



# INFECTIOUS DISEASES COVID-19 STEP 4 – AUTUMN TERM

BUSHBURY HILL PRIMARY SCHOOL



| Significant Hazards                  | Persons Affected          | Controls  | Risk Rating | Action Required  | Action By & Date   |
|--------------------------------------|---------------------------|---|-------------|--|--|
| Awareness of policies and procedures | Staff<br>Pupils<br>Others | <ul style="list-style-type: none"> <li>• All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures.</li> <li>• All staff have access to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>• The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>• The Health Protection (Notification) Regulations 2010</li> <li>• Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>• DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>• DfE</li> <li>• NHS</li> <li>• Department for Health and Social Care</li> <li>• PHE</li> </ul> </li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>• Parents are made aware of the school's infection control</li> </ul> | MED         | <p>CU to share in Blog</p> <p>TB to share in Teams Policies and guidance</p> <p>Inset Training</p> | <p>10.09.21</p> <p>9.9.21</p> <p>2.9.21</p> <p>10.9.21</p> |

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|  |                           | <p>procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <ul style="list-style-type: none"> <li>• Pupils are made aware of the need to tell a member of staff if they feel unwell.</li> </ul>   |     |  |  |
| Disruption to the running of the school in cases of local outbreak | Staff<br>Pupils<br>Others | <ul style="list-style-type: none"> <li>• The school has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary.</li> <li>• The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required.</li> <li>• Follow Government advice and follow any instructions</li> </ul>  | MED |  |  |
| Cleaning of school   | Staff<br>Pupils<br>Others | <ul style="list-style-type: none"> <li>• All hard surfaces to be cleaned on a regular basis, this will include</li> <li>• All door handles, stair rails and lights</li> <li>• All tables and chairs used by staff and pupils</li> <li>• Toilet flushes and regular cleaning of toilets.</li> <li>• All classrooms to have spray disinfectant and blue disposable cloths.</li> <li>• Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> </ul> | MED |  |  |
| Ventilation class/office   | Pupils<br>Staff           | <ul style="list-style-type: none"> <li>• Identify any poorly ventilated spaces and take steps to improve fresh air flow</li> <li>• Where appropriate open external windows, internal doors and external doors to improve natural ventilation</li> </ul>  | MED |  |  |
| Poor hygiene practice  | Staff<br>Pupils<br>Others | <ul style="list-style-type: none"> <li>• You should continue to ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser (stickers for those that need to wash hands)</li> <li>• Staff and visitors are encouraged to use the hand sanitiser near the signing in tablet.</li> </ul>  | MED |  |  |

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|                      |                           | <ul style="list-style-type: none"> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.</li> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE</li> </ul>   |     |  |  |
| Spread of infection  | Staff<br>Pupils<br>Others | <ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>• Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> <li>• The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>• Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.</li> </ul> | MED |  |  |
| Classroom management | Pupils<br>Staff           | <ul style="list-style-type: none"> <li>• Outbreak management plans should cover the possibility of reintroduction of bubble and restrictions on mixing for</li> </ul>  | MED |  |  |

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|   |                           | <p>a temporary period in case of local outbreak.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings</a></p>  |     |  |  |
| Assemblies                                      | Pupils<br>Staff           | <ul style="list-style-type: none"> <li>There are no restrictions in place for holding assemblies and singing in the school hall.</li> </ul>  | MED |  |  |
| Lunchtimes                                      | Pupils<br>Staff           | <ul style="list-style-type: none"> <li>Lunchtime arrangements can revert back to previous arrangements.</li> <li>Tables must still be cleaned on a regular basis throughout dinner time activities.</li> </ul>   | MED |  |  |
| Playtime and using equipment                    | Pupils<br>Staff           | <ul style="list-style-type: none"> <li>Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment.</li> </ul>   | MED |  |  |
| Personal Protective Equipment<br>Face Coverings | Pupils<br>Staff           | <ul style="list-style-type: none"> <li>Face coverings are no longer advised for staff and visitors in classrooms, corridors or communal areas, however BHPS will be supportive of staff who would prefer to wear still.</li> <li>School will follow director of public health advice in cases of local outbreak.</li> <li>Schools put into place any actions or precautions advised by their local HPT.</li> </ul>   | MED |  |  |
| Ill Health                                      | Staff<br>Pupils<br>Others | <ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not</li> </ul> | MED |  |  |

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|                                    |                 | <p>come into contact with others and are supervised at all times.</p> <ul style="list-style-type: none"> <li>• The parents of unwell pupils are informed as soon as possible of the situation by the Inclusion team.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul> |     |  |  |
| Asymptomatic testing Summer School | Pupils<br>Staff | <ul style="list-style-type: none"> <li>• Staff (who have agreed to) should undertake twice weekly home tests whenever they are on site until the end of September when this will be reviewed</li> </ul>  | MED |  |  |

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| Positive Cases                         | Pupils<br>Staff           | <ul style="list-style-type: none"> <li>• School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace.</li> <li>• School will support NHS Test and Trace when required to help identify close contacts</li> <li>• Children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</li> <li>• Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</li> <li>• We would encourage all individuals to take a PCR test if advised to do so.</li> <li>• Staff / Pupils with a positive lateral flow test result should self-isolate in line with the stay at home guidance and get a PCR test to check if they have COVID-19 and continue to self-isolate</li> <li>• If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test and the pupils/staff can return to school as long as the individual doesn't have COVID-19 symptoms</li> </ul> | MED |  |  |
| Poor management of infectious diseases | Staff<br>Pupils<br>Others | <ul style="list-style-type: none"> <li>• Staff are instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>• Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or Inclusion team as soon as possible.</li> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• The school is informed by pupils' parents when pupils</li> </ul>   | MED |  |  |

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|                                |                 | <p>return to school after having coronavirus – the school informs the relevant staff.</p> <ul style="list-style-type: none"> <li>• Caretakers monitor the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul> <p><a href="https://publishing.service.gov.uk">Contingency framework: education and childcare settings (publishing.service.gov.uk)</a></p> <p><b>The thresholds, detailed below, will be used by BHPS as an indication for when to seek public health advice if they are concerned.</b></p> <p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>➤ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or</li> <li>➤ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <ul style="list-style-type: none"> <li>• We will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</li> <li>• The School may seek additional public health advice if they are concerned about transmission in the setting.</li> </ul> |     |  |  |
| Admitting children into school | Pupils<br>Staff | <ul style="list-style-type: none"> <li>• In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a</li> </ul>  | MED |  |  |

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|                              |                 | <p>pupil attending our school, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p> <ul style="list-style-type: none"> <li>• Our decision would need to be carefully considered in light of all the circumstances and current public health advice.</li> </ul>  |     |  |  |
| CEV children                 | Pupils<br>Staff | <ul style="list-style-type: none"> <li>• All CEV children should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend</li> </ul>  | MED |  |  |
| Admitting people into school | Pupils<br>Staff | <ul style="list-style-type: none"> <li>• Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or have been instructed to quarantine</li> <li>• Any staff or pupils within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow public health advice</li> <li>• In the case of a pupil awaiting collection, they should be taken to a room away from other pupils and supervised</li> <li>• If the member of staff is in close contact with the child then they should wear appropriate PPE</li> <li>• Any rooms that have been used for this purpose should be cleaned after they have left</li> </ul> | MED |  |  |
| Staff CEV                    | Staff           | <ul style="list-style-type: none"> <li>• CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus</li> <li>• Staff should attend their place of work if they cannot work from home</li> <li>• The school will follow DHSC updated guidance</li> </ul>  | MED |  |  |

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| Ensuring risk assessment can be adhered to | Staff<br>Pupils | <p><b><u>Staff shortages</u></b></p> <ul style="list-style-type: none"> <li>• School monitors daily any staff absence.</li> <li>• Everyone is instructed to monitor themselves and others and look out for others.</li> <li>• Daily report to the HT on number of absences and symptoms.</li> <li>• Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> </ul>  | L   |  |  |
| Impact on staff well-being                 | Staff<br>Pupils | <p><b><u>Staff well-being</u></b></p> <ul style="list-style-type: none"> <li>• Staff who are vulnerable have an individual risk assessment plan for those needs.</li> <li>• Health and Wellbeing staff meetings to be carried out termly. Educational Psychologist and learning mentors will offer support to any staff who are affected by Coronavirus or has a family member affected.</li> <li>• Physical and mental health and well-being policy to continue to be used.</li> <li>• Regular communication of mental health information and where to get support is emailed to all staff and CU has an open-door policy for those who need additional support.</li> </ul> | M   |  |  |
| Educational visits                         | Pupils<br>Staff | <ul style="list-style-type: none"> <li>• If booking new visits ensure that the school have adequate financial protection in place</li> <li>• Full risk assessments must be undertaken.</li> </ul>  | MED |  |  |