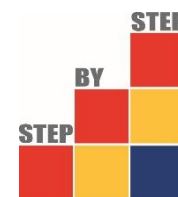


COVID 19 Risk assessment – Step By Step School

November 2021



FACILITY NAME	Step by Step School		
NAMES OF PERSONNEL COVERED BY THIS RISK ASSESSMENT	<ul style="list-style-type: none"> • Learners • Staff <ul style="list-style-type: none"> ○ Classroom staff ○ Office staff ○ Caretaker ○ Senior Leaders ○ Therapy Team • Contractors • Visitors 		
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT	Gayle Adam – Head Teacher	DATE OF COMPLETION Last revised	5.1.22
RISK ASSESSMENT APPROVED BY	Jill Moss (H&S Governor and Deputy Chair)	DATE OF APPROVAL	24.11.21
DATE RISK ASSESSMENT TO BE REVIEWED	Weekly review at SLT meetings		
VERSION AND REVIEW DATE	Version 2		

SYSTEMS OF CONTROL

This is a set of actions Step by Step will implement. They are grouped into “prevention” and “response to any infection” and are outlined in more detail in the sections below. All prevention and response measures are guided by best practice advice and guidance contained within the following but not limited to:

- DFE
- HSE
- PHE including the local service of PHE Surrey and Sussex Health Protection Team
- NHS
- Gov.uk
- NASS
- Sussex LAs

PREVENTION

1. Awareness of and adherence to policies and procedures
2. Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms
3. Prevention: Ensure face coverings are used in recommended circumstances
4. Prevention: Clean hands thoroughly more often than usual
5. Prevention: Good respiratory hygiene
6. Prevention: Cleaning and disinfection
7. Prevention: Minimise contact
8. Prevention: Keep occupied spaces well ventilated

RESPONSE TO INFECTION

9. In specific circumstances: Wear PPE where necessary
10. In specific circumstances: Promote and engage in asymptomatic testing, where available
11. Response to infection: Test and trace
12. Response to infection: Managing confirmed COVID-19 cases
13. Response to infection and outbreak plan: Contain any outbreaks
14. Attendance

15. Workforce
16. Emergencies
17. Managing Transport

What are the hazards?	<ul style="list-style-type: none"> • Potential for spread of COVID -19 between persons at Step by Step showing symptoms of coronavirus or those who are confirmed to have coronavirus
Who might be harmed and how?	<ul style="list-style-type: none"> • Staff, learners, contractors and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site • Potential for spread to other staff / learners / family members / persons

	CONTROL MEASURE	ACTIONED BY	COMPLETED
1.	Awareness and Compliance with national and organisation guidance		
	<ul style="list-style-type: none"> • Weekly SLT meeting where all guidelines and policies Covid related are reviewed and referenced • Communications log kept of all communications revived from authoritarian bodies e.g. DEF, PHE and all communication sent out by school to families / staff • Health and Safety Policy has been updated in light of the COVID-19 advice • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Step by Step keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE • The school has a COVID-19 School Outbreak Management Plan • Step by Step has encouraged all staff to get their Covid vaccinations and CE is keeping records • Access to the COVID-19 booster vaccine is available to staff 	SLT	In place and on going

	<ul style="list-style-type: none"> • COVID-19 vaccinations were available for pupils aged 12 to 15-year olds in November • Staff being encouraged to arrange their booster vaccine and school providing key worker identification letters 		
2.	Prevention - Minimise contact with individuals who are unwell with COVID-19 symptoms		
	<p>When an individual develops COVID-19 symptoms or has a positive test</p> <ul style="list-style-type: none"> • If a pupil / learner or staff member develops COVID-19 symptoms or has a positive test they will follow public health advice on <u>when to self-isolate and what to do</u>. They should not come into school if they have symptoms or have had a positive test result • If anyone in the school develops <u>COVID-19 symptoms</u>, however mild, they will be sent home and they should follow public health advice. • If a pupil/learner is awaiting collection, they should be isolated in one of the designated spaces, with minimal support if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left. • The 'Flowchart response to suspected or confirmed COVID-19 cases' will be followed for suspected or confirmed cases. • Any members of staff who have helped someone with symptoms and any pupils / learners who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or they have been requested to do so by NHS Test & Trace or the school. • Parents / carers agree that a learner with symptoms should not attend school, given the potential risk to others. • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy 	CE, GA	In place and on going

3.	Prevention - Where recommended, use of face covering		
	<ul style="list-style-type: none"> For school's - Face coverings for all adults are recommended in all communal areas 	GA/Office	In place and on going
4.	Prevention - Clean hands thoroughly more often than usual		
	<ul style="list-style-type: none"> Hand washing posters are displayed in all toilet facilities Toilets checked regularly & wiped throughout the day to ensure that there is sufficient soap and hand towel available We will ensure that learners clean their hands regularly, including when they arrive at school, when they return from breaks, before and after eating. Supervision of hand sanitiser use will take place due to risk around ingestion. Younger learners and learners with complex needs will continue to be helped to clean their hands properly. Sufficient handwashing facilities are available Hand Sanitizer is available every in classrooms and other learning areas Additional hand sanitizer pumps have been introduced on main entrances and exits to the buildings 	Support Assistants/Office staff	In place and on going
5.	Prevention - Good respiratory hygiene		
	<ul style="list-style-type: none"> Suitable number of tissues and bins available throughout to support learners and staff 	Caretaker	In place and on going
6.	Prevention - Cleaning and disinfection		
	<ul style="list-style-type: none"> Deep cleans of the school buildings are undertaken every term (or more as required) Wipes are available in every classroom and learning areas 	Caretaker, tutors	In place and on going

	<p>Asymptomatic testing</p> <ul style="list-style-type: none"> At School LFD testing to be carried out Mondays and Thursdays prior to coming on site <p>Confirmatory PCR tests</p> <ul style="list-style-type: none"> Staff and learners with a positive LFD test result should self-isolate in line with the <u>stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>. They will also need to <u>get a free PCR test to check if they have COVID-19</u>. Whilst awaiting the PCR result, the individual should continue to self-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 staff & learners can return to school, as long as the individual doesn't have COVID-19 symptoms. 	<p>All staff</p> <p>All staff</p>	<p>In place and on going</p>
11.	Response to infection - Test and trace		
	<ul style="list-style-type: none"> Step by Step are no longer asked to carry out routine contact tracing, close contacts will be identified and contacted by NHS Test and Trace Contacts will only be traced by NHS Test and Trace where the positive case <p>School</p> <ul style="list-style-type: none"> Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> they are fully vaccinated they are below the age of 18 years and 6 months 	<p>NHS</p> <p>GA</p>	<p>In place and on going</p> <p>In place and on going</p>

	<ul style="list-style-type: none"> ○ they have taken part in or are currently part of an approved COVID-19 vaccine trial ○ they are not able to get vaccinated for medical reasons ● Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to <u>take a PCR test</u>. Staff that have been a close contact of someone testing positive for the Omicron virus will have to undertake a daily LFT for 7 days. As long as these remain negative staff can continue to attend work. ● The school will encourage all individuals to take a PCR test if advised to do so. 	GA/CE	In place and ongoing
12.	Response to infection - Managing confirmed COVID-19 cases		
	<ul style="list-style-type: none"> ● Confirmed cases of COVID-19 will be managed by the school should they arise in any of the following cases: <ul style="list-style-type: none"> ○ if a learner or staff member develops COVID-19 symptoms or has a positive test; ● In any of these cases, Step By Step will refer to the <u>section of this risk assessment</u>, specifically under the heading “When an individual develops COVID-19 symptoms or has a positive test”. ● Staff may be able to end their isolation period before the end of the full 10 days. A negative LFT on Day 6 and Day 7 of isolation (taken 24 hours apart) enables a member of staff to return to work. (see Section 2.2 of Government Guidance below) ● Please refer to Government guidance for additional information Guidance for health, social care and education settings 	SLT	In place and on going
13.	Response to infection - Contain any outbreaks		
	<ul style="list-style-type: none"> ● According to the contingency framework, the threshold for which advise should be sought from PHE is 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period 	SLT	As and when required

	<ul style="list-style-type: none"> • Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees. Step by Step will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment. • Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation. Step by Step will take a more precautionary approach and ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). 		
16.	Emergencies		
	<ul style="list-style-type: none"> • All learner and staff emergency contact details are up-to-date, including alternative emergency contact details, where required. 	Office	In place
17.	Managing Transport		
	<ul style="list-style-type: none"> • Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus, and should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection • Transport providers, as far as possible, are advised of the need to follow hygiene rules and to ensure vehicles are well ventilated when occupied, particularly by opening windows and ceiling vents. 	LA transport teams	

Date	Version no	Relating to	Details
29.11.21	2	New Omicron variant	All staff/pupil contacted by Track and Trace as being a close contact of someone testing positive for the Omicron virus will have to isolate for 10 days regardless of vaccination status
16.12.21	3	Omicron Variant – changes to close contacts	Anyone identified by Track and Trace as a close contact of someone with Omicron variant will be required to undertake a daily LFT for 7 days
5.1.22	4	Changes to self-isolation, face coverings	It is recommended that face coverings are worn by all adults in communal areas. Staff may end their isolation period before 10 days if they meet criteria of negative LFT on Day 6 and 7 (24 hours apart) and are symptom free. Staff should continue to test daily until Day 10.