



PORTWAY INFANT SCHOOL COVID 19 RISK ASSESSMENT – February 2022

School	Portway Infant School	Date of Assessment	24.8.21 Updated 5.1.22 Updated 27 2 22
Assessment Completed By	Lisa McSherry - 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 consult on its contents.
- We will continue to comply with all relevant Health and Safety Legislation.

✓The Government released further guidance for schools on the **3rd January 2022**. Covid restrictions were lifted for England on 24th February 2022

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school.
2. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Maintain enhanced cleaning, including cleaning frequently touched surfaces, using standard products ie detergents.
5. Keep occupied spaces well ventilated.
6. **Face coverings for staff used in communal areas and when working in close contact with children 1:1**

In specific circumstances:

8. Ensure individuals wear appropriate personal protective equipment (PPE).
9. Promote and engage in asymptomatic testing, where available.

Response to infection:

10. Seek advice from DfE advice line.
11. Manage and report confirmed cases of coronavirus (COVID 19) amongst the school community.
12. Contain any outbreaks by following local health protection team advice.



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Ref	Control Measures	Yes	No	N/A	Action Taken Details / Further information
01	Any pupils, staff and visitors displaying any symptoms of coronavirus, including new variants, MUST not come into school and are advised to take a PCR test. They MUST isolate until results are received. In event of a positive test they MUST ISOLATE for 10 days from the start of their symptoms. LFD tests can be taken on Day 5 onwards, where there are two negative tests on concurrent days, isolation can end. From 22.12.22 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 and return to your education or childcare setting from day 7-6. From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months	✓			Risk Assessment shared with staff and all school community. Staff to inform the office and Headteacher immediately if they have symptoms or have tested positive or been told to isolate by NHS Track and Trace. Letter to parents to be informed of policy and advised to inform school office if their child has symptoms and/or a positive test. “All settings should continue their strong messaging about signs and symptoms, isolation advice and testing, to support prompt isolation of suspected cases.” Contingency Framework DFE August 2021 In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school where they have a confirmed or suspected case of COVID-19, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.



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identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.

Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.

In the event of an asymptomatic positive PCR LFD test pupils, staff or visitors MUST isolate for 10 days from the date of the positive test but can stop isolation if they have a negative LFD on days 6 and 7.



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If you have COVID-19, stay at home and avoid contact with other people

Children and young people with COVID-19 should not attend their education setting 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 tests results are negative, they should return to their educational setting if they normally attend one, as long as they feel well enough to do so and do not have a temperature. They should follow the guidance for their educational setting.

Tracing close contacts and isolation

Public health advice for People with COVID-19 and their contacts changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.

Children and young people who usually attend an education or childcare setting and who live with someone who has COVID-19 should continue to attend the setting as normal

Any pupils or staff that are required to quarantine after a visit to another country must do so for the full time period set.

Close contacts - where there is a high level of positive cases in one class, staff and pupils will still be advised to take daily LFD tests whilst we have stocks in school.

If there are **any** symptoms of Covid 19 displayed in school by a child, they will be sent home and parents will be told to seek further advice from the NHS.



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02	From 16 th August 2021 all fully vaccinated adults who are identified as a close contact do not need to self-isolate unless they develop symptoms or have a positive test. 7 days of LFD testing is strongly advised. This will stay until free LFD tests are still available in school.	✓			Risk Assessment shared with staff. Staff briefing
03	From 16th August 2021 adults who have had one dose of vaccine or 2nd dose within last 2 weeks and are identified as a close contact will still need to self-isolate.	✓			Risk Assessment shared with staff. Staff briefing The school encourages staff to be vaccinated if possible and facilitates these staff members to attend booked vaccination appointments.
04	From 16th August all pupils (under 18s) who are identified as a close contact do not need to self-isolate but will be advised by NHS Track and Trace to take PCR test and only need to isolate in event of a positive test. 7 days of LFD testing is strongly advised.	✓			Letter to advise parents
05	Confirmed cases of Coronavirus				In event of a confirmed positive case school follows public health advice and contacts the DfE's dedicated advice service. In event of two or more cases within 14 days school seeks advice from DfE advice service.
06	School are regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	✓			Communication via email, phone, text, WhatsApp. Referrals by mutual consent, made to OH and counselling services. Staff are encouraged to share and encourage positive strategies to encourage well-being.



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07	School will provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	✓			All teaching staff have access to either a school iPad or laptop. Staff are able to login to the school server from home remote login
08	Anyone in school who develops coronavirus symptoms during the day MUST be sent home, advised to take a PCR test and MUST isolate until results are received.	✓			Following current advice https://www.nhs.uk/conditions/coronavirus-covid-19/ Advise children, young people, parents, carers or any visitors, such as suppliers, not to enter the school premises if they are displaying any symptoms of coronavirus. Vigilant monitoring of staff/pupils who are symptomatic including new variant symptoms: high temperature, new continuous cough, loss of taste or smell, If a child is awaiting collection, they should be moved, to a room where they can be isolated behind a closed door. (Learning mentor room) Ideally, a window should be opened for ventilation. If the rooms are in use, the occupiers will need to leave and find elsewhere (staffroom). A no entry sign will be put on the outside of the door and no one will be able to use the room until it has been deep cleaned. Likewise, if the toilets are used by the unwell child/adult, a no entry sign will be displayed and will be deep cleaned before any further use. If the child/staff member needs to go to the toilet while waiting to be collected, they should use a separate one if possible (First Aid room). The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. A no entry sign will be placed on the door until cleaning has taken place. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). PPE is stored in the First Aid room as well as the main school office - it is easily accessible when needed. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.



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09	We provide remote learning for all pupils who are not in school.	✓			Online learning is accessed by pupils via Class Dojo A new Remote Learning Policy was shared with parents prior to the 22nd October 2020 and updated in August 2021 then January 2022. Lessons will be pre-recorded or voiced over powerpoints and some work that can be done independently. This will continue, for those who are unable to attend school due to being tested positive for Covid-19 or for those isolating. Additional learning resources can be provided and these can be collected by a family member from the office or will be taken to the child's home address by a member of staff. Staff must not go inside a home, they should drop resources at the door and socially distance if speaking to a child or parent/guardian.
10	Hygiene including hand hygiene and cleaning.	✓			Staff, visitors and pupils are to be informed that enhanced hygiene procedures are still in place. Regular hand cleansing is to be carried out on arrival at school, at breaks, before and after eating. Enhanced regular cleaning to be carried out in accordance with school cleaning schedule. Key touch points should be cleaned frequently. Classrooms have been decluttered to reduce the risk of contaminated surfaces and support ease of cleaning. Classroom resources will be regularly cleaned.



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11	All pupils in school will no longer required to be in class bubbles led by one teacher and will be supported by one or a number of Teaching Assistants. However, in event of school or local outbreak school will adhere to local health agency advice which may include re-introducing bubbles on a temporary basis	✓			However, in event of school or local outbreak school will adhere to local health agency advice which may include reintroducing bubbles on a temporary basis with details as below. Where possible, staff to maintain 2m social distance between each other and distance where possible from children. Most TAs are limited to one or two bubbles to reduce the risk of spreading the virus. However, this may have to change wherever there is high staff absence and staff are required to be in different classrooms to ensure the smooth running of the school. If teaching assistants agree to cover classes in times of high staff absence they will be paid at a Higher Level Teaching Assistant rate. Classes may be merged in extreme circumstances to enable children to receive face to face learning rather than remote learning. Where this happens, pupil to adult ratios will be adhered to where possible.
12	Face coverings are recommended to be worn by staff and visitors in school in communal areas.	✓			Staff, and visitors to be advised that they should wear face coverings in school. Parents can also opt to wear them when dropping off and collecting children if they so wish. Face coverings do not need to be worn when outdoors. However, when parents have 1:1 conversations with staff it is advisable for both parties to wear them. All staff and visitors have access to face masks and can wear them when moving throughout the building if they so wish. School has a small contingency of spare face coverings SAFE WEARING OF FACE COVERINGS REQUIRE: When wearing a face covering, staff, visitors and pupils should: • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on • avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus



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	Face coverings Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas.			• change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose • avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination When removing a face covering, staff, visitors and pupils should: • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • only handle the straps, ties or clips • not give it to someone else to use • if single-use, dispose of it carefully in a household waste bin and do not recycle • once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them. • if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric 10 • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed Staff will be advised that face coverings can be worn in communal areas and when working in very close contact with children ie 1:1 in a small room or sat at a desk together. This will be at the discretion of individual staff members. A director of public health might advise that face coverings should temporarily be worn in communal areas. We will follow this recommendation if advised to do so by public health.
13	All staff are encouraged to carry out asymptomatic testing. This will be in place throughout September and then is due to be reviewed by the Government.	✓		Staff are provided with LFD kits and are encouraged to be tested on Sunday and Wednesday night and report results. In the event of a positive LFD staff are advised to isolate immediately in line with current Government guidance – January 2022



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	Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school. Asymptomatic testing for staff is advised for spring 2 term, this will be reviewed after Easter. This is a personal choice however that staff can make, it is not mandatory.				This testing solely depends on the number of LFD tests we have in school, we are not in a financial position to provide these once they have to be paid for.
14	All Clinically Extremely Vulnerable staff or pupils are encouraged to attend school.	✓			All clinically vulnerable staff and pupils are to attend school unless advised by a GP or clinician not to attend. Additional infection control measures may be implemented to reduce risk of infection. IF CEV staff or pupils are unable to attend school procedures are put in place to maintain contact and provide online learning/work. SLT will consider requests made by staff who may wish to change their working environment or hours in the interest of health and safety.
15	PE	✓			Social distancing in PE should not be required unless advised during an outbreak. External sports coaches are made aware of the schools COVID risk assessment. Competitions between schools can take place in with government guidance. Outdoors sports are prioritised where possible. Children will come to school in PE kit on class PE days.
16	Assemblies	✓			Assemblies will continue to be held in classrooms until a review before February 22 half term. Assemblies will be in classrooms for the first two weeks of spring 2 until we get a clearer idea of the amount of Covid 19 we have in school. If numbers have declined then we will move back to whole school assemblies.
17	Staff Meetings	✓			Staff meetings will continue to be on Microsoft Teams as much as possible.



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					There will now be more face to face events than previously, they will however be recorded for staff who cannot attend. Where visitors may come in to deliver training we will ask them to do a Lateral Flow test the morning of their visit.
18	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	✓			All staff are due to be in school and resources in place to maintain security. Staff timetables completed. Rotas in place for break and lunch duties. Fire evacuation procedure reviewed - (also Keep Safe).
19	Sufficient staffing / resources are in place to maintain the cleanliness of the building and audits to maintain hygiene measures (including their replenishment).	✓			Site opened and inspected daily each morning by Vinci staff. Additional cleaning of toilets carried out just after lunch by Mid-day supervisors. Cleaning before and after school by Vinci. Vinci to report to Office Manager regarding any cleaning issue.
20	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	✓			All Teaching Assistants are trained in First Aid (April 2021) Lisa Kemp, Sharne Kelly and Lisa McSherry are trained in Paediatric First Aid (April 2021) All teachers will be First Aid Trained by 1st September 2022.
21	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	✓			Fire escape routes are checked on a daily basis, and fire exit doors will not be locked or blocked. Staff supervise pupils once outside the building reassuring and reinforcing social distancing if required.
22	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: • Fire Alarm and Detection • Powered Doors / Gates	✓			Fire Alarm and Detection – weekly test carried out every Monday morning by Vinci. Legionella and Water Testing – weekly by Vinci Powered Doors / Gates – inspection carried out - see Premises file. Electrical Safety – as above PAT Testing – as above



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	• Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management				Asbestos Management –register available in office. ALL MAINTENANCE CONTRACTS CONTINUE Security – First County Monitoring
23	Remote Education Contingency Plan	✓			Remote education plans are in place for pupils who are self-isolating or there is high staff absence.
24	When school should consider extra action	✓			SLT to contact Public Health England/Derby for further guidance. As school leaders we will think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in our setting. The thresholds, detailed below, will be used by us as an indication for when we will seek public health advice on whichever of these thresholds is reached first: • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
	Attendance Children should attend school daily unless they are ill, have Covid 19 symptoms or have had a positive PCR or LFD result.	✓			School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by UKHSA or the DHSC, they should be recorded as code X (not attending in circumstances related to coronavirus).



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				Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). For pupils abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.
	Vulnerable children – wellbeing and education.	✓		Where pupils who are self-isolating are within the definition of vulnerable, it is very important that systems are in place to keep in contact with them, particularly if they have a social worker. Some children may be vulnerable who are not officially in statutory systems and schools should seek to support any children who they believe may have challenging circumstances at home. When a vulnerable pupil is asked to self-isolate, we will: • notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head • agree with the social worker the best way to maintain contact and offer support • check if the vulnerable pupil is able to access remote education support • support them to access it (as far as possible) • regularly check if they are accessing remote education • keep in contact with them to check their wellbeing and refer onto other services if additional support is needed.
	Stress & anxiety Pupils and staff may be experiencing a variety of emotions in response to the COVID-19 pandemic	✓		Adjust timetable to ensure sufficient or increased time for social and emotional support for pupils. Review or consider support offered to those directly affected by COVID-19. Staff wellbeing - free helpline to school staff for mental health and wellbeing. Education support Pupil wellbeing and support - to access useful links and sources of support for pupil's wellbeing and support:



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					https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges Conduct individual Stress risk assessments Pupils to attend school to promote wellbeing. For DCC schools undertake wellbeing support plans – see I Derby https://iderby.derby.gov.uk/human-resources/health-wellbeing/wellbeing/ or SIP for further information or seek further advice from your health and safety adviser.
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