

# Northgate Primary and Nursery School



## INFECTIOUS DISEASES COVID-19 STEP 4 – Summer Term 2022 (Updated 22/04/22)

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Awareness of policies and procedures	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>● All staff, parents, committee members, visitors and volunteers are aware of all relevant policies and procedures (H&amp;S).</li> <li>● All staff have access to all relevant guidance and legislation including, but not limited to, the following:</li> <li>● The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 <a href="#">RIDDOR reporting of COVID-19 (hse.gov.uk)</a></li> <li>● The Health Protection (Notification) Regulations 2010 <a href="#">The Health Protection (Notification) (Amendment) Regulations 2020   The Compliance People</a></li> <li>● Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' <a href="#">Health protection in schools and other childcare facilities - GOV.UK (www.gov.uk)</a></li> <li>● DfE and PHE (2021) 'COVID-19: guidance for educational settings' <a href="#">Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</a></li> </ul>	MED		✓

			<ul style="list-style-type: none"> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>• DfE</li> <li>• NHS</li> <li>• Department for Health and Social Care</li> <li>• PHE</li> </ul> </li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. The office will inform the class teacher and the child's health will be monitored closely.</li> <li>• Pupils are made aware of the need to tell a member of staff if they feel unwell.</li> <li>• Trade Union • The completed risk assessment is shared with the recognised Trade Unions following sharing with the SLT</li> </ul>			
Rising cases in the school and local area, and increased risk of infection spreading.	Staff Pupils Others	Infection control	<ul style="list-style-type: none"> <li>• The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local health teams or DfE helpline where required.</li> <li>• Follow Government advice and follow any instructions (Next steps- living with covid)</li> </ul>	MED		✓

			<p><a href="https://www.gov.uk/government/news/government-sets-out-next-steps-for-living-with-covid-19">Government sets out next steps for living with COVID - GOV.UK (www.gov.uk)</a></p> <p><i>Attendance restrictions: If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, KS1 and 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.</i></p>			
Use of Transport	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> <li>• We ask to ensure face coverings are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school</li> <li>• School will follow the director of public health advice in cases of local outbreak.</li> <li>• Schools put into place any actions or precautions advised by their local outbreak team.</li> </ul>	MED		✓
Cleaning of school	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> <li>• All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> <li>➢ All door handles</li> <li>➢ All tables and chairs used by staff and pupils</li> <li>➢ Toilet flushes and regular cleaning of toilets.</li> </ul> </li> <li>• All classrooms have spray disinfectant and where possible disposable cloths. If disposable cloths are not available, use them once and then put them in the wash.</li> <li>• Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>• All used cloths thrown away to be bagged and then placed in a secure area to be washed.</li> </ul>	MED		✓

Ventilation class/office	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>● Identify any poorly ventilated spaces and take steps to improve fresh air flow- use CO2 monitors that have been provided</li> <li>● Natural ventilation is used to help reduce the risk of spreading coronavirus:</li> <li>● Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).</li> <li>● Opening internal doors (note that this also has the benefit of reducing touch points).</li> <li>● Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts.</li> <li>● To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:  Opening high level windows in preference to low level to reduce draughts  Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch)  Providing flexibility to allow additional, suitable indoor clothing. The school has a mindful and considerate approach with parents who have difficulty obtaining uniform items or are experiencing financial pressures.  Rearranging furniture where possible to avoid direct drafts.</li> </ul>	MED		✓
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			Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces.			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> <li>You should continue to ensure that children and adults clean their hands regularly, this can be done with soap and water or hand sanitiser</li> <li>Staff and visitors are required to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.</li> <li>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>Pupils are not allowed to share cutlery, cups or food.</li> <li>All cutlery and cups are thoroughly cleaned before and after use.</li> <li>Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the PHE</li> </ul>	MED		✓
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> </ul>	MED		✓

			<ul style="list-style-type: none"> <li>● Parents are informed not to bring their children to school or on the school premises if they have symptoms of Coronavirus.</li> <li>● a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia)</li> <li>● <i>Staff and pupils who have symptoms and feel unwell are not return to school before the minimum (3 days for pupils, 5 days for adults), in line with national guidance. They may return if they are well enough to be at school. Staff should continue to be cautious when they come back (ie mask wearing, keep distance etc).</i></li> <li>● Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>● The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>● Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.</li> </ul>			
Classroom management	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>● It is no longer required for forward facing tables etc however if infection rates increase this may be necessary as part of infection control plans.</li> <li>● Outbreak management plans should cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak.</li> <li>● It would be sensible to revert back to previous control measures in the event of a local outbreak.</li> </ul>	MED		✓

Assemblies	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>Assemblies can continue with the hall ventilated and extra precautions taken.</li> </ul>	MED		✓
Lunchtimes	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>Packed lunches will be eaten outside (Y2-6, weather permitting)..</li> <li>Tables must still be cleaned on a regular basis throughout dinner time activities.</li> </ul>	MED		✓
Personal Protective Equipment Face Coverings	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>Face coverings will continue to be worn by all staff and visitors in communal areas</li> <li>We recommend that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</li> <li>School will follow the director of public health advice in cases of local outbreak.</li> <li>Schools put into place any actions or precautions advised by their local outbreak team.</li> </ul>	MED		✓
Ill Health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus (e.g. runny nose, headache, sneezing, sore throat)</li> <li>Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste, will be advised to go home..</li> <li>Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> </ul>	MED		✓

			<ul style="list-style-type: none"> <li>● Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>● Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>● If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> <li>● Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>● Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</li> </ul>			
Autumn Term Asymptomatic testing	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>● Staff should will no longer do twice-weekly home tests.</li> </ul>	MED		✓
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>● Staff are instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>● Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible.</li> </ul>	MED		✓



			<ul style="list-style-type: none"> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• The HT is the nominated person who monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.(PC)</li> </ul>			
Lack of communication	Staff Pupils Others	Unsafe Practices	<ul style="list-style-type: none"> <li>• The school staff reports to the headteacher about any cases of suspected (symptoms) coronavirus, even if they are unsure.</li> <li>• The headteacher contacts the local outbreak team if attendance issues increase due to symptoms and illness in class.</li> <li>• Schools put into place any actions or precautions advised by their local outbreak team.</li> <li>• Schools keep staff and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	MED		✓
CEV children	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>• All CEV children should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend</li> </ul>	MED		✓
Staff CEV (Clinically-Extremely Vulnerable)	Staff	Infection control	<ul style="list-style-type: none"> <li>• CEV people are <b>no longer advised</b> to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus</li> <li>• The school will follow DHSC updated guidance</li> <li>• CEV Staff will be asked to discuss with headteacher (i.e. their individual risk assessment) when feelings</li> </ul>	MED		✓

			of uncertainty increase to ensure allowed measures can be looked at and put in place			
Educational visits	Pupils Staff	Financial risk	<ul style="list-style-type: none"> <li>• If booking new visits, ensure that the school has adequate financial protection in place.</li> <li>• Full risk assessments must be undertaken.</li> </ul>	MED		✓
Out of school hours Parents evening attendance	Pupils Parents Staff Others	Infection Control	<ul style="list-style-type: none"> <li>• Meetings with groups of parents or parent(s) evening will be reviewed on a regular basis</li> </ul>	MED		✓