| WIXAMS ACADEMY INFECTIOUS DISEASES COVID-19 STEP 4 – AUTUMN TERM  January 2022 1.1.22 | | | | | | |
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| **Hazard/**  **Activity** | **Persons at Risk** | **Risk** | **Control measures in use** | **Residual risk rating**  **H / M / L** | **Further Action Required** | |
|  |  |  |  |  | **YES** | **NO** |
| Awareness of policies and procedures | Staff  Pupils  Others | Inadequate information | * All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures. * The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. * The school keeps up-to-date with advice issued by, but not limited to, the following: * DfE * NHS * Department for Health and Social Care * PHE * 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. * Parents are made aware of the school’s infection control 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. * Pupils are made aware of the need to tell a member of staff if they feel unwell. | MED |  | **** |
| Disruption to the running of the school in cases of local outbreak | Staff  Pupils  Others | Infection control | * 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. * Follow Government advice and follow any instructions | MED |  | **** |
| Use of Transport | Staff  Pupils  Others | Infection Control | * It is required that facemasks are worn in enclosed and crowded spaces and classrooms where you may come into contact with people you don’t normally meet. This includes public transport and dedicated transport to school. * It is important to ensure vehicles are well ventilated when occupied, by opening windows and ceiling vents. The need for increased ventilation while maintaining a comfortable temperature should be balanced.   On dedicated transport:   * It is recommended that children and young people aged 11 and over continue to wear a face covering when travelling * It is no longer recommended maximising distance and minimising mixing, but unnecessary risks such overcrowding should be minimised. * Children, young people and adults should follow latest [public health advice](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/) on when to self-isolate and what to do. * They should not board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19. * If a child or young person develops COVID-19 symptoms, however mild, while at school, they will be sent home. * They should avoid using public transport and, wherever possible, be collected by a member of their family or household. * In exceptional circumstances, if parents or carers cannot arrange to have their child collected, and it is age-appropriate and safe to do so, the child should walk, cycle or scoot home. If this is not possible, alternative arrangements may need to be organised by the school. * More information on organising transport for children with symptoms is provided at [guidance on the use of PPE in education, childcare and children’s social care settings](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe). * Schools should have contingency plans outlining how they would operate if the number of positive cases substantially increases in the school or local area. This is detailed in our ‘Outbreak Plan’. * Principles of managing local outbreaks of COVID-19 in education and childcare settings are described in the [contingency framework](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings). * School will follow director of public health advice in cases of local outbreak. * Schools put into place any actions or precautions advised by their local HPT. | MED |  | **** |
| Cleaning of school | Staff  Pupils  Others | Infection Control | * All hard surfaces to be cleaned on a regular basis, this will include * All door handles * All tables and chairs used by staff and pupils * Toilet flushes and regular cleaning of toilets. * All classrooms to have hand sanitiser, spray disinfectant and disposable cloths. If disposable cloths are not available use once and then put in wash. * Regular cleaning of surfaces will reduce the risk of spreading the virus. * All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. | MED |  | **** |
| Ventilation class/office | Pupils  Staff | Infection control | * Identify any poorly ventilated spaces and take steps to improve fresh air flow * If mechanical ventilation systems are used to draw fresh air or extract air from a room these should be adjusted to increase the ventilation rate wherever possible * Ensure that mechanical ventilation systems only circulate fresh outside air and where this is not possible, in a single room supplement with an outdoor air supply * Where appropriate open external windows, internal doors and external doors to improve natural ventilation * If external doors are opened, ensure that they are not fire doors and are safe to do so * Install CO2 monitors provided by Bedford Borough | MED |  | **** |
| Poor hygiene practice | Staff  Pupils  Others | Ill Health | * You should continue to ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser * Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance. * Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. * Pupils are discouraged from sharing cutlery, cups or food. * All cutlery and cups are thoroughly cleaned before and after use. * Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. * A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE | MED |  | **** |
| Spread of infection | Staff  Pupils  Others | Lack of infection control | * Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. * 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. * 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. * Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. * Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. * The school in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. * 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. | MED |  | **** |
| Classroom management | Pupils  Staff | Infection control | * It is no longer required for forward facing tables etc however care should still be taken on table management in a classroom setting. * Outbreak management plans should cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak.   https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings   * It would be sensible to revert back to previous control measures in the event of a local outbreak. * Continue to use a cautious approach with arrangements. | MED |  | **** |
| Assemblies | Pupils  Staff | Infection Control | * We are avoiding face to face assemblies and large meetings. | MED |  | **** |
| Lunchtimes | Pupils  Staff | Infection Control | * Lunchtime arrangements can revert back to previous arrangements. * Tables must still be cleaned on a regular basis throughout dinner time activities. | MED |  | **** |
| Playtime and using equipment | Pupils  Staff | Infection Control | * Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment. | MED |  | **** |
| Personal Protective Equipment  Face Coverings | Pupils  Staff | Infection control | * Face coverings are advised for staff and visitors in classrooms, corridors or communal areas * It is recommended that they are worn in enclosed and crowded spaces and classrooms where you may come into contact with people you don’t normally meet. This includes public transport and dedicated transport to school.” * School will follow director of public health advice in cases of local outbreak. * Schools put into place any actions or precautions advised by their local HPT.   https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/999722/PPE\_in\_education\_childcare\_and\_childrens\_social\_care\_settings.pdf | MED |  | **** |
| Ill Health | Staff  Pupils  Others | Coronavirus Symptoms | * 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. * 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 come into contact with others and are supervised at all times. * For pupils the relevant member of staff calls for emergency assistance immediately if pupils’ symptoms worsen. * The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. * Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. * Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. * 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. * 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. * 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. * 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. * Any medication given to ease the unwell individual’s symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. | MED |  | **** |
| Spring Term  Asymptomatic testing | Pupils  Staff | Infection Control | * The Academy will carry out LFD testing twice in the first week of term for those children whose parents have given consent | MED |  | **** |
| Positive Cases | Pupils  Staff | Infection control | * School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace. * School will support NHS Test and Trace when required to help identify close contacts * Ensure child/young person/staff member isolates at home for 10 days. For symptomatic cases the first day of symptoms onset is DAY ZERO. For asymptomatic cases the date of the test is DAY ZERO. ALL children/young people and staff can take an LFD test on Days 5 & 6 – 24 hours apart. 2 X negative tests mean they can return to setting following the second test if they do not have a temperature. Their household/close contacts do NOT NEED to isolate if they are (see \*) but should take an LFD test for 7 days. If none of the above apply, unvaccinated household or setting contacts (i.e. staff) must isolate for 10 days. | MED |  | **** |
| Poor management of infectious diseases | Staff  Pupils  Others | Lack of infection control | * 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. * Staff are vigilant and report concerns about their own, a colleague’s or a pupil’s symptoms to the Headteacher or SLT as soon as possible. . * The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. * The school is informed by pupils’ parents when pupils return to school after having coronavirus – the school informs the relevant staff. * Staff inform the headteacher when they plan to return to work after having coronavirus. * A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. | MED |  | **** |
| Lack of communication | Staff  Pupils  Others | Unsafe  Practices | * The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. * The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. * Schools put into place any actions or precautions advised by their local HPT. * Schools keep staff and parents adequately updated about any changes to infection control procedures as necessary. | MED |  | **** |
| Admitting children into school | Pupils  Staff | Infection Control | * 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 pupil attending your school, 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. * Your decision would need to be carefully considered in light of all the circumstances and current public health advice. | MED |  | **** |
| CEV children | Pupils  Staff | Infection control | * 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 | MED |  | **** |
| Admitting people into school | Pupils  Staff | Infection control | * 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 * Anyone 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 * In the case of a pupil awaiting collection, they should be taken to a room away from other pupils and supervised * If the member of staff is in close contact with the child then they should wear appropriate PPE * A window should be opened for fresh air ventilation if possible * Any rooms that have been used for this purpose should be cleaned after they have left * As anyone within the household should follow the PHE guidance for households with possible or confirmed COVID-19 infection, then any siblings within the school will be identified and also sent home. | MED |  | **** |
| Staff CEV | Staff | Infection control | * 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 * Staff should attend their place of work if they cannot work from home * The school will follow DHSC updated guidance | MED |  | **** |
| Educational visits | Pupils  Staff | Financial risk | * If booking new visits ensure that the school have adequate financial protection in place * From the start of the Autumn school term you can go on international visits. * You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. * The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes. * The school should have a contingency plan in place to account for any changes in the government travel list * Full risk assessments must be undertaken. | MED |  | **** |
| Wraparound care | Pupils | Infection Control | * Consideration should be given to the latest government advice regarding the specific activity being undertaken and venue visited * Pupils should be encouraged to attend settings close to where they live or go to school, ideally within walking or cycling distance * Where they attend venues further afield they should follow latest guidance <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> * Wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend. * Wraparound childcare and other organised activities for pupils may take place in groups of any number. * You should ensure that key contractors are aware of your setting’s control measures and ways of working. * Ensure you have enough staff available to meet the required ratio | MED |  | **** |

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| **Approved by:** | [Name] | **Date:** 1.1.22 |
| **Last reviewed on:** | 1.1.22 | |
| **Next review due by:** | 26.1.22 | |