

COVID-19 Risk Assessment - 13th December 2021 (Plan B / Omicron)

Kelvin Hall School

Background :

This risk assessment prepares the school for reopening in September 2021 and aims to ensure that the school community learns how to live with the COVID-19 virus, and minimises the disruption to pupil's learning whilst safeguarding the health and safety of staff.

This risk assessment does not cover the response of the school where there is a COVID-19 outbreak. This information is in the **Thrive: COVID-19 Contingency Plan (outbreak management plan) December 2021, a copy of which is on the school website.**

Full consideration has been given to the local Public Health advice of 27-08-21.

Key documents considered:

- [Schools COVID-19 operational guidance \(17th August 2021\)](#)
- [Actions for early years and childcare providers during the COVID-19 pandemic \(17th August 2021\)](#)
- [Coronavirus \(COVID-19\): advice for pregnant employees \(20th July 2021\)](#)
- [Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person \(27th August 2021\)](#)
- [Guidance on protecting people who are clinically extremely vulnerable from COVID-19 \(11th August 2021\)](#)
- [When to self isolate and what to do\(19th August 2021\)](#)
- [Contingency framework: education and childcare settings \(August 2021\)](#)
- [COVID-19: cleaning of non-healthcare settings outside the home \(19th July 2021\)](#)
- [NHS Test and Trace in the workplace \(13th August 2021\)](#)
- [Coronavirus: how to stay safe and help prevent the spread \(31st August 2021\)](#)

How this was created and how to use the form:

This Risk Assessment has been updated by the Thrive Executive team on 27.08.21 prior to the return to school.

This risk assessment incorporates a PHE endorsed 'system of controls' - *prevention* (marked 'P' in the document) and *response to any infection* (marked 'R' in the document) - and will create an environment for children and staff where the risk of transmission of infection is safely managed.

The Headteacher / Head of School is responsible for amending this risk assessment to local circumstances.

Information that is new for 13th September 2021 is highlighted in blue.

Information that is new for 13th December is highlighted in yellow.

Activity/Area: Whole school COVID-19 infection reduction	People at Risk: Pupils, Staff, Parents
Risk assessment created for Thrive schools by Executive Team	Date: 27.08.21 Review Date: 17.12.21
Name of Person Completing Form: P.Cavanagh Job Title: Executive Headteacher	Date: 1st Sept 2021 Updated: 13th December 2021

Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading amongst pupils, staff and parents	Pupils attending with COVID-19 symptoms	H	Clear communication with parents / carers about the need to keep children with symptoms at home and self-isolate. R	M	Communication through email, text, letters autumn 2021 HOS/DHT
			Systems in place for parents / carers to contact the school immediately on discovering symptoms. R		Communication through email, text, letters summer and autumn 2021 HOS/DHT
Staff remain vigilant and ask children how they are and check for any symptoms and onwardly communicate. R & P			Inset day presentations HOS/DHT		
If a parent wishes to send their child to school with COVID-19 symptoms the school refused admittance. P			DHT to oversee as per Govt Guidance		
Schools use the extended symptoms list to include the cardinal 3 symptoms plus Delta variant symptoms; <ul style="list-style-type: none"> a temperature of 37.8 deg or higher (Cardinal) a new continuous cough (Cardinal) a change to or loss of taste and smell (Cardinal) Headache (Delta) Sore throat (Delta) Tiredness (Delta) Cold-like symptoms (Delta) 			Medical team informed overseen by DHT		
			Secondary schools will make arrangements for the LFD testing of all pupils in the first school week of January 2022.		
	Staff have COVID-19 symptoms (see list above) and / or test positive for COVID-19	H	Staff should not attend and should take an LFD test and, where this is positive, should seek a PCR test. Where the PCR result is positive staff should report the outcome to school as soon as it is	L	

			received. Where the PCR test is negative they can attend school. R & P		
A child or member of staff has suspected COVID-19 symptoms at school.	H		Staff alert a designated member of staff to collect the child from their room and arrange for family members to immediately pick-up. R	M	Pastoral team, medical team & overseen by DHT
			Child with symptoms isolated in a well ventilated designated room with 2m social distancing. If this is not possible staff will wear PPE (fluid resistant surgical mask - gloves - apron). R		Pastoral team, medical team & overseen by DHT
			If the child is coughing / spitting, eye protection must be worn. R		Pastoral team, medical team & overseen by DHT
			If necessary, staff call 999. R		Pastoral team, medical team & overseen by DHT
			Advise the adult collecting a child to seek a PCR test, stressing the need to keep school informed of the outcome. Where the outcome is positive, inform the family to get a PCR test and report the result to school. R & P		Pastoral team, medical team & overseen by DHT
A child or staff member has tested positive for COVID-19	H		Child / Staff members remain at home until their period of isolation is completed. R & P	M	Pastoral team, medical team & overseen by DHT and attendance team
			SLT, decide if this infection, in conjunction with others, reaches the threshold for possible implementation of the COVID-19 contingency plan. If that plan is to be invoked SLT takes advice from the LA Public Health Team and seeks recommendations to follow. R & P		HOS/DHT to work with Exec Central team
			If the COVID-19 contingency plan is not to be invoked, staff monitor the wellbeing of those concerned on a daily basis. R & P		Pastoral team, medical team & overseen by DHT and attendance team
			A 'warn and inform letter' is sent to alert families and pupils that there has been a positive case in the class / group so that parents can be vigilant for signs of illness and seek a PCR test if they are concerned. R & P		Pastoral team, medical team & overseen by DHT and attendance team
			School will consider how to minimise, or suspend, those activities that are especially close (e.g. dance, performing arts). R & P		Pastoral team, medical team & overseen by DHT
			Schools will consider how to give additional advice and protection to clinically vulnerable / clinically extremely vulnerable staff and pupils, especially where they aren't fully vaccinated. R & P		Pastoral team, medical team & overseen by DHT

<p>A family member , or a member of the school community, has tested positive and a child or staff member is a close contact.</p>	<p>M</p>	<p>Pupils and staff who are close contacts of household members or any other form of contact continue to attend school (unless a staff member has not been fully vaccinated, or the notification is for the Omicron variant (see below)) and will be actively encouraged to;</p> <ul style="list-style-type: none"> ● Seek a PCR test. P ● Wear a face covering at school. P ● Limit close contact with anyone who is clinically extremely vulnerable (discuss this with headteacher / head of school). P ● Take NHS rapid lateral flow test every day for 7 days to help slow the spread of COVID-19 P 	<p>L</p>	
<p>A family member, or a staff member, is a close contact of someone who has tested positive for the Omicron variant.</p>	<p>H</p>	<p>If someone is identified as a close contact of someone with the Omicron variant of COVID-19, irrespective of vaccination status and age, they will be required to self-isolate and asked to book a PCR test. P</p>	<p>L</p>	
<p>Once the government has established daily PCR testing for close contacts of Omicron cases, staff should take part in this testing. P</p>			<p>L</p>	
<p>A staff member has been given instruction by 'Track and Trace'</p>	<p>H</p>	<p>Staff members immediately share the instruction they have been given by Track and Trace with school and follow all instruction given P</p>	<p>L</p>	
<p>Staff are not aware of their COVID-19 status</p>	<p>M</p>	<p>All staff are encouraged to take an LFD test twice weekly and report these results to the school (whether positive or negative) using the Trust's google form, and to the government Report a COVID-19 rapid lateral flow test result website. P</p>	<p>L</p>	
		<p>All staff are encouraged to continue twice weekly LFD testing throughout school holiday periods.</p>		
<p>Schools are unaware of a pupil's or staff member's COVID status</p>	<p>H</p>	<p>All staff must inform school of any positive COVID result and schools must record this in the 'Symptoms Log' for recording possible illness / test results / possible close contacts etc, and update this log when someone's status changes. P</p>	<p>L</p>	
<p>'Clinically vulnerable' (including pregnant women post 28 weeks) and 'clinically extremely vulnerable' staff and pupils exposed to COVID-19</p>	<p>H</p>	<p>Individual risk assessments carried out. P</p>	<p>M</p>	<p>DHT/HOS</p>
		<p>Referral to Occupational Health as necessary or as requested. P</p>		<p>DHT/HOS</p>
		<p>Pregnant staff attend work following acceptable risk assessment until after 28 weeks. After 28 weeks they work from home unless</p>		<p>DHT/HOS</p>

			they request to attend work and a risk assessment is supported by occupational health. P		
	Visitors to school are unaware of COVID-19 safety arrangements	H	On arrival to school all visitors use hand sanitiser. Prior to arrival visitors are informed of the need to supply the school with evidence of a negative COVID test carried out that day.	L	Reception and site team
	Staff / visitors are not aware of arrangements for holding meetings.	M	Meeting face-to-face sometimes has great advantages, and at other times may be unnecessary. Staff should hold meetings remotely with outsiders wherever possible. P	L	DHT/HOS/SLT/Line managers
Visitors should follow the schools current guidelines on the wearing of face coverings. P			DHT/HOS/SLT/Line managers		
Governance meetings will be held remotely. P			HOS/Exec		
	Staff are not vaccinated	H	Schools must actively encourage vaccination, second dose vaccination and booster vaccination. P	M	
			When a staff member is a close contact of someone with COVID schools will ask their vaccination status. If they are unvaccinated they will be required to self-isolate.		HOS/DHT
	Insufficient compliance with risk assessment.	H	All staff must follow the guidance within this risk assessment. Staff who notice other staff not following the risk assessment should bring this to their attention. If non-compliance continues this should be brought to the attention of a member of SLT and disciplinary action may follow P	L	DHT/HOS/SLT/Line managers
	Staff working at school when they could work from home	H	All office staff who can work from home should do so from 13th December 2021.	L	

Activity/Area: Hygiene and face coverings	People at Risk: Pupils, Staff, Parents
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Name of Person Completing Form: P Cavanagh	Date: 1st September 2021
Job Title: Executive Headteacher	Updated: 13th December 2021

Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading amongst pupils, staff and parents	Pupils are unaware of rules	H	Staff frequently remind children of hygiene rules. P	L	Inset 2021 and pupil inductions
			Signage around school - classrooms, toilets, shared rooms, entrances. P		JUT/Site team
			Young pupils and pupils with complex needs will be supported in their hand hygiene and respiratory hygiene. P		Pastoral/SEN/TA Teams
	Pupils don't clean hands well enough	H	Staff reinforce previously delivered handwashing messages. Wash for 20 seconds in the prescribed way ensuring all parts of the hands are covered. P	L	Inset 2021 and pupil inductions
			Pupils use soap and water, and where this is not available hand sanitiser. P		Inset 2021 and pupil inductions
	Pupils don't clean hands often enough	H	Pupils wash their hands immediately on arrival, after visiting the toilet, before and after eating, on entering the building, and after sneezing or coughing. Staff to supervise this as appropriate. P	L	Pastoral teams/ whole school staff
	Pupils don't use good respiratory hygiene	H	Staff promote the 'catch it, bin it, kill it' message. P	L	Inset 2021 and pupil inductions
			Tissues are to be available for all pupils at all times for coughing and sneezing. P		JUT/Admin team/Cleaning team
	Incorrect disposal of used tissues and hand towels	H	All used hand towels to be placed in bins emptied frequently by the cleaning team. P	L	JUT/Admin team/Cleaning team
			Flip top bins used for dirty tissues emptied and double-bagged twice a day. P		JUT/Admin team/Cleaning team

	Touching hands, eyes and nose	H	Children will be taught not to touch hands, eyes and nose, mouths. P	M	SLT - ALL staff
	Pupils wearing face coverings in classrooms	M	Unless there is an outbreak declared by public health secondary age pupils will not wear face coverings in classrooms unless they are the close contact of someone who has tested positive. P	L	
	Staff, visitors and pupils not wearing face coverings in shared / communal areas	M	Staff, visitors and pupils will wear face coverings in shared / communal indoor areas (schools to provide these). P	L	
	Lack of PPE when dealing with young children	M	Adults to be provided with PPE to wear when dealing with young children needing assistance. P	L	Medical team

Activity/Area: Classrooms and educational visits	People at Risk: Pupils, Staff, Parents
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Name of Person Completing Form: P. Cavanagh	Date: 1st September 2021
Job Title: Executive Headteacher	Updated: 13th December 2021

Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading amongst pupils, staff and parents	Insufficient ventilation	M	SLT reviews ventilation across the school to identify poor ventilation in enclosed spaces and make arrangements not to use these areas. P	L	Inset day presentations HOS/DHT SLT Site team (weekly tests)
			SLT ensures that air conditioning units and other airflow systems meet ventilation requirements. P		SLT Site team (weekly tests)
			Open windows and prop open doors where it is safe to do so (not fire doors). P		SLT Site team (weekly tests)
			Windows to be open at all times unless mechanical ventilation is sufficient. P		Not applicable
	Sharing equipment and resources in EYFS	H	Staff should ensure that equipment is cleaned regularly. P	L	JUT/Central team
			Children will be taught to wash their hands frequently, particularly after using wheeled bikes, trikes and other large, movable equipment. P		Not applicable
	Sharing equipment and resources in Y1 to Y6	H		L	Not applicable
Lack of communication with office / SLT	H	Staff use their mobile phones, group messaging or class phones to call for assistance. P	L	All staff as per policy	
	H	SLT to advise staff on how to implement protective measures and risk assessments. Risk assessments must be carried out. P	L	HOS	

Activity/Area: Cleaning	People at Risk: Pupils, Staff, Parents
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Name of Person Completing Form: P Cavanagh	Date: 1st Sept 2021
Job Title: Executive Headteacher / Headteacher / Head of School	Updated: 13th December 2021

Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading amongst pupils, staff and parents	Training for cleaners is not up to date	H	CFO to ensure thorough training for cleaners - and to agree processes and procedures and share with all cleaning staff where required.	L	JUT/Central team
	Premises are not cleaned often enough	H	Premises will be cleaned at the end of the school day and frequently touched surfaces (such as doors) regularly throughout the day using standard products.	L	JUT/Central team
			Increased cleaning hours where required.		JUT/Central team
			Increased cleaning of toilet facilities.		JUT/Central team

Activity/Area: Staffing	People at Risk: Pupils, Staff, Parents
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Name of Person Completing Form: P.Cavanagh	Date: 1st September 2021
Job Title: Executive Headteacher	Updated: 13th December 2021

Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)	
Infection with COVID-19 spreading amongst pupils, staff and parents	Staff need training in new rules, routines and risk assessment	H	SLT arranges remote training using Thrive resources, for all staff for the start of the Autumn. P	L	Inset day presentations HOS/DHT	
	Not knowing who is available for work	H	Schools maintain Thrive confidential records for recording staff availability. P	L	HHa/JKi.DHT	
	Staff unavailability - short term	M	Staff inform school immediately on any change to their health status and availability. P	L	HHa/JKi.DHT	
	Leadership availability		M	DSL or DDSL available at all times. P	L	DHT
				SLT member on site at all times. P		HOS/DHT
				SENCo available at all times. P		SLT - Inclusion
	First aid availability		M	First aider on site at all times. P	L	DHT
Pediatric first aider on site at all times. P				DHT		
Office staff availability		M	At least one office staff member on site at all times. P	L	JUT	