

Holy Ghost Primary School

Covid-19 Risk Assessment

Updated 24th November 2021

At Holy Ghost the following control measures for managing COVID-19 continue to apply:

1. Good hand hygiene for everyone
2. Increased cleaning regimes
3. Keeping occupied spaces well ventilated
4. Follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19

Covid symptoms which will necessitate a PCR test:

- **A high temperature**
- **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

The school will also be cautious about other illnesses or symptoms that a child may display. We will work with parents and ask them to keep their child at home if there is any doubt about the cause of the symptoms. The parent may be asked to consult with their GP for clarification.

Issue	Action
Minimising contact with individuals who are unwell or have symptoms	Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none">• They have one or more coronavirus (COVID-19) symptoms (a new, continuous cough or a high temperature, or a loss of or change in their normal sense of taste or smell)• A member of their household has coronavirus (COVID-19) symptoms, unless they meet one of the criteria below: They are required to quarantine having recently visited countries where quarantine is mandatory on return to the UK.

They have had a positive test.

They have been told to isolate by NHS Test and Trace/Public Health Protection team.

They must not attend for at least 10 days from the day after:

- The start of their symptoms
- The test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test

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:

- They are fully vaccinated
- They are below the age of 18 years and 6 months
- 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 that they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

Children under 5 years old identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.

Pupils or staff members developing symptoms in school must be:

- Sent home and advised to follow the stay home guidance
- Self-isolate for at least 10 days
- Arrange to have a test
- Other members of household (including siblings) to self-isolate for 10 days from when the symptomatic person first had symptoms unless they meet one of the criteria above.

Pupils sent home should avoid using public transport and where possible be collected by a member of their family or household.

Pupils waiting for pick-up should be isolated in a separate, closed space with ventilation. If not possible they should remain in a space that is at least 2 metres away from anyone else. If they need the bathroom, that must be cleaned before further use.

	<p>Any member of staff staying with a pupil while awaiting pick-up must wear PPE if social distancing cannot be maintained.</p> <p>Any member of staff or pupil who has been in close contact with a symptomatic person/pupil should not self-isolate unless:</p> <ul style="list-style-type: none"> • They develop symptoms (in which case they should arrange a test) or • The symptomatic person tests positive • They are required to do so by NHS Test and Trace or PHE service. • They have tested positive from an LFD test as part of a community or worker programme. <p>Everyone to wash hands for 20 seconds after any contact with someone who is unwell.</p> <p>The area around the individual must be cleaned once they have left the building.</p>
<p>Appropriate use of face coverings</p>	<ul style="list-style-type: none"> • If there is an outbreak of Covid face coverings should be worn by staff in communal areas; in classrooms and at gates.
<p>Clean hands thoroughly more often than usual</p>	<p>Ensure soap and hot water is available in every toilet (and additional sanitisers in all spaces).</p> <p>Hand sanitiser stations set up at the school entrances for pupils and any other individuals entering the school to use.</p> <p>Ensure handwashing requirements/opportunities for pupils are built into behaviour expectations and daily routines, including:</p> <ul style="list-style-type: none"> • On arrival at school • When they return from breaks • When they change rooms, and • Before and after eating. <p>Supervision should be given.</p>
<p>Enhanced cleaning routines.</p>	<p>Put in place additional cleaning routines to:</p> <ul style="list-style-type: none"> • Ensure more frequent cleaning of rooms/shared areas used by different groups • Frequently touched surfaces are cleaned more often than normal

	<ul style="list-style-type: none"> • Toilets to be cleaned regularly and pupils to be encouraged to clean their hands thoroughly after using the toilet.
Keep occupied spaces well ventilated	<ul style="list-style-type: none"> • Natural ventilation • Open external doors where safe to do so and while also maintaining comfortable temperatures
Promote and engage in asymptomatic testing, where available	<ul style="list-style-type: none"> • Staff should continue to test twice weekly at home
Engage with the NHS Test and Trace process	<ul style="list-style-type: none"> • Ask parents of children attending school and staff to inform them immediately of the results of any tests taken outside school and follow the guidance.
Manage confirmed cases amongst school community	<p>From Monday 19 July 2021, schools will no longer carry out routine contact tracing. From this point onwards, close contacts will be identified and contacted by NHS Test and Trace.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • Anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> ○ Face-to-face contact including being coughed on or having a face-to-face conversation within one metre ○ Been within one metre for one minute or longer without face-to-face contact ○ Sexual contacts ○ Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ Travelled in the same vehicle or a plane <p>Where a parent insists their child attends school despite having symptoms school can refuse to allow the child on site.</p>
Indoor and outdoor performances	<ul style="list-style-type: none"> • Identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas. • <i>See separate risk assessments for Music</i>
Staff and pupils previously considered Clinically Extremely Vulnerable (CEV)	<ul style="list-style-type: none"> • Staff previously considered CEV should, as a minimum, follow the same COVID-19 precautions as all other staff, but may wish to take extra precautions • Staff should continue to follow any additional precautions advised by their clinician

<p>Follow public health advice on testing, self isolation and managing confirmed cases of COVID 19</p>	<ul style="list-style-type: none"> • Follow latest guidance • Staff who have been doubly vaccinated, and children under 18, do not need to isolate if they have had close contact with a positive case, but should take a PCR test. They do not need to isolate whilst waiting for the result • Staff and pupils should not come to school if they have symptoms, a positive test result or other reasons requiring to them to isolate (eg quarantine for travel abroad according to guidance). • If anyone in school develops symptoms, however mild, they must be sent home • If a pupil is waiting to be sent home, they should be asked to sit outside (by the Office), and be closely supervised. If too cold or wet, then a room should be found for child to reduce risk; to be isolated and to be supervised. • Staff supervising should wear PPE. The room should be deep cleaned after the pupil has left • Staff will continue to be required to take twice-weekly LF tests. If they have a positive LF test, they must have this confirmed with a PCR test and isolate until they have the result of the PCR test, reducing contacts where possible and reasonable. • Visitors to be allowed on site only when necessary. • Office staff to explain the need to socially distance and need for hygiene. A record to be kept of all visitors
<p>Reducing contacts where possible and reasonable</p>	<ul style="list-style-type: none"> • Parents to pick up from gates at the beginning and end of the day • Parents to access office via office window only, when necessary. • Parents to attend functions held outside. • Parents' conferences – by Zoom in Autumn term and reviewed for Spring. • Staffroom to return to social distancing, with Splat used for overspill • Staff to continue to use their own crockery and cutlery, and be responsible for washing them up • Paper towels to be available, as an alternative to tea towels • Cloths to be replaced daily • Staff may decide to eat in their classroom, or another space, if they feel the staffroom is too crowded. • If required, assemblies to resume on Zoom • If required, Google Classroom to be used for remote learning. • Lunch to be slightly staggered -11.40am -1:00pm – adults assigned to each class

	<ul style="list-style-type: none"> • Children to sit at allocated tables each day which are cleaned after each class has finished • Before/After-school clubs: Sports' clubs outside. • Band/trumpets/choirs in the hall or Learning Lab to allow for spacing and ventilation • Classes to be dismissed from designated gates at the end of the day – slightly staggered.
Outbreak of COVID-19	<i>Refer to Outbreak Management Plan and follow the guidelines below from LCRC</i>

Strengthen communications to encourage pupils to undertake twice weekly LFD testing; and reinforce advice on symptoms and case isolation	As standard and particularly when asymptomatic testing uptake is not optimal
Consider moving activities outdoors, including exercise, assemblies and classes	As standard when feasible (e.g. weather) with priority given to activities where large groups gather, there is contact between those who would not usually mix or where singing, shouting or exercise may be taking place
Further improvement of ventilation indoors (without significantly impacting thermal comfort)	As standard, with particular focus on improving ventilation during activities where singing, shouting or exercise may be taking place
Implement enhanced cleaning, focusing on touch points. Shared equipment should be cleaned after use	As standard
Review and reinforcement of hygiene measures	As standard, with particular support for those where maintaining hygiene standards may be difficult (for example younger cohorts)
Strong messaging to school/setting community about signs, symptoms, isolation advice and testing to support prompt isolation of suspected cases.	As standard

Promote vaccination uptake for eligible students and staff. Please request support from your local authority	As standard
Report all staff, pupil or student cases to the isolation hub (020 3743 6715) for contact tracing purposes	As standard
Promote PCR testing for close contacts identified by NHS Test and Trace	As standard
Use your risk assessment to identify any safeguarding issues	
Provide warn and inform information to identified group (e.g. class, year group, common activities group).	As standard, letters to inform them of the outbreak

Amber Zone Measures

Additional Measures for Consideration where Thresholds Apply
Increased frequency of LFD testing
Promoting social distancing and reducing crowding. This may include reducing the number of children gathering together (for example in assemblies) and minimizing pinch points in the school day
Temporary reintroduction of “bubbles” to reduce mixing between 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)
Have you reviewed and reinforced hygiene measures?
Limitation of residential education visits, open days, transition / taster days, parental attendance, live performances
School is aware of the reasons to 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.

This is a working document, subject to regular review. All staff and governors are asked to raise matters arising so that further risks can be assessed, and measures put in place to mitigate risk.

