

If you need help to complete this risk assessment, please refer to Andy Cotton, CEO TLP.

	Newport Community School Primary Academy	Establishment Risk Assessment	RA100 V2.10
	Landkey Road, Barnstaple, Devon, EX32 9BW		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 25th April 2022	
<p>This risk assessment explains the actions school leaders should take to minimise the risk of transmission of COVID-19 in their school with Covid April 2022 onwards. We recognise as a Trust that despite the government recommending a move to 'living with covid', levels of infection remain high locally and prior to Easter staff absence was high when compared to other stages of the pandemic.</p> <p>This risk assessment is generic and outlines control measures. Each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and <u>must</u> consult with their staff regarding the risks and control measures being implemented.</p>		This document is to remain under constant review Assessor(s): TLP CEO Head Teacher	

Significant Hazard Section	Control measures in place	Optional: School's comments re. mitigations put in place
	<i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>	
Keep occupied spaces well ventilated		
Poorly ventilated spaces leading to risks of coronavirus spreading Ventilation to reduce transmission	<ul style="list-style-type: none"> • <i>Ventilation and AC systems working optimally.</i> • <i>Heating used as necessary to ensure comfort levels are maintained when the building is occupied.</i> • <i>Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow.</i> 	All TLP schools carried out air quality tests for classrooms and other office/meeting rooms and have applied the Govt's recommendations on air

	<ul style="list-style-type: none"> • <i>Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school).</i> • <i>Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as opposed to low-level windows, close external doors and arrange the furniture if appropriate and possible.</i> • <i>Use fans for good air circulation if relevant</i> • <i>Air conditioning systems that normally run with a recirculation mode set up to run on full outside air.</i> • <i>Ventilation system remains on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends.</i> • <i>Ensure staff meetings and CPD events are in rooms with suitable and sufficient ventilation</i> 	<p>quality re. provision for air quality equipment if reading require additional support.</p> <p>All relevant rooms have been risk assessed with CO2 monitors.</p>
<p>Maintain appropriate cleaning regimes</p>		
<p>You should put in place and maintain an appropriate cleaning schedule.</p>	<ul style="list-style-type: none"> • <i>Follow TLP cleaning regime in each school</i> • <i>Reduced clutter and removing difficult to clean items to make cleaning easier.</i> • <i>Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</i> • <i>Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user.</i> • <i>Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors) or providing contactless payment.</i> 	<p><i>TLP cleaning provision to continue and monitored both by the school and TLP estates team.</i></p>

	<ul style="list-style-type: none"> • <i>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</i> • <i>Provide more bins and empty them more often.</i> • <i>Toilets and communal areas to be cleaned regularly, with a process of recording – displaying cleaning schedules.</i> • <i>Sanitising spray and paper towels to be provided in classrooms for use by members of staff. If using cloths – disposable or appropriate washing and drying process.</i> <p><i>Thorough cleaning of rooms at the end of the day. This should include regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces.</i></p>	
<p>Ensure good hygiene for everyone</p>		
<p>Key control measures</p>	<p>Key messages: Control measures to remain in schools to reduce risk:</p> <ul style="list-style-type: none"> ○ Ensure good hygiene for everyone – promotion of hand washing. ○ Maintain appropriate cleaning regimes. ○ Keep occupied spaces well ventilated. ○ Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 <p>Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. (The legal requirement to wear a face covering no longer applies.) Face coverings are a personal choice and can be worn by pupils or staff appropriately to the activity being undertaken e.g face coverings not being used during PE sessions.</p> <p>Face coverings may be required by the school to support special circumstances such as a meeting in an unventilated place, crowded meeting spaces, an outbreak management situation etc.</p>	

	<p>Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important. The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene. There are good hygiene measures that can be used in:</p>	<p><i>Provision for bins in all classrooms and main used rooms such as offices</i></p>
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p>	<p><i>Use of isolation room if required as holding place prior to parent pick up.</i></p>
<p>Self-isolation – staff/pupils:</p>	<p>If someone develops symptoms then a member of staff or pupil should be sent home if they are unwell. There is no longer a legal requirement for people with COVID-19 to isolate BUT public health guidance STILL advises people to stay home until they are well. (see below for latest advice)</p>	
<p>Symptoms</p>	<p>People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)</p> <p>The revised list of COVID-19 symptoms are as follows</p>	

Symptoms of COVID-19, 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 (if relevant and appropriate) 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.

Staff

What to do if you have symptoms of a respiratory infection, including COVID-19, and have not taken a COVID-19 test

Try to stay at home and avoid contact with other people. If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.

	<p>It is particularly important to avoid close contact with anyone who you know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections, especially those whose immune system means that they are at higher risk of serious illness, despite vaccination.</p> <p>Try to work from home if you can. If you are unable to work from home, talk to your employer about options available to you.</p> <p>If you have been asked to attend a medical or dental appointment in person, contact your healthcare provider and let them know about your symptoms.</p> <p>If a parent or carer insists on a pupil attending your school as a confirmed or suspected case of Covid-19, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Covid-19.</p> <p>We advise schools to communicate this to parents and encourage parents to follow the latest guidance around isolation if symptomatic.</p> <p>When children and young people with symptoms should stay at home and when they can return to education</p> <p>Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.</p> <p>Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other</p>	
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	<p>people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend.</p> <p>All children and young people with respiratory symptoms should be encouraged to cover their mouth and nose with a disposable tissue when coughing and/or sneezing and to wash their hands after using or disposing of tissues.</p> <p>It can be difficult to know when to seek help if your child is unwell. If you are worried about your child, especially if they are aged under 2 years old, then you should seek medical help.</p> <p>What to do if you have a positive COVID-19 test result</p> <p>Try to stay at home and avoid contact with other people</p> <p>If you have a positive COVID-19 test result, it is very likely that you have COVID-19 even if you do not have any symptoms. You can pass on the infection to others, even if you have no symptoms.</p> <p>Many people with COVID-19 will no longer be infectious to others after 5 days. If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test. There is <u>different advice for children and young people aged 18 and under</u>.</p> <p>During this period there are actions you can take to reduce the risk of passing COVID-19 on to others.</p>	
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	<p>Try to work from home if you can. If you are unable to work from home, talk to your employer about options available to you.</p> <p>If you have been asked to attend a medical or dental appointment in person, contact your healthcare provider and let them know about your positive test result.</p> <p>You may wish to ask friends, family or neighbours to get food and other essentials for you.</p> <p>At the end of this period, if you have a high temperature or feel unwell, try to follow this advice until you feel well enough to resume normal activities and you no longer have a high temperature if you had one.</p> <p>Although many people will no longer be infectious to others after 5 days, some people may be infectious to other people for up to 10 days from the start of their infection. You should avoid meeting people at higher risk of becoming seriously unwell from COVID-19, especially <u>those whose immune system means that they are at higher risk of serious illness from COVID-19, despite vaccination</u>, for 10 days after the day you took your test.</p> <p>If you leave your home</p> <p>If you leave your home during the 5 days after your positive test result the following steps will reduce the chance of passing on COVID-19 to others:</p> <ul style="list-style-type: none">• wear a well-fitting face covering made with multiple layers or a surgical face mask• avoid crowded places such as public transport, large social gatherings, or anywhere that is enclosed or poorly ventilated	
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- take any exercise outdoors in places where you will not have close contact with other people
- cover your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food; avoid touching your face

Reduce the spread of infection in your household

While you are infectious there is a high risk of passing your infection to others in your household. These are simple things you can do to help prevent the spread:

- try to keep your distance from people you live with
- in shared areas wear a well-fitting face covering made with multiple layers or a surgical face mask, especially if you live with people whose immune system means that they are at higher risk of serious illness, despite vaccination
- ventilate rooms you have been in by opening windows and leaving them open for at least 10 minutes after you have left the room
- wash your hands regularly and cover your mouth and nose when coughing or sneezing
- regularly clean frequently touched surfaces, such as door handles and remote controls, and shared areas such as kitchens and bathrooms
- advise anyone that does need to come into your home that you have a positive test result, so they can take precautions to protect themselves such as wearing a well-fitting face covering or a surgical face mask,

keeping their distance if they can, and washing their hands regularly

GermDefence is a website that can help you identify simple ways to protect yourself and others in your household from COVID-19 and other viruses. People who use GermDefence are less likely to catch flu and other infections and are less likely to spread them at home.

What to do if you are a close contact of someone who has had a positive test result for COVID-19

People who live in the same household as someone with COVID-19 are at the highest risk of becoming infected because they are most likely to have prolonged close contact. People who stayed overnight in the household of someone with COVID-19 while they were infectious are also at high risk.

If you are a household or overnight contact of someone who has had a positive COVID -19 test result it can take up to 10 days for your infection to develop. It is possible to pass on COVID-19 to others, even if you have no symptoms.

You can reduce the risk to other people by taking the following steps:

- avoid contact with anyone you know who is at higher risk of becoming severely unwell if they are infected with COVID-19, especially those whose immune system means they are at higher risk of serious illness from COVID-19, despite vaccination
- limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces

- wear a well-fitting face covering made with multiple layers or a surgical face mask if you do need to have close contact with other people, or you are in a crowded place
- wash your hands frequently with soap and water or use hand sanitiser

If you develop symptoms of a respiratory infection try to stay at home and avoid contact with other people and follow the guidance for people with symptoms.

If you are a contact of someone with COVID-19 but do not live with them or did not stay in their household overnight, you are at lower risk of becoming infected. There is [guidance on protecting yourself and others in living safely with respiratory infections, including COVID-19.](#)

Children and young people aged 18 years and under who have a positive test result

It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.

If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.

	Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal.	
Pupils with additional health needs identified by an appropriate health professional	Schools should follow the advice of qualified and appropriate health professionals where a pupil has identified additional health needs which require additional/alternative provision.	
Oversight of the Board of Trustees and TLP central team		
Board of Trustee oversight during the COVID-19 outbreaks.	<i>The Trustee agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The CEO's report to Trustees includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19 outbreaks. Regular dialogue with the Chair of Trustees is in place. Minutes of Trustee meetings are reviewed to ensure that they accurately record Trustee and TLP Central team oversight and holding leaders to account for areas of statutory responsibility.</i>	<i>The TLP Estates staff with the Head Teacher will oversee the monitoring of this risk assessment. Board of Trustees is updated termly by CEO.</i>

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

Signed: Headteacher/Head of Department: 

Date..30.04.22

The outcome of this assessment should be shared with the relevant staff and Governing Body.
 A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.