

## iMedia School Education: COVID-19 Risk Assessment

This document will be discussed with staff, uploaded to the school website, shared with new staff members as part of their induction, shared with the referral agencies. A summary of the controls within this document will be shared with parents and carers in preparation for calls or Zoom meetings to discuss any concerns they may have about sending their children back to school.

**Hazard:** The spread of COVID-19

**Who might be harmed:** pupils, staff, parents, carers, visitors to the school, the families and communities to which they all belong.

**How might they be harmed:** infection by COVID-19, illness, hospitalisation, death.

### Control Measures for Prevention

**Table 1: People who are ill must stay at home**

What actions are being taken to control the risk?	Details	Frequency or deadline	Done? Checked by?
<p>1. Inform all staff, students and their families that anyone who has coronavirus symptoms or who has someone in their household who does, must not attend school.</p> <ul style="list-style-type: none"><li>• Send letters or emails to parents or carers</li><li>• Include this instruction in all emails to potential visitors</li><li>• Put a notice on the school website</li><li>• Put up a notice near reception area or school office</li><li>• The notice should tell them to:</li><li>• Stay at home</li><li>• Not go to a GP surgery, pharmacy, or hospital instead they must book a test here: <a href="https://www.nhs.uk/conditions/coronaviruscovid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronaviruscovid-19/testing-and-tracing/</a></li></ul>	<p>Emails texts Communication with parents/carers via or website</p>	<p>weekly check</p>	<p>weekly by SLT</p>

<ul style="list-style-type: none"> <li>Self-isolate for 10 days and arrange for others in the household to self- isolate for 14 days</li> </ul>			
<p>2. At the reception area, ask anyone coming into the school if:</p> <ul style="list-style-type: none"> <li>they have been coughing a lot for more than an hour, or they had 3 or more coughing episodes in 24 hours</li> <li>they can't smell or taste anything or things taste and smell different than normal</li> </ul>	Script in place (go through symptoms) posters in the reception area. Covid rules shared	ongoing	SLT
<p>3. . At the reception area, ask anyone coming into the school if someone in their home has any of the same symptoms above</p>	script in place		
<p>4. At the reception area, ask anyone coming into the school if they have tested positive for coronavirus in the last 10 days</p>			
<p>5. At the reception area check the temperature of anyone coming into the school</p>	Thermometers in place at the reception. All staff/students and visits checked on entry		
<p>6. For anyone who answers yes to questions 2,3 or 4 or who has a temperature of 37.8°C and above send them home and tell them to:</p> <ul style="list-style-type: none"> <li>Stay at home</li> <li>Not go to a GP surgery, pharmacy, or hospital instead they must</li> <li>book a test here: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li>Self-isolate for 10 days and arrange for others in the household to self- isolate for 14 days</li> <li>Share details of those who are who they have been in contact with should they or their children show signs of coronavirus with NHS Test and Trace</li> </ul>	<p>follow guidelines implemented</p> <p>WE are following the BCC guidelines flowchart (On website)</p> <p>Any staff/students/visits contacted by Track and Trace must self isolate</p>		
<p>7. If anyone in the school becomes unwell and they:</p> <ul style="list-style-type: none"> <li>have been coughing a lot for more than an hour</li> <li>can't smell or taste anything</li> <li>think things taste and smell different than normal</li> </ul>	protocol in place BCC Guidance		

<ul style="list-style-type: none"> <li>● they developed a fever and their temperature is 37.8°C and above Send them home and tell them to:</li> <li>● Stay at home</li> <li>● Not go to a GP surgery, pharmacy, or hospital instead they must book a test here: <a href="https://www.nhs.uk/conditions/coronaviruscovid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronaviruscovid-19/testing-and-tracing/</a></li> <li>● self-isolate for 10 days and arrange for others in the household to self- isolate for 14 days</li> <li>● share details of those who are who they have been in contact with should they or their children show signs of coronavirus with NHS Test and Trace</li> </ul>			
<p>8. At the school premise designate a room which will be used for isolating pupils who need to go home but cannot leave immediately. The room should have a window which must be opened for ventilation, and if possible, it must be close to a bathroom.</p>			
<p>9. Ensure that there is a staff member available to accompany those pupils whose needs make it impossible for them to stay in isolation alone. The staff member must wear:</p> <ul style="list-style-type: none"> <li>● a face mask (fluid-resistant surgical masks also known as Type IIR) if a distance of 2 metres cannot be maintained</li> <li>● disposable gloves, disposable apron and a face mask if contact is necessary</li> <li>● eye protection (face visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting All staff must read guidance about how to put on and take off PPE to prevent self- contamination here: <a href="https://www.gov.uk/government/publications/safeworking-in-education-childcare-and-childrens-socialcare/safe-working-in-education-childcare-and-childrensocial-care-">https://www.gov.uk/government/publications/safeworking-in-education-childcare-and-childrens-socialcare/safe-working-in-education-childcare-and-childrensocial-care-</a></li> </ul>	<p>Internal procedure in place. First aid rooms will be used</p>		

<a href="#">settings-including-the-use-of-personalprotective-equipment-ppe</a>			
<p>10. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as the isolation room, bathrooms, door handles, telephones, grab rails in corridors</p> <ul style="list-style-type: none"> <li>• Use disposable cloths or paper rolls and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings</li> <li>• The person who does the cleaning must wear disposable gloves and a disposable apron</li> </ul>	<p>Professional cleaners used each week. Increase the capacity from 2 to 3 days per week plus daily end of the day clean.</p>		
<p>11. Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ul style="list-style-type: none"> <li>• Should be put in a plastic rubbish bag and tied when full</li> <li>• The plastic bag should then be placed in a second bin bag and tied</li> <li>• This should be put in a suitable and secure place and marked for storage until 72 hours is up then they can be added to general waste. (if the test results come out negative before 72 hours is up the waste can be added to general waste)</li> </ul>	<p>following strict covid routine</p>		
<p>12. Everyone who has had contact with someone who is unwell must wash their hands thoroughly for 20 seconds with soap and running water or hand sanitiser.</p>	<p>copious amounts of hand sanitizer around the school. Assembly held to show students how to wash their hands in bathroom</p>		
<p>13. Buy enough PPE of each kind depending on the needs of the pupil cohort and keep an eye on stocks so they can be replenished in time.</p>	<p>SLT</p>		
<p>14. . Review the individual risk assessments of all pupils that have one against this document and the DfE guidance which can be found <a href="#">here</a></p>	<p>SLT</p>		

15. . Review the wider risk assessments at the school against this document and the DfE guidance which can be found <a href="#">here</a>	SLT		
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**Table 2: Robust hand hygiene**

What actions are being taken to control the risk?	Who needs to carry out this action?	Frequency or deadline	Done? Checked by?
<p>1. Make sure that all pupils and staff know how to clean their hands thoroughly with soap and running water and that this, and using hand sanitiser (70% alcohol) kills the virus:</p> <ul style="list-style-type: none"> <li>• Show them a video with the proper technique - <a href="https://bit.ly/30VF9oh">https://bit.ly/30VF9oh</a></li> <li>• Put up displays showing the proper techniques -<a href="https://bit.ly/30VF9oh">https://bit.ly/30VF9oh</a></li> <li>• Build a “Buddy” culture in which everyone looks out for others by making sure they wash their hands thoroughly</li> <li>• Remind them as they sanitise or wash their hands that if they do this properly this kills the virus</li> </ul>	SLT/ All staff		
<p>2. Make sure that everyone in the school washes their hands regularly or sanitisers them regularly:</p> <ul style="list-style-type: none"> <li>• When entering the school</li> <li>• Before and after break and lunch times</li> <li>• When moving from room to room</li> <li>• After using the toilet</li> </ul>	SLT/ All staff		
<p>3. Make sure there are enough hand washing and sanitising stations around the school:</p> <ul style="list-style-type: none"> <li>• At the entrance</li> <li>• In each classroom</li> <li>• In the dining area</li> <li>• In the toilets</li> </ul>	SLT/ All staff		
<p>4. Buy enough soap and sanitiser and keep an eye on stocks so they can be replenished in time.</p>	SLT/ All staff		

**Table 3: Robust respiratory hygiene**

What actions are being taken to control the risk?	Who needs to carry out this action?	Frequency or deadline	Done? Checked by?
1. Promote the catch it, bin it, kill it approach: <ul style="list-style-type: none"> <li>Using posters: <a href="https://bit.ly/30VF9oh">https://bit.ly/30VF9oh</a></li> <li>Using mini-sessions: <a href="https://bit.ly/30VF9oh">https://bit.ly/30VF9oh</a></li> </ul>	SLT/ All staff		
2. Buy enough tissue and more bins to support the catch it, bin it, kill it approach and keep an eye on stocks so they can be replenished in time.	SLT/ All staff		

**Table 4: Enhanced cleaning arrangements**

What actions are being taken to control the risk?	Who needs to carry out this action?	Frequency or deadline	Done? Checked by?
1. Increase the frequency of cleaning	SLT/ All staff		
2. Using standard cleaning products such as detergents and bleach, wipe down frequently touched surfaces such as door handles, light switches, work surfaces, remote controls and electronic devices <b>twice a day</b> (one of the times should be at the beginning or the end of the day)	SLT/ All staff		
3. Increase frequency of cleaning toilets from .... To ....	ALL STAFF		
4. In kitchens and communal eating areas in addition to the normal food standards agency (FSA) processes and preventative practices: <ul style="list-style-type: none"> <li>staff must wash hands thoroughly with soap and running water for 20 seconds</li> <li>people must not share crockery or cutlery</li> </ul>	ALL STAFF		
5. In the bathroom, in addition to normal cleaning practices, clean frequently touch surfaces like door handles, light switches, toilet handles, toilet covers, taps, soap dispensers, twice a day (one of the times should be at the beginning or the end of the day)	ALL STAFF		

**Table 5: Minimise contact between individuals and maintain social distancing wherever possible**

What actions are being taken to control the risk?	Who needs to carry out this action?	Frequency or deadline	Done? Checked by?
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1. In addition to keeping pupils in their usual permanent small groups: <ul style="list-style-type: none"> <li>• separate the groups as much as possible by not allowing them to share classrooms or common areas</li> <li>• encourage pupils within the groups to keep their distance and not touch staff or their peers within the groups wherever possible</li> </ul>	SLT/ All staff		
2. Staff should try to keep their distance from pupils and other staff as much as they can - ideally 2 metres from other adults	SLT/ All staff		
3. To reduce face-to-face contact by: <ul style="list-style-type: none"> <li>• arranging all desks facing the front of the class 1 metre apart in all directions</li> <li>• encouraging the teacher to stay at the front of the class where possible and</li> <li>• maintaining their distance from pupils</li> <li>• limiting the amount of time they are within 1 metre of pupils</li> </ul>	ALL STAFF		
4. Staff and pupils must have their own individual equipment such as pens and pencils - no sharing	ALL STAFF		
5. Classroom resources such as books games and other equipment that are used within a g	ALL STAFF		
6. Resources that are shared between groups such as sports equipment and science equipment should be cleaned after each group uses it			
7. On our school buses, because pupils are not in the same groups as they are at school the following measures will be in place: <ul style="list-style-type: none"> <li>• use of hand sanitiser upon boarding and when getting off the bus</li> <li>• Distancing wherever possible</li> <li>• Use of face masks for the driver and all pupils except those under 11, those who have trouble breathing</li> <li>• Organised queueing when boarding and getting off the bus</li> <li>• Additional cleaning of the bus</li> </ul>			
8. On our smaller school vehicles, the following procedures will be in place: <ul style="list-style-type: none"> <li>• use of hand sanitiser upon boarding and when getting off</li> <li>• use of face masks by the staff member and the pupil except where the pupil is under 11 or if they have breathing difficulties – a pupil who cannot wear a mask should not be paired with a driver who can't either</li> </ul>			
9. To minimise the use of public transport, encourage parents to use alternatives wherever possible such as driving the children in cycling walking in the letter or email sent to them (see table 1)			

10. Remind those who have to use public transport to follow the guidelines about distancing and wearing masks. Also encourage them to sanitise their hands before boarding and after getting off public transport in the letter or email sent to them (see table 1)			
11. Wherever possible visitors should be advised to come into the school when pupils are not in the building to minimise contact			
12. The movement of visitors who are in school during school hours should be limited and supervised			

**Table 6: Where necessary wear appropriate personal protective equipment (PPE)**

What actions are being taken to control the risk?	Who needs to carry out this action?	Frequency or deadline	Done? Checked by?
1. Use PPE when sitting with or cleaning after young person becomes ill with coronavirus symptoms while at school	SLT/ All staff		
2. Use PPE on our school buses or school vehicles and on public transport - details are on table 5	SLT/ All staff		
3. Make sure that everyone knows how to use masks correctly and safely by: <ul style="list-style-type: none"> <li>• showing them videos of how to do so e.g <a href="https://www.youtube.com/watch?v=adB8RW4I3o4">https://www.youtube.com/watch?v=adB8RW4I3o4</a></li> <li>• Putting up displays about how to do so</li> <li>• Supervising how those who have to wear masks</li> </ul>	ALL STAFF		
4. Make sure that staff and cleaners know how to use gloves correctly and safely by: <ul style="list-style-type: none"> <li>• showing them videos of how to do so</li> <li>• putting up displays about how to do so</li> </ul>	ALL STAFF		
	ALL STAFF		

**Control Measures for Responding to Infection**

What actions are being taken to control the risk?	Who needs to carry out this action?	Frequency or deadline	Done? Checked by?
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<p>1. Display the following details for contacting the school's local public health England health protection team in all the offices at the school  West Midlands West HPT  Public Health England  2nd Floor, Kidderminster Library  Market Street  Kidderminster  Worcestershire  DY10 1AB</p> <p>Telephone 0344 225 3560 (option 2)  Out of hours advice 01384 679 031</p>	SLT/ All staff		
<p>2. Make sure that staff members, parents and carers are aware that if they or their children or others in their household have symptoms of coronavirus they must:</p> <ul style="list-style-type: none"> <li>● Stay at home</li> <li>● Not go to a GP surgery, pharmacy, or hospital instead they must</li> <li>● book a test here: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testingand-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testingand-tracing/</a></li> <li>● self-isolate for 10 days and arrange for others in the household to self-isolate for 14 days</li> <li>● share details of those who are who they have been in contact with should they or their children show signs of coronavirus with NHS Test and Trace</li> </ul>	SLT/ All staff		
<p>3. Make sure staff members, parents and carers contact the school to let them know if someone who has been at the school has tested positive for coronavirus</p>	ALL STAFF		

**Table 8: Managing confirmed cases of coronavirus amongst the school community**

What actions are being taken to control the risk?	Who needs to carry out this action?	Frequency or deadline	Done? Checked by?
<p>1. As soon as you become aware that someone who attended the school has tested positive for coronavirus inform the local health protection team, the information is displayed on the wall of all offices</p>	SLT/ All staff		
<p>2. Cooperate with the health protection team and based on their advice, send home those who have been in close contact with the person that has tested positive. Advise</p>	SLT/ All staff		

them to self-isolate for 14 days since they were last in close contact with that person when they were infectious			
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**Table 9: Contain any outbreak by following local health protection team advice**

What actions are being taken to control the risk?	Who needs to carry out this action?	Frequency or deadline	Done? Checked by?
1. If there are two or more confirmed cases within 14 days at the school, ask the local health protection team if any additional action is required.	SLT/ All staff		
2. Develop the school's online provision and deliver the necessary training for staff to be confident in their delivery so this method can be used should the school need to close.	SLT/ All staff		
3. If a local lockdown is imposed in the Birmingham area act on the advice of the local health protection team.			