>Maintain appropriate cleaning regimes.</li> <li>Regular cleaning of all classrooms.</li> <li>Disinfectant wipes, hand sanitising facilities (and tissues) at each room for use at start and end of lesson and after sneeze or cough.</li> <li>Tissue bins emptied throughout the day.</li> </ul>

	Transmission of virus to clinically vulnerable people (pupils or family members)	Medium	<ul style="list-style-type: none"> <li>Children and young people under the age of 18 are no longer considered to be clinically extremely vulnerable and should attend school as normal.</li> <li>Children and adults who were previously considered to be clinically extremely vulnerable are not being advised to shield, and should continue to attend school where they are well and symptom free. In some rare and individual cases, an individual may be advised by their specialist or clinician on additional precautions to take and they should continue to take that advice.</li> <li>Adults who are concerned about their vulnerability (who may previously have been designated as clinically vulnerable) should consult their GP or specialist for advice. It is considered that vaccination and the now-normal distancing and hygiene measures will be sufficient for many.</li> </ul>
	Non-classroom based activities	Medium	<ul style="list-style-type: none"> <li>School organised activities, which are both part of the day-to-day teaching as well as out of the curriculum – including trips, fixtures and visits will be subject to a risk assessment. Advice may be taken from public health as well as from the venue to be visited.</li> <li>Consideration will be given to providing events such as parents' evenings and concerts as on-line events with the addition of offering other methods of contact to maintain communication between home and school, in order to support the continuing education of the young person.</li> </ul>
First Aid	Unwell children passing on infection at First Aid.	High – if symptoms are present.	<ul style="list-style-type: none"> <li>Space has been provided to separate quarantine area for anyone showing virus symptoms. That person to go home as soon as possible. Parents/carers will be asked if they are happy for the student to make their own way home. Location of First Aid has moved to G20, as this offers external ventilation and a separate door, reduce the risk of contamination.</li> <li>First Aid toilet to be cleaned after every occupation.</li> <li>First Aid area to be deep cleaned every day.</li> <li>Due to the asymptomatic nature of COVID-19, the wearing of all PPE is mandatory for all first responders. See: <a href="#">The Use of PPE</a> (section on <i>How to work safely in specific situations, including where PPE may be required</i>). COVID-19 first aid kit upgrades are: <ul style="list-style-type: none"> <li>1 x eyewear, 4 x face coverings* (a full visor would be acceptable), 1 x gloves and 1 x apron. *One for the responder, one for casualty and also two replacements for each, should each they fail.</li> <li>Resuscitation: use of CPR facemask where possible. First aider responder has the final decision whether to resuscitate.</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>• There is an HSE extension in place for first aid training to be updated.</li> <li>• In the instance of a positive test, the school will continue to engage with NHS Track and Trace, and to encourage staff and families to do so.</li> </ul>
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## **Harton Academy COVID-19 Policy for staff, students and visitors from June 2021**

It is a legal requirement that we should revisit and update our risk assessments (building on the learning to date and the practices we have already developed), to consider the additional risks and control measures to enable safe working practices. Therefore, this COVID-19 Policy is complemented by additional documentation, including any necessary risk assessments and school return planning guidelines. In this policy, we have set out all the essential guidelines that colleagues, students and visitors should follow in school. The content of this policy has been amended, based on the DfE's guidance, ***Actions for schools during the coronavirus outbreak (last updated 9 December)***. In the event of local **enhanced response measures** being imposed by the Government, the school, upon advice from Public Health England, the local health protection team and the Local Authority, may revert to the mandated wearing of facemasks by all (except for those exempt) or, indeed, to a full closure to all except key worker and vulnerable children. If this occurs, staff will immediately operate department-specific remote teaching, adhering to the [Annex to the Safeguarding Policy, February 2021](#).

### **Policy brief & purpose**

This policy includes the measures we are actively taking to limit or prevent the spread of Coronavirus. You are kindly requested to follow all these rules diligently in order to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions. We assure you that the Trust and School have our colleagues', students' and visitors' wellbeing at the centre of how we are operating as a school during these extraordinary and unprecedented times.

NB: Any visitors to the site will be provided with a copy of this risk assessment if they request it. They are required to adhere to our guidelines before they are permitted into the building.

This policy is liable to changes with the introduction of additional Governmental guidelines. If so, we will update staff as soon as possible.



## Scope

### This policy applies to:

- All of our colleagues who spend time on the premises.
- All of our students who come onto the school site.
- Any visitor to the school.

We strongly recommend any temporary staff or visiting contractors familiarise themselves with this, in order to ensure we collectively and uniformly respond to this challenge. ***We will refuse admission to anyone who fails to follow these guidelines.***

## Policy elements

Here, we outline the required actions that staff, students and visitors must take to protect themselves and each other from a potential Coronavirus infection. ***Staff will remind students of this on a regular basis.***

### General hygiene rules:

- Wash your hands regularly, especially on arriving in school and back home from school, after using the toilet, before eating, if you cough/sneeze into your hands and if (rarely) you share any equipment or stationery. Follow these guidelines, and encourage others to do so. You are required to follow the NHS advice on handwashing, which can be found ***here***.  
You can also use the **alcohol-based hand sanitisers** around the school. These have also been approved by the Muslim Council of Britain.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and wash/sanitise (alcohol-based) your hands immediately.
- Keep the windows open to ensure open ventilation.
- Avoid touching your face, particularly your eyes, nose, and mouth with your hands to prevent yourself from becoming infected.
- Avoid sharing stationery and equipment where possible. If you do, it may be advisable to wash or sanitise (alcohol-based) your hands before and after use.

- Staff members going into a classroom during the school day to teach or support are advised to use the disinfectant wipes (available in every classroom) to clean the teacher's desk area, board eraser and IWB pens and any other obviously shared resource. Staff have the option of a wireless keyboard and mouse, which they can carry with them to the various classes.
- Many offices and classrooms now have CO<sup>2</sup> monitors to gauge the quality of ventilation.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with others and seek advice via the **NHS**. You will need to notify school of this and may need to go home.
- If you have cold symptoms, such as cough/sneezing/fever, have a change in your sense of taste or smell, or feel poorly, seek advice via the **NHS**. You will need to notify school of this and may need to go home.
- If teachers, associate staff or any essential workers who come to Harton need to have a Coronavirus test, this can be booked **HERE**
- If parents/carers/students need to have a Coronavirus test, this can be booked **HERE**
- If you have a positive COVID-19 diagnosis, you can only return to school once you have recovered. If unsure, you should seek advice from the **NHS**. Harton is engaging with NHS Track and Trace, and we encourage our staff, families and visitors to do so.