

Covid-19 Health and Safety Risk Assessment and Outbreak Plan March 2022



School/ Setting	Templemoor Infant and Nursery School	Date of Assessment	March 2022
Assessment Completed By	Headteacher		

Staying Covid Secure - Our Commitment

- ✓ We recognise the risk posed by Coronavirus (Covid-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All Clinically Extremely Vulnerable (CEV) should attend their place of work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, staff previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Staff with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID- 19.</p> <p>Individual risk assessments are not required, but employers are expected to discuss any concerns that people previously considered CEV may have.</p>

02	Staff and other adults should follow guidance on People with COVID-19 and their contacts if they have COVID-19 symptoms .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>COVID SYMPTOMS</u></p> <p>When an individual develops COVID-19 symptoms: The main symptoms of COVID-19 are a recent onset of any of the following:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>There are several other symptoms linked with Covid-19. These other symptoms may have another cause and are not on their own a reason to have a Covid-19 test. If you are concerned about your symptoms, seek medical advice.</p> <p>What to do if you have symptoms If you have any of the main symptoms of COVID-19, even if they're mild:</p> <ol style="list-style-type: none"> 1. Get a PCR test (test that is sent to a lab) to check if you have COVID-19 as soon as possible. 2. Try to stay at home and avoid contact with other people until you get your test result. 3. You should also follow this advice if you have a positive LFD test result, even if you do not have any symptoms. <p>If the staff member tests negative, the staff member can return to work as soon as they are well. Under no circumstance must staff return to school if they are still feeling unwell.</p> <p><u>TESTING POSITIVE FOR COVID-19</u> Any employee who tests positive for Covid-19 (either through an LFD or PCR test) must inform a member of the Senior Leadership Team. School must contact the local health protection team via Covidtrace@trafford.gov.uk. to inform them of this.</p>
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					<p>An employee who has a positive test result should stay at home and self-isolate. Many people will no longer be infectious to others after 5 days. Staff should take an LFD test from 5 days after your symptoms started (or the day your test was taken if you did not have symptoms) followed by another LFD test the next day. If both these test results are negative, and you do not have a high temperature, the risk that you are still infectious is much lower and you can safely return to your normal routine.</p> <p><u>REPORTING CASES</u> Where an education setting becomes aware of a case via PCR or LFD test, they are asked to send the details to covidtrace@trafford.gov.uk and should indicate if they require additional support.</p> <p>Warn and inform letters are no longer required to be sent out by the school.</p> <p><u>UNVACCINATED STAFF</u> Staff no longer have to self-isolate or take daily tests if they've been in close contact with someone who's tested positive, regardless of their vaccination status</p>
03	The school will regularly keep in touch with colleagues who are self-isolating with Covid-19 or working from home to monitor and support their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SLT to maintain regular text, phone calls to support employees who are self-isolating with Covid-19. Virtual meetings via Google Meet/ Zoom. All staff have been given details of how to access support for their mental health/ counselling services. Staff who are feeling well will be required to work from home during their isolation period.
04	The school will provide suitable information and equipment to work at home safely and effectively including and will provide additional aids and adaptations where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have been provided with a copy of 'Homeworking Guidance'. Appendix 1 of the Guidance has been signed and returned to a member of the SLT. All staff are fully aware of their work schedule if working from home. Lap tops and other resources will be provided where necessary. If required to work from home, staff are responsible for making sure that they take devices home with them. Staff are also responsible for making sure that any apps needed to facilitate remote

					learning are installed on devices. Where staff are having difficulties with working from home, they are encouraged to contact a member of the SLT.
05	Vaccination status.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is recommended that all school staff take up the offer of a vaccine. The school no longer holds on record staff vaccination status.
06	Rapid testing using Lateral Flow Devices (LFD)s.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School staff are not required to continue to take part in regular asymptomatic testing. The school is no longer able to order LFD tests for staff. The school does retain some LFD tests that it will use in the possible event of a future outbreak.

Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All Clinically Extremely Vulnerable pupils must attend school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.
08	Pupils should follow guidance on People with COVID-19 and their contacts if they have COVID-19 symptoms .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>COVID SYMPTOMS</u></p> <p>When a child develops COVID-19 symptoms: The main symptoms of COVID-19 are a recent onset of any of the following:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia)

					<p>There are several other symptoms linked with Covid-19. These other symptoms may have another cause and are not on their own a reason to have a Covid-19 test. If you are concerned about your symptoms, seek medical advice.</p> <p>What to do if a child has symptoms If a child has any of the main symptoms of COVID-19, even if they're mild:</p> <ol style="list-style-type: none"> 1. Get a PCR test (test that is sent to a lab) to check if you have COVID-19 as soon as possible. 2. Try to stay at home and avoid contact with other people until you get the test result. 3. Follow this advice if you have a positive LFD test result, even if you do not have any symptoms. <p>If the child tests negative, they can return to school as soon as they are well. Under no circumstance must children return to school if they are still feeling unwell.</p> <p><u>TESTING POSITIVE FOR COVID-19</u> Children with COVID-19 should not attend school while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these test results are negative, they should return to school, as long as they feel well enough to do so and do not have a temperature.</p> <p>If a parent or carer insists on a pupil attending school where they have a confirmed or suspected case of COVID-19, the school will take the decision to refuse the pupil to protect other pupils and staff from possible infection with COVID-19.</p> <p><u>REPORTING CASES</u> Where an education setting becomes aware of a case via PCR or LFD test, they are asked to send the details to covidtrace@trafford.gov.uk and should indicate if they require additional support.</p>
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					Warn and inform letters are no longer required to be sent out by the school.
09	Where a pupil is unable to attend their school because they have tested positive for Covid-19, access to remote education will be provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The school will support those who are self-isolating because they have tested positive to learn from home if they are well enough to do so.

Social Distancing

10	<p>It is no longer recommended that it is necessary to keep children in consistent groups ('bubbles').</p> <p>Schools should make sure their outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>For the vast majority of the time, children will continue to remain within their class and year group. For phonics, breaktimes, lunchtimes, assemblies etc, children will be permitted to mix.</p> <p>The school's outbreak management plan covers the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. School to continue to follow Public Health recommendations. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>
11	Although social distancing is no longer a legal requirement for staff and pupils, Head Teachers have a legal duty to ensure the health and safety of their staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Social distancing is no longer required in school.</p> <p>When there is an increase in local Covid-19 cases, considerations should be given to ensuring social distancing amongst staff - e.g. limited use of staffroom, online meetings.</p>
12	Timings of the school day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parent and staff protocol issued with details of entrance and exit points. Gate systems currently in use are maintained. The back gate near the Reception classrooms will now be in use.</p> <p>Timings of the school day are as follows:</p>

					<p>Start time Nursery: From 8:30am Start time Reception and KS1: 8:55am to 9am</p> <p>End time Nursery: 3:20pm End time Reception and KS1: 3:10pm to 3:15pm</p> <p>Parents must be prompt on drop off and pick up. Late arrivals to go to the main entrance, where a member of staff will take the child to their classroom.</p>
13	Visitors to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Onsite events involving parents are permitted, including PTA events and parent assemblies.
14	Use of Face Coverings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Face coverings are no longer advised for staff and visitors outdoors, in classrooms or communal areas.

Infection Control, Cleaning and Hygiene Arrangements

15	Hand sanitisers will be available at all entrances to the school and throughout the school and will be regularly monitored and maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alcohol gel hand santiser available at all entrances. Caretaker to ensure dispensers are full at the start of each day.
16	All staff and pupils will be encouraged to regularly wash their hands with soap and water, or to sanitise their hands, especially upon arrival at school, prior to eating, following breaks and lunch time and any other time deemed necessary (for example, after coughing or sneezing).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All adults and children to sanitise or wash their hands on entry to the building, after break and after lunch times, after sneezing, coughing or using the toilet and at the end of the school day.</p> <p>Ensure adequate stock levels of hand washing facilities.</p> <p>Ensure all toilet facilities are well stocked with anti-bacterial hand wash and soap and paper towels are regularly refilled. Hand dryers are permitted to be used. Pedal bins placed in classrooms and all toilets - waste to be bagged.</p>

17	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Signage around school to support procedures, i.e. 'Catch it, bin it kill it', Handwashing, coughing into elbow etc. Regular reminders to children. Classrooms to be supplied with soap and anti-bacterial hand wash, gel and paper towels. Sinks in each classroom.</p> <p>The school will provide sufficient tissues for use by staff and pupils.</p>
18	Cleaning materials will be available throughout the school to allow cleaning of frequently touched surfaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Surfaces in classrooms are to be kept as clutter free as possible to enable thorough cleaning to take place. Box in each classroom with cleaning equipment (gloves, tissues, spray).</p> <p>Frequently touched surfaces to be thoroughly cleaned.</p> <p>Children in Year 1 and Year 2 will bring in a pencil case from home containing their own individual resources.</p> <p>Children may bring a labelled water bottle for their own use. This must be taken home each afternoon and cleaned and refilled at home ready for the following day.</p> <p>Children must not bring any toys or teddies to school.</p> <p>Children must wear school uniform each day, except on their allocated P.E. days, when they must wear a P.E. kit to school.</p>
19	<p>A regular cleaning schedule should be maintained. This should include daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces:</p> <ul style="list-style-type: none"> • Toilets • Printers/ Photocopiers • Desks 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Meet with cleaning staff to review cleaning arrangements and make any necessary changes:</p> <ul style="list-style-type: none"> • Cleaning team do all toilets end of each day • Replenish soap and paper towels and toilet tissue • Increase focus cleaning on high contact points and tables. <p>Hand sanitiser/ disinfectant wipes next to equipment (i.e. photocopier, telephones).</p>

	Public Health (PH) have published guidance on cleaning.				
20	All working areas within the building will be well-ventilated (windows and doors open) where safe and appropriate to do so and a comfortable teaching environment should be maintained by increasing the heating where necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>It is important to ensure that the school is well ventilated, and a comfortable teaching environment is maintained. Therefore:</p> <ul style="list-style-type: none"> • Internal doors must be kept open all day. • Windows should remain open. However, in cooler weather windows should be opened just enough to provide background ventilation and opened fully during breaks and lunchtimes when the space is unoccupied, to purge the air space. • External doors should remain open (where safe and appropriate to do so) at break times and lunchtimes when the room is unoccupied to purge the air space. • Heating should be used as necessary to ensure comfort levels are maintained. <p>Where it is difficult to maintain a comfortable temperature, the school will allow pupils to wear additional items of clothing in addition to the school's uniform.</p> <p>CO2 monitors have been provided in each classroom, including the main hall, so staff can quickly identify where ventilation needs to be improved.</p>
21	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Hand-Washing Guidance</u> <u>Hand-Washing Video</u> <u>Hand-Washing Poster</u></p>
22	Suppliers and contractors who attend the school will be advised infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All contractors and visitors to sign in. Contractors not to be in areas where children or staff are (where possible come outside of school hours). One member of staff (office staff) to sign contractors in and out/ show them to area. Contractors</p>

					<p>to use hand sanitiser on entry. Any Contractor showing signs of Covid 19 will be asked to leave the school immediately and inform the school of the outcome of any test.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Supply teachers, peripatetic teachers and temporary staff can move between schools.</p> <p>Student Teachers are permitted on site.</p> <p>A record of all visitors will be kept, even if the visit is outside of school hours.</p>
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Response to an Infection

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
23	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> - Those with symptoms book a test - Contact Outbreak Management and Contact Tracing Hub, (OMCTH) (covidtrace@trafford.gov.uk) when become aware of a confirmed case (OMCTH will also contact schools when they become aware of a confirmed case). - OMCTH will then work with school to determine actions to be taken. - Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or OMCTH. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below

24	If an outbreak occurs, the school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below
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Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Sufficient staffing and resources are in place to maintain the security of the building and its occupants, including relief staff when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff expected to be onsite for their normal contracted hours-except PPA time. Staffing model reviewed by SLT regularly, considering changes due to illness/self-isolation etc. Front office staffed during school day. School playground gates locked throughout day to allow for any opening of external doors deemed necessary. Internal security doors closed at all times.
26	Sufficient staffing and resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SLT to contact Trafford Cleaning Services in the event of staff absence. Cleaning is provided by Trafford Cleaning Services who are responsible for ensuring cleaner staffing levels. Cleaning stock regularly checked to allow for future demand.
27	Sufficient numbers of trained staff are in place to provide recommended First Aid provision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid trained staff on site throughout each school day. If a child or staff member requires First Aid, any available qualified member of staff will assist them.
28	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. New advice of fire doors and fire evacuation drills has been issued to schools: Revised Fire Guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staffing ratios adhered to. Fire doors should remain closed at all times. Fire drills will be carried out each term.

Statutory Premises Compliance and Maintenance

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
29	PPM (Planned Preventative Maintenance) work will continue to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SBM/ HT to arrange. All PPM will be undertaken considering the schools Covid Risk Assessment.
30	Defect Reporting arrangements are in place and all staff are aware of the arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SBM to report defects.

Outbreak Management Plan

Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.

N.B- THE FOLLOWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.

The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.

For most education and childcare settings, these include:

1. a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
2. evidence of severe disease due to COVID-19, for example if a child or staff member is admitted to hospital due to COVID-19
3. a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required in an outbreak, or where there are cases identified as a Variant of Concern (VoC), it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p>ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs ‘CONTINGENCY FRAMEWORK’ AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Ensure remote learning platform remains. Provision in place for key worker children attendance (as per national lockdowns).

02	When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reintroduction of home testing for staff.
03	Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Year/ class group bubbles implemented • Staggered entrance/ exit times • Staggered/ limited use of communal areas- hall/ dining room etc.
04	Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Face coverings worn by all staff and visitors, in communal areas unless they are exempt. • Face coverings worn by parents at drop off and pick up.
05	Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list. SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. • Remote learning platform in place for children who are advised to shield.
06	Temporary limit to certain school activities; - educational visits - open days - transition and taster days - parental attendance in settings - performances in settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk assessments in place.