

**Risk Assessment/Contingency Plan January 2022**

**Description of task and specific area being assessed**

**COVID 19 RISK ASSESSMENT**

**The control measures below will be in place as long as Government policy requires it during this pandemic.**

The Health and Safety at Work etc. Act 1974 (HASAW) sets out the general health and safety duties of a school towards its employees, pupils, contractors, visitors and any other persons who may be affected by the school's activities. There are three general duties:

- By s. 2, an employer (1) has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of work of all its employees
- By s. 3, an employer must conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that persons other than its employees are not exposed to risks to their health and safety
- By s. 4, an employer has a duty, so far as is reasonably practicable, to manage the health and safety risks arising at premises which it controls, including the means of access and any plant in the premises.

HASAW also imposes general duties in relation to health and safety on employees. By s. 7 of the Act, every employee has a duty while at work (i) to take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions at work; and (ii) to cooperate with their employer to enable the employer's health and safety duties to be performed.

**Department for Education COVID-19 helpline**

The [Department for Education COVID-19 helpline](#) and the PHE Advice Service (option 1) is available to answer any questions you have about COVID-19 relating to education settings.

**South London Health Protection Team.** They will advise schools on next steps and let the Local Authority know if anything else needs to be done more widely. They will also work closely with schools if any communication such as letters need to be drafted. Phone: 03443 262 052. To be read in conjunction with:

[stay at home: guidance for households with possible or confirmed COVID-19 infection](#)

**Summary**

- people who are required to self-isolate don't attend school
- everyone to clean their hands thoroughly and frequently
- people practise good respiratory hygiene, and promote the 'catch it, bin it, kill it' approach
- Maintain appropriate cleaning regimes
- Keep occupied spaces well ventilated
- Promote and engage with the NHS Test and Trace process
- Manage confirmed coronavirus cases
- Contain any outbreak by following advice from your local health protection team

**Current Isolation Guidance – January 2022**

Since 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result. Individuals can return to their education or childcare setting from day 7 if they meet the criteria outlined above.

From January 11th if an individual tests positive on an LFD test they will be required to isolate immediately and do not have to have a confirmatory PCR. Children who have Covid symptoms such as a high temperature a continuous cough or loss of taste or smell should still get a PCR test. A persistent headache and a tummy upset have also been reported as symptoms in children.

### **Advice from the Local Authority**

If your school is currently within Green measures, the following action can be taken: they are being advised to implement green and amber measures to prevent further transmission. Green measures are initiated if a COVID-19 outbreak within the school takes place. Actions will be considered when either of the following thresholds are met:

- There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
- 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)
- To prevent unsustainable pressure on the NHS

### **If your school is currently within Green measures, the following action can be taken:**

- Reinforce messaging on symptom recognition and case isolation.
- Move activities outdoors, including assemblies, exercise and classes, where possible
- Improve indoor ventilation
- Increase cleaning regimes, focussing on touchpoints. Shared equipment should be cleaned after every use.
- Reinforce hygiene measures: hands, face, space & catch it, bin it, kill it. Promote cough etiquette.
- Report all staff cases to the **isolation hub (020 3743 6715)** for contact tracing
- Promote PCR testing for close contacts identified by NHS Test and Trace. Close contacts can also be asked to take daily LFD tests if attending school whilst awaiting their PCR result.

### **If your school is currently within Amber measures, the following action can be taken:**

- Increase LFD frequency to daily for all staff and students where significant transmission is noted.
- Promoting social distancing and reducing crowding. You could create more dining spaces for pupils and staff to reduce mixing of year groups.
- Encourage pupils to bring in a packed lunch to reduce traffic in the kitchen area.
- Temporary reintroduction of 'bubbles' to reduce mixing between groups: if there is high transmission noted within certain groups
- Reducing mixing of staff e.g. by holding meetings remotely
- Temporary reinstating face coverings in communal areas and/or classrooms for pupils/students/staff (early years and primary age children should not be advised to wear masks)
- Limitation of residential education visits, open days, transition/taster days, parental attendance, live performances
- School should get back in touch with LCRC – particularly if there is a hospitalisation or death, or if cases are not controlled after two weeks of these measures

These measures are not mandatory and should be applied at the Head Teachers discretion. However, the measures described above are recommended by Public Health England in order to help prevent onward transmission of Covid and public health would like to reinforce the importance of these.

### **Additional Support from Public Health Team:**

Please note that If your school is in **Amber measures** you are advised to follow advice from Public Health England and to liaise with your local Public Health Team.

Richmond and Wandsworth Public Health IPC Team are available to assist with advice and guidance if you need further support:

Please send any queries to [publichealthenquiries@richmondandwandsworth.gov.uk](mailto:publichealthenquiries@richmondandwandsworth.gov.uk)

### Reporting

Please continue to report via the DfE helpline if you reach the setting thresholds below:

#### Mainstream schools:

- 5 children, pupils or staff who have likely to have mixed closely, test positive for COVID-19 within a 10-day period or
- 10% of children, pupils, student or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

<b>Location:</b> Honeywell Infant and Junior Schools <b>Risk Assessment No:</b>	<b>Name of Assessor:</b> Jo Clarke/Jane Neal /Fiona Arnold <b>Position Held:</b> Head Teachers	<b>Date of Initial Assessment:</b> January 2022 <b>Planned Review Date:</b> October 2022
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	Hazard	Risk	Individuals Affected	Control Measures In Place
1	Teaching, support staff, operational staff and leadership sickness and absence	Insufficient ratio Insufficient supervision Insufficient back office support to maintain safety <b>2x3=6 HIGH</b>	Anyone In School	<ul style="list-style-type: none"> <li>• Ensure minimum staff to pupil ratio is maintained</li> <li>• SMT to cover shortages where possible supplemented with agency staff on rarer or longer term occasions</li> <li>• Parents to be notified of any exceptional closures due to insufficient staff cover</li> </ul>
2	Contact with individuals who have coronavirus symptoms (or have someone in their house who does)	Risk of contracting Covid-19 and risk of transmission to others <b>2x3=6 HIGH</b>	Anyone In School	<ul style="list-style-type: none"> <li>• <b>People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.</b></li> <li>• Instruction on what to do if staff or pupils or someone in their household experiences symptoms</li> <li>• Designated room for any child/adult displaying symptoms, supported by an adult in PPE (Infant Library also for junior children)</li> <li>• Any staff/pupils displaying symptoms sent home with lateral flow antigen test or rapid antigen test</li> <li>• Communicate risk to adults and pupils of the bubble the child/adult belongs to and information re testing of those and their families</li> </ul>
3	Someone has attended school and has tested positive for Covid - 19	Risk of contracting Covid-19 and risk of transmission to others <b>2x3=6 HIGH</b>	Anyone In School	Contact details: <ul style="list-style-type: none"> <li>• Elizabeth Lynch – mobile 07971038490</li> <li>• AbiDemi Badiru – mobile 07929862212</li> <li>• George Onuoha – Manager mobile 07971038544 Or email <a href="mailto:wandschools-covid19@richmondandwandsworth.gov.uk">wandschools-covid19@richmondandwandsworth.gov.uk</a></li> </ul>

4	An adult member of staff has attended school and is asymptomatic	Risk of transmission to others <b>2x2=4 MEDIUM</b>	Anyone In School	<ul style="list-style-type: none"> <li>Communicate Government and NHS guidance relating to the testing.</li> <li>Check the cleaning company arrangements</li> <li>offer all staff, including kitchen, office, premises kits to self-test twice-weekly where possible, if they wish</li> <li>ensure regular orders are placed to maintain testing as set out in Government guidance</li> <li>promote the use of LFT by school staff</li> </ul>
5	Track and Trace or a parent has informed the schools of a positive case	Risk of contracting Covid-19 and risk of transmission to others <b>2x3=6 HIGH</b>		<ul style="list-style-type: none"> <li>Follow any decision The Department for Education coronavirus (COVID-19) helpline local health protection team decide, after their risk assessment, communicating those decisions with staff, Governors and parents and carers an LA</li> <li>Immediate use of the portable nebuliser for sanitising and disinfecting spaces</li> </ul>
6	Depleted staffing numbers mean we cannot ensure the health and safety of all	Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable) Unable to complete regular H&S checks <b>2x3 = 6 HIGH</b>		<ul style="list-style-type: none"> <li>Identify and support clinically extremely vulnerable staff to work from home where possible - Parents expected to follow medical advice if their child is in this category</li> <li>Regular checks are currently up to date</li> <li><b>Develop staffing contingency plan to accommodate class sharing or flexible teaching arrangements</b></li> </ul>
7	Lack of personal health/hygiene measures	Poor hygiene Increased risk of Covid-19 spread with direct transmission and indirect transmission of the virus <b>2 x 3 = 6 HIGH</b>		<ul style="list-style-type: none"> <li>Clear communication of necessary measures</li> <li>Promote the 'catch it, bin it, kill it' with staff and pupils and follow guidance on respiratory hygiene, with lidded bins in all rooms and toilet areas, safe washing of hands posters in all washing areas.</li> <li>Hand sanitiser and tissues available in key locations</li> <li>Support available for pupils who have trouble cleaning their hands and toileting independently by designated adults – see intimate care procedure</li> <li>additional cleaning hours from the cleaning company throughout the day</li> </ul>
8	Lack of more rigorous cleaning	Poor cleaning - increased risk of Covid-19 spread with direct transmission and indirect transmission <b>2 x 3 = 6 HIGH</b>	All in the building	<ul style="list-style-type: none"> <li>Soap and hot water in every toilet and any areas used for personal care of pupils</li> <li>Hand sanitiser stations at the school office for visitors and adults in classrooms</li> <li>Lidded bins for the disposal of tissues and any potentially infected waste</li> </ul>
9	Lack of ventilation	Lack of fresh air causing spread of the virus <b>1 x 1 = 1 VERY LOW</b>	All in the building	<ul style="list-style-type: none"> <li>Windows opened in classrooms and communal areas and doors propped open where safe to do so to encourage natural ventilation</li> <li>Flushing to take place between lessons when it is too cold to keep windows open throughout the day</li> <li><b>Staff to close every door and windows once pupils have left for the day</b></li> <li><b>CO2 Monitors in each class to identify poorly ventilated areas and check appropriate balance between ventilation and temperature</b></li> </ul>

10	Lack of social distancing during playtimes and lunchtimes outside	Direct and indirect transmission of the virus <b>3 x 1 = 3 MEDIUM</b>	Staff Pupils	<ul style="list-style-type: none"> <li>Staggered playtimes in phases in the juniors and infants</li> <li>Making use of all outside spaces available to promote social distancing</li> <li>Indoor PE and sports spaces are well ventilated</li> </ul>
11	Lack of social distancing in the corridors and staircases	Direct and indirect transmission of the virus <b>3 x 2 = 6 HIGH</b>	Staff Pupils	<ul style="list-style-type: none"> <li>Messages to office via text or mobile and floor phones rather than children</li> <li><b>face coverings for all adults in communal areas of all settings.jan11th</b></li> </ul>
12	Lack of social distancing using toilets and poor hygiene	Direct and indirect transmission of the virus <b>1 x 3 = 3 MEDIUM</b>	Staff Pupils	<ul style="list-style-type: none"> <li>Extra signs in toilet re washing hands</li> <li>Wedges for external toilet doors to hold them open and minimise touch point contact</li> </ul>
13	Educational day visits and domestic residential visits add concern			<ul style="list-style-type: none"> <li>a separate risk assessment for each educational visit to determine whether it can be undertaken safely will be undertaken</li> </ul>
13a	Lack of social distancing at before and after school club provision	Direct and indirect transmission of the virus <b>3 x 2 = 6 HIGH</b>	Staff Pupils Contractors	<ul style="list-style-type: none"> <li><b>Cascade approach - Cancellation of indoor clubs following notification of positive cases</b> <ul style="list-style-type: none"> <li><b>Cancellation of all clubs following reversal to bubbles</b></li> </ul> </li> <li><b>Review of current club provision during this time</b></li> <li><b>Review of individual music lessons:</b> <ul style="list-style-type: none"> <li><b>Continue to socially distance</b></li> <li><b>Use hand sanitiser / anti-bacterial surface cleaner before and after each session on all touch points</b></li> <li><b>Continue to encourage children to wash hands as directed – see 9</b></li> </ul> </li> </ul>
14	Contact with shared resources/spaces	Indirect transmission of the virus <b>3 x 3 = VERY HIGH</b>	Staff Pupils Contractors	<ul style="list-style-type: none"> <li>Tables, door handles, touch points cleaned regularly throughout the day</li> <li>Children encouraged to wash hands as directed – see 9</li> </ul>
15	Transport arrangements	Increased risk of Covid-19 spread <b>1 x 1 = 1 VERY LOW</b>	Staff Pupils	<ul style="list-style-type: none"> <li>Parents and pupils to be encouraged to walk, scoot or cycle to school</li> </ul>
16	Kitchen closure	Poor nutrition Weakened immune system <b>1 x 1 = VERY LOW</b>	Staff Pupils	<ul style="list-style-type: none"> <li>Kitchen staff to continue distancing safely, wear face covering</li> </ul>
17	Fire  First aid emergencies  Changes in layout  Slips trips and falls	Burns Asphyxiation Loss of life Loss of property Illness Injury  <b>2 x 2 = 4 MEDIUM</b>	Pupils Staff Contractors	<ul style="list-style-type: none"> <li>All staff to be briefed on risks and controls/changes introduced</li> <li>Review procedures to consider SMT and support staff shortage and ensure sufficient staff available to coordinate emergency procedures</li> <li>Schools to ensure that qualified first aiders in place including first aid at work trained staff and paediatric first aiders</li> <li>If a first aider is not immediately available, a staff member is to take control of the situation and, if necessary, summon the emergency services</li> <li>First aid boxes replenished regularly</li> </ul>

18	Abrupt closing by Government or a local spike in infection rates	Security of premises Services disruption <b>2x2=4 MEDIUM</b>		<ul style="list-style-type: none"> <li>• Ensure a contingency plan is in place and communicated quickly</li> <li>• Return to only opening for vulnerable children and children of critical workers, and providing distance learning for all other pupils</li> </ul>
19	Pupils entitled to free school meals are isolating and not able to have meals in school	Unable to have a school meal. Cost to families of providing a meal <b>2x2=4 MEDIUM</b>	Pupils Pupils' families	<ul style="list-style-type: none"> <li>• provide FSM vouchers to families if not attending school who are entitled</li> </ul>

### COVID-19: Contingency Framework Outbreak Management Plan – January 2022

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE). We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

#### Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#) and speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

#### Attendance

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in the steps section.

#### Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective. We will aim to have a trained DSL or deputy DSL on site wherever possible. When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision

It may be necessary to implement these measures in the following circumstances, to help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:

- There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
- 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)
- To prevent unsustainable pressure on the NHS

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place. We will also seek public health advice from a director of public health or health protection team. We will take a step approach as the situation develops. Possible steps could include:

**Step 1: Low Community Transmission. No School Cases.**

There have been no cases of Covid within school for 10 school days, Cases of Covid locally are low and/ or stable and Hospitalisation/ Deaths due to Covid nationally are low. We will continue to action our current Risk assessment and **No Covid measures will be necessary beyond:** Reminding children of good hand-hygiene, ensuring good ventilation encouraged where practical, Ensuring Children / Staff to stay at home if they have Covid Symptoms (and to book a PCR test) and Staff will continue to test themselves using Lateral flow tests.

**Step 2: Rapidly Rising Community Transmission**

No current Covid cases have been recorded at school, but cases are rising rapidly in the community causing disruption to other local schools and Wandsworth Public Health / Public Health England issue warnings of expected local/ national infection wave. We will review our current risk assessment and:

- ensure ventilation of classrooms increases
- hand-washing is more rigorous
- Masks may be re-introduced (advised by PHE)
- Large indoor meetings or performance audience numbers reduced
- Staffroom capacity reduced
- Clinically Vulnerable staff meet with the SBM to review their individual risk assessment and discuss additional protection (e.g. use of face coverings, reduction in movement between classes/ groups)

**Step 3: A Single Child Tests Positive, Having Attended School**

A single child tests positive for Covid in a class but there are fewer than 5 cases in the year group and no other year groups are affected.

- The child self-isolates for 7 days.
- Remote learning will be provided if they are well enough to complete it
- The parents of the child are contacted directly by NHS Track and Trace to establish likely contacts.
- Likely contacts will be contacted by NHS Track & Trace and advised to book a PCR Test.
- The schools will contact parents to advise this if close contacts are known.

**Children do not need to miss school or self-isolate whilst they wait for the result of the PCR test unless they have Covid Symptoms**

**Step 4: 5 Children and/or Staff Within A Year Group Test Positive Within 10 Days Of Each Other OR 3 Children Or Staff In A Single Class/ Club Within 10 Days**

**As for Step 4 for each positive case.**

The schools will discuss the outbreak with Wandsworth Public Health and agree strengthening protective measures for 10 school days, including:

- Re-introducing staff face masks for corridors and communal areas
- Reintroduce cohort bubbles, particularly in the dining hall and communal areas
- Adapting, limiting or postponing indoor sporting events, trips, open days and performances
- Reintroduction of Zoom meetings for Governors, staff
- Reverting to Seesaw/Google Classroom Collective Worship in classrooms.
- Reducing the number of classes staff work across.
- Continuing twice-weekly Staff Lateral flow testing.

- Suspending residential and other educational visits, particularly if transport is involved
- limit access to before and after-school clubs

#### **Step 5: Covid Cases Continue To Increase Rapidly Within A 10 Day Period**

Despite the measures indicated above, Covid cases within the schools continue to rise within a 10 day period with multiple classes and staff affected, suggesting that Covid is spreading widely throughout the schools. Liaising with Wandsworth Public Health to agree further measures, for a further 10 school days, including possibly:

- Limiting all non-essential visitors to school
- Reintroducing staggered starts and ends to the day
- Postponing all non-essential events
- Re-introducing remote learning for individual classes for 10 school days
- Using agency staff or deploying support and Senior staff to cover staff absence

If further restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

All other pupils will be required to stay at home and will receive remote education. We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our remote learning policy available on the website. The schools will continue to provide vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

Parents, carers, pupils and staff will be informed promptly about the introduction of any of the above steps control measures. This will be done via **Parent Pay and the website** once a decision has been made.