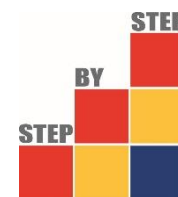


# COVID 19 Risk assessment – Step By Step School

April 2022



<b>FACILITY NAME</b>	Step by Step School		
<b>NAMES OF PERSONNEL COVERED BY THIS RISK ASSESSMENT</b>	<ul style="list-style-type: none"> <li>• Learners</li> <li>• Staff                             <ul style="list-style-type: none"> <li>○ Classroom staff</li> <li>○ Office staff</li> <li>○ Caretaker</li> <li>○ Senior Leaders</li> <li>○ Therapy Team</li> </ul> </li> <li>• Contractors</li> <li>• Visitors</li> </ul>		
<b>NAME OF PERSON COMPLETING THIS RISK ASSESSMENT</b>	Gayle Adam – Head Teacher	<b>DATE OF COMPLETION</b> Last revised	20.4.22
<b>RISK ASSESSMENT APPROVED BY</b>	Jill Moss (H&S Governor and Deputy Chair)	<b>DATE OF APPROVAL</b>	1.3.22
<b>DATE RISK ASSESSMENT TO BE REVIEWED</b>	Weekly review at SLT meetings		
<b>VERSION AND REVIEW DATE</b>	Version 1 (removal of guidance from 1 <sup>st</sup> April)		

## **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: Managing confirmed COVID-19 cases
12. Response to infection and outbreak plan: Contain any outbreaks
13. Attendance
14. Workforce

- 15. Emergencies
- 16. Managing Transport

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

	CONTROL MEASURE	ACTIONED BY	COMPLETED
1.	<b>Awareness and Compliance with national and organisation guidance</b>		
	<ul style="list-style-type: none"> <li>• Weekly SLT meeting where all guidelines and policies Covid related are reviewed and referenced as necessary</li> <li>• Health and Safety Policy was updated in light of the COVID-19 advice</li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• Step by Step keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> <li>• The school has a COVID-19 School Outbreak Management Plan</li> <li>• Step by Step encouraged all staff to get their Covid vaccinations and boosters</li> <li>• COVID-19 vaccinations were available for pupils aged 12 to 15-year olds in November and March to those parents/pupils who wanted to take these up</li> </ul>	SLT	In place and on going

2.	<b>Prevention - Minimise contact with individuals who are unwell with COVID-19 symptoms</b>		
	<p><b>When an individual develops COVID-19 symptoms or has a positive test</b></p> <ul style="list-style-type: none"> <li>• If a pupil / learner or staff member develops COVID-19 symptoms or has a positive test they will follow public health advice on <a href="#">when to self-isolate and what to do</a>. They should not come into school if they have symptoms or have had a positive test result</li> <li>• If a pupil is displaying symptoms, families will be contacted and ask that the pupil is collected. (This is the same process for any situation where a pupil is presenting unwell at school) Contact with other people should be minimalised whilst awaiting collection in an area with good ventilation. Spaces will be cleaned following use.</li> <li>• Parents / carers agree that a learner with symptoms should not attend school, to avoid passing it on to others (the same with any viral infection)</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy</li> </ul>	CE, GA	In place and on going
3.	<b>Prevention - Where recommended, use of face covering</b>		
	<ul style="list-style-type: none"> <li>• For school's - Face coverings are no longer recommended for pupils, staff and visitors either in classrooms or in communal areas. However, if staff wish to wear them they are available as part of the school's PPE</li> </ul> <p><b><i>Temporary additional measures in the event of an outbreak or rise in local cases - Face coverings may temporarily be re-introduced in communal areas and classrooms for staff and visitors, unless exempt.</i></b></p>	GA/Office	In place and on going
4.	<b>Prevention - Clean hands thoroughly more often than usual</b>		
	<ul style="list-style-type: none"> <li>• Hand washing posters are displayed in all toilet facilities</li> </ul>	Support Assistants/Office staff	In place and on going

	<ul style="list-style-type: none"> <li>• Toilets checked regularly &amp; wiped throughout the day to ensure that there is sufficient soap and hand towel available</li> <li>• We will ensure that learners clean their hands regularly, including when they arrive at school, when they return from breaks, before and after eating.</li> <li>• 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.</li> <li>• Sufficient handwashing facilities are available</li> <li>• Clip on hand Sanitizer is available every for staff member alongside the classrooms and other learning areas</li> <li>• Additional hand sanitizer pumps can be found on main entrances and exits to the buildings</li> </ul>		
<b>5. Prevention - Good respiratory hygiene</b>			
	<ul style="list-style-type: none"> <li>• Suitable number of tissues and bins available throughout to support learners and staff</li> </ul>	Caretaker	In place and on going
<b>6. Prevention - Cleaning and disinfection</b>			
	<ul style="list-style-type: none"> <li>• Deep cleans of the school buildings are undertaken every term (or more as required)</li> <li>• Wipes are available in every classroom and learning areas</li> <li>• Sharing resources is minimised by providing pupils with their individual resources such as pencil cases, box of reinforcers</li> <li>• Where sharing of resources occurs, staff and learners wipe down the resources after each use e.g. iPads, keyboards</li> <li>• At the school communal teaching spaces are timetabled</li> <li>• Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal.</li> </ul>	Caretaker, tutors	In place and on going



	<ul style="list-style-type: none"> <li>Staff to notify the care taker if air quality is poor so that cleaning units can be provided.</li> </ul>		
<b>9.</b>	<b>In specific circumstances - Where necessary, wear PPE</b>		
	<ul style="list-style-type: none"> <li>The staff at Step by Step do not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> <li>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools</li> </ul> </li> <li>Risk assessments are in place to identify learners with complex needs who struggle to maintain good respiratory hygiene. PPE is available for staff taking care of these learners</li> </ul>	EH  Class Leaders	In place and on going  In place and on going
<b>10.</b>	<b>In specific circumstances - Promote and engage in asymptomatic testing, where available</b>		
	<p><b>Asymptomatic testing</b></p> <ul style="list-style-type: none"> <li>As of 1<sup>st</sup> April, there is no longer a requirement for staff to undertake asymptomatic testing</li> </ul>	All staff	In place and on going
<b>11.</b>	<b>Response to infection - Managing confirmed COVID-19 cases</b>		
	<p><b>Living with Covid Guidance</b></p> <ul style="list-style-type: none"> <li>Staff and learners with a positive LFD test result are no longer legally required to self-isolate. Due to the vulnerability of our cohort, school policy is that Adults who test positive will continue to stay at home and avoid contact with other people for 5 days (for pupils under 18, the recommendation is 3 days) . After 5 days, they should return to work, as long as they no longer have a cough or high temperature.</li> <li>Staff are asked to follow the guidance below  <a href="https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19/covid-19-response-living-with-covid-19">https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19/covid-19-response-living-with-covid-19</a> </li> </ul>	SLT	In place and on going
<b>12.</b>	<b>Response to infection - Contain any outbreaks</b>		

	<ul style="list-style-type: none"> <li>If infections spread across the school, The SLT will follow the Outbreak Management Plan and reintroduce additional measures to help break chains of transmission as advised.</li> </ul>	SLT	As and when required
<b>13.</b>	<b>Attendance</b>		
	<p><b>Clinically extremely vulnerable (CEV)</b></p> <ul style="list-style-type: none"> <li>All clinically extremely vulnerable learners should attend school</li> </ul> <p><b>Travel and quarantine</b></p> <ul style="list-style-type: none"> <li>All learners &amp; staff travelling to England must adhere to current legislation, details of which are set out in <a href="#">government travel advice</a>.</li> </ul>	OK/BB  CE	
<b>14.</b>	<b>Workforce</b>		
	<p><b>Clinically extremely vulnerable (CEV)</b></p> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable (CEV) people are advised to follow the same guidance as everyone else</li> </ul> <p><b>Pregnant women</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	CE	As and when required
<b>15.</b>	<b>Emergencies</b>		
	<ul style="list-style-type: none"> <li>All learner and staff emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> </ul>	Office	In place
<b>16.</b>	<b>Managing Transport</b>		



	<ul style="list-style-type: none"> <li>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.</li> </ul>	LA transport teams	
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Date	Version no	Relating to	Details