

| Catalyst Academies Trust | | RISK ASSESSMENT FORM – September 2021 | | Completed in accordance with Gov Guidance for Stage 4 on the Government Roadmap | | | |
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| Location/Site: Catalyst Schools | | Date of Assessment: Updated 1/9/21 to be implemented 1/9/21 | | Assessor(s): Trust SLT | | Reference: Somers Heath Primary School | |
| Activity/Task/Situation | What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | Action by whom | Action by when | Completed |
| Changes to circumstances locally and Nationally | Increase d risk due to local or national changes. | School Community | <ol style="list-style-type: none"> 1. School and Trust Senior Leaders will monitor National and local guidance as well as the situation within the school. 2. If situations change (rise in cases, new variant, etc) then previous risk assessments, including wearing of masks and use of bubbles will be implemented. 3. The school have maintained certain arrangements around staggering the timetable to enable bubbles and other measure to be reintroduced with minimal impact on the children. | | | | |
| Lack of social distancing in the classroom and around the school See Behaviour Policy Appendix | Resulting in direct transmission of the virus | Children Staff Families Wider Community | <ol style="list-style-type: none"> 1. Where possible keep classes to 30 2. Support pupil to maintain distance and now touch staff and their peers where possible. 3. Where possible remove excess furniture to increase space if space to do so. 4. Hand hygiene will be reinforced and expected when entering the classroom. 5. Classrooms should always remain ventilated using windows, doors (where safe to do so) and mechanical devices (fans, air conditioning, etc) to maintain good airflow in classrooms (whilst not impacting on comfort and the ability to learn). CO2 levels will be monitored with equipment provided by DFE when it arrives. 6. Hall assemblies will begin to take place but at first these will be for a maximum of 2-year groups and the time in the hall will remain under 15 minutes. 7. Breakfast/after school club will continue to run in the hall to allow plenty of space and ventilation. Social distancing will be reintroduced based on cases and the year groups impacted. | | | | |
| Testing and the prevention of asymptomatic | Many people are infected | Infection of others in the school community | <ol style="list-style-type: none"> 1. Staff will be encouraged to undertake twice weekly Lateral Flow tests (Sunday & Wednesday) and report the results directly to the school as well as on the NHS | | | | |

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| cases coming into school | with COVID-19 but are asymptomatic | and disruption to education | <p>website. Any positive tests will be handled inline with the procedures set out below.</p> <ol style="list-style-type: none"> Information regarding Lateral Flow and PCR testing for children and families will be distributed and encouraged. Staff will be encouraged to be vaccinated and given time to take any vaccination appointment they are offered. Staff vaccination status will be asked for to inform the need for isolation if a case occurs. Staff who do not share their vaccination status will be assumed not to have been vaccinated. Visitors to site, particularly where close contact is likely with staff or children, will be asked for a recent (4 days) negative test result. | | | | |
| Lack of social distancing at morning drop off /collect after school | Resulting in direct transmission of the virus | | <ol style="list-style-type: none"> Allocated gate for children to arrive and leave from SLT to be on duty to supervise and remind parents of expectations where necessary Staggered drop off and pick up times for different year groups/provisions | | | | |
| Lack of social distancing in the corridors | Resulting in direct transmission of the virus | | <ol style="list-style-type: none"> Children staying in their classroom and accessing outside from classroom door where possible Messages to office via phones/ email When moving class around the school – ensure lines are kept to the left and there is consideration and space given to other corridor users. | | | | |
| Emotional distress of the children | | | <ol style="list-style-type: none"> Children to return to school in their class groups. PSHE curriculum that supports emotional well-being, worries and fears The structure of the day and routines explained clearly by staff to reduce anxiety Support from Thurrock EMHWS outreach practitioners. | | | | |
| Emotional distress of the staff – including anxiety and workload | | | <ol style="list-style-type: none"> Sharing of risk assessment - hazard identification and control measures Support from SLT/ Well-being team if needed Staff meeting – virtually – to discuss concerns and shared control measures Sharing of support helplines Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible Designated "staff areas" identified Where signs of distress are recognised – support plans put in place. | | | | |

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| <p>Risk of spreading virus due to close contact with children – 1:1 and restraint</p> | <p>Resulting in direct transmission of the virus</p> | | <p>System of Controls Prevention:</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend school. 2. Clean hands thoroughly more often than usual. 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 4. Introduce enhanced cleaning, including frequently touched surfaces often, using standard products such as detergents and bleach. 5. Minimise contact between individuals and maintain social distancing wherever possible. 6. Where necessary, wear appropriate personal protective equipment (PPE) <p>Numbers 1 to 4 must be in place in all schools all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</p> | <p>Individual risk assessments to be carried out for children with specific 1:1 needs</p> | | | |
| <p>Staff movement around the school</p> | <p>Resulting in indirect transmission of the virus</p> | | <ol style="list-style-type: none"> 1. Offices to remain closed 2. Only office staff to enter the office 3. Maintain social distancing in communal areas where possible. | | | | |
| <p>Children/ Staff falling ill and showing symptoms in School</p> <p>See LA guidance below</p> | <p>Resulting in direct transmission of the virus</p> | | <ol style="list-style-type: none"> 1. Members of the senior leadership team and CEO of Catalyst Academies Trust will continually check for further updates and amend the risk assessment accordingly and in line with new guidance. 2. If any child displays symptoms, parents will be immediately contacted to take their child home. Any child waiting to be collected will be in a room with windows and doors that are opened. Staff members showing symptoms will be sent home immediately. 3.If child who is displaying symptoms uses the toilets, these will be thoroughly cleaned with disinfectant before anyone else uses the area. 4.The person who supervised the child, will do the cleaning to avoid unnecessary exposure, wearing PPE as required or necessary. | | | | |

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| | | | <p>5.A staff member will remain behind a closed door if this is at all possible. Where this is not possible, staff will wear PPE required and will stay as far away as possible.</p> <p>6.If a child or staff member displays symptoms they and any close contacts who are over 18 and have not been fully vaccinated must isolate for 10 days.</p> <p>7. If a child who displays symptoms has a sibling in another school, they will also be informed.</p> <p>8.Test and Trace procedure is followed.</p> <p>9.Staff and parents/ carers need to book a test if they display symptoms.</p> <p>System of Controls</p> <p>Response to any infection:</p> <ol style="list-style-type: none"> 1. Engage with NHS Test and Trace process. 2. Manage confirmed cases of coronavirus amongst the school community. 3. Contain any outbreak by following local health protection team advice. <p>These must be followed in every case where they are relevant.</p> | | | | |
| Visitors to school. | Virus transmission from a visitor coming into the school. | Employees, pupils, and visitors. | <ol style="list-style-type: none"> 1. Visitors(e.g. Contractors, Supply Staff), will be not be allowed on site unless there is a prior appointment unless there are exceptional circumstances. 2. All visitors (e.g. Speech and Language Therapist) will work in one space wherever possible that is thoroughly cleaned before and after use. 3. Visitors will be given a sticker which must be worn. Where visitors visit frequently they may be given their own lanyard. 4. Where electronic signing in is used, this station will be cleaned frequently. Where paper signing in is used, visitors will use their own pen. 5. Other professionals should supply the school with their organisations' risk assessment. 6. When visitors call to make an appointment, the office staff will inform them of the procedures, take their contact details (for track and trace) and expectations for their visit. 7. Any visitor not adhering to the expectations will be asked to leave. | Visitors need to be asked to provide their risk assessment. | | | |

The following slides are from the Thurrock LA guidance to schools on procedures regarding a positive case.

Responsibilities

| Thurrock Council | Educational Setting |
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| <p>There will no longer be cover for out of hours or at weekends from the LA Public health team. Any calls to the [REDACTED] number out of hours will go to voicemail and be dealt with on the next working day. Emails to the publichealthsi@thurrock.gov.uk will also be actioned the next working day if sent out of hours.</p> <p>Monitor cases in education settings through surveillance data to identify areas for proactive intervention where appropriate.</p> <p>Receive notifications from Education Settings and where appropriate and carry out a specific assessment with the setting to review the existing infection control arrangements.</p> <p>Provide infection control and public health advice to educational settings including recommending where measures described in the settings outbreak management plan or contingency plan need to be applied.</p> <p>Provide advice to settings around operational issues such as staffing and viability of keeping a school or part thereof open.</p> <p>Notify and seek the support of PHE HPT as appropriate including the need for a joint Incident Management Team (IMT). Examples of scenarios where escalation to PHE HPT may include:</p> <ul style="list-style-type: none"> • Significant health impacts for a member of staff, child or young person e.g. admission to hospital) • Large number of extremely clinically vulnerable children • Factors that require multi-agency co-ordination and decision making including Variants of Concern <p>Respond to advice provided by PHE HPT</p> | <p>Implement PHE infection control requirements (for LA maintained schools via the implementation of the compliance code and Risk Assessment)</p> <p>Develop an outbreak management plan/contingency plan in preparation for a significant outbreak that may require implementation of increased control measures, reintroduction of contact tracing or remote learning</p> <p>Notify Thurrock Public Health Team of all positive cases (PCR tested) including:</p> <ul style="list-style-type: none"> • Name of positive case • Identify teacher/student • Date of symptoms or positive PCR <p>Direct staff and pupils who have symptoms to their appropriate test service and request that parents and staff provide test result information.</p> <p>Notify the passenger transport team of any positive cases that travelled in Thurrock Council provided transport within the infectious period.</p> <p>Encourage staff and eligible students (age 11+) to participate in regular asymptomatic testing twice weekly</p> <p>Where the settings have been provided with home PCR test kits, offer these to parents of children who become ill at the setting in line with this guidance.</p> <p>Keep parents, staff and pupils informed:</p> <ul style="list-style-type: none"> • regarding notifications of cases to the setting • any contingency measures implemented at the setting as a result of recommendations by Public Health |

Potential or Positive Case Management

| Student | Staff |
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| <p>Symptomatic pupil: Parents are notified and must collect the symptomatic pupil as soon as possible.</p> <p>Parent asked to arrange for PCR testing by visiting https://www.gov.uk/get-coronavirus-test and notify the setting as soon as they know the results.</p> <p>Pupils testing positive on LFD prior to attending school should request a PCR test (unless positive in last 90 days) and should isolate whilst waiting for the results of that test. If the PCR result is negative, they can return to school (as long as they are 48 hours post symptoms cessation)</p> <p>Further information: In the unlikely event that a parent/carer refuses testing for a symptomatic child settings can seek advice from the Thurrock PH team on 01375 652510 (during office hours). This may be escalated to the PHE HPT to undertake an assessment of the risk and advise the setting accordingly.</p> | <p>Symptomatic Staff: Don mask and Inform head teacher Perform PCR test and remain away from setting whilst awaiting results. If negative and 48 hours post cessation of symptoms they can return to work.</p> <p>Identify other staff members who may be close contacts – risk assessment may required. Working environment to be altered in order to reduce transmission should they become symptomatic.</p> <p>Positive staff: Must isolate in accordance with educational setting risk assessment and follow National Guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>For students and staff it is recommended that the setting informs PH via the publichealthSi@thurrock.gov.uk email.</p> |

Positive Case

Testing

From 16 August pupils under the age of 18 and adults who are fully vaccinated (who do not have any symptoms or a positive test) are not required to self-isolate if they are contacted by NHS Test and Trace. Close contacts will be identified by NHS Test and Trace however PH Thurrock **request that you continue to inform them** via the publichealthsi@thurrock.gov.uk email of any prolonged close contacts you have identified linked to the positive case. This will enable PH Thurrock to support the contacts to obtain a PCR test and isolate where appropriate in accordance with the guidance [when to isolate and what to do](#)

Individuals with a positive LFD test result will need to self isolate and undertake a confirmatory PCR test within 2 days of their LFD test in line with national guidance. A negative PCR result taken within 2 days means they can return to school/college (unless the student, pupil or staff member have symptoms or are required to self-isolate because they are a close contact of another case). Where a PCR is not taken within 2 days the LFD result will stand.

A PCR Test should be carried out where the person:

- Has COVID-19 symptoms
- Has received a positive rapid antigen test result (LFD)
- Is a close contact of someone who has tested positive
- Has been asked to get a test by the local authority, NHS Test and Trace, GP or other health professional

Other reasons that the PCR testing service can be used include: taking part in a government pilot project, an unclear result was received and second test.

Parents and carers will be required to administer the test to those under 11.

Tests can be obtained via <https://www.gov.uk/get-coronavirus-test>