



WAVERLEY JUNIOR ACADEMY COVID-19 RISK ASSESSMENT –Revised 10th January 2022

Premises: Waverley Junior Academy

Work Activity: 5th January 2022

Assessor(s): R.Scutt/M. Arthur/ C. Arthur/ G. Shore/ C. Keeton

Review date: Daily by Principals; Weekly by Estates/HR/ACET SLT

COVID-19 infection rates are very high and the Omicron variant is spreading rapidly. The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8 December that Plan B, set out in the autumn and winter plan 2021, was being enacted. As a result, these measures are reflected in this guidance for schools. This advice remains subject to change as the situation develops. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains.

1. Factors to consider	2. Who might be harmed?	3. Control measures at present	4. Further action required (if any)
CONTROL MEASURE 1 Follow Public Health advice on testing, self-isolation & managing confirmed cases of Covid-19			
<p>Pupils and staff attending the academy are healthy and safe to do so.</p> <p>Principals and senior leaders are asked to reiterate this message to parents/carers.</p>	<p>Pupils & staff</p>	<ul style="list-style-type: none"> • All children are expected to attend school to minimise, as far as possible, the longer-term impact of the pandemic on their education, well-being and wider development. The usual rules on academy attendance will apply as outlined in the attendance policy. • Children, staff, parents/carers or visitors will not enter academy premises if they are displaying symptoms of coronavirus or have undertaken a lateral flow test which has a positive result. • If anyone in the academy becomes unwell with any of the following 3 symptoms, they should self-isolate and complete a LFD test immediately: (PCR tests temporarily suspended from 11th January 2022) <ol style="list-style-type: none"> 1. a high temperature 2. a new, continuous cough 3. a loss or change to their sense of smell or taste. <p>Staff should also self-isolate straight away if:</p> <ol style="list-style-type: none"> 4. they have tested positive for Covid-19 5. they have been told to self-isolate by Track and Trace following contact with someone who tested positive (All contacts of suspected Omicron cases must self-isolate, regardless of their age or vaccination status. They will be contacted by NHS Test and Trace). 6. someone they live with has symptoms or tested positive 	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p> <p>See guidance at Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK</p> <p>See guidance www.gov.uk/guidance/coronavirus-covid-19-getting-tested https://www.gov.uk/government/news/confirmatory-pcr-tests-to-be-temporarily-suspended-for-positive-lateral-flow-test-results https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>Staff should speak with HR representatives if they have concerns.</p>

		<p>Staff do not need to self-isolate if someone they live with has symptoms or tests positive for Covid-19 if:</p> <ul style="list-style-type: none"> • they are fully vaccinated and 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS • they are under 18 years, 6 months old • they are taking part or have taken part in a Covid-19 vaccine trial • they are not able to get vaccinated for medical reasons. <ul style="list-style-type: none"> • Some pupils may remain under the care of a specialist health professional and may not be able to attend. These pupils will require access to remote learning. • As shielding has been paused, this will only be reintroduced in response to a national government directive. <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5-18 years and 6 months 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.</p> <ul style="list-style-type: none"> • From Wednesday 22 December, the 10-day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless testing cannot be carried out. • 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 parent/carer discretion. If both test results are negative, and individuals do not have a high temperature, they may end their self-isolation after the second negative test result and return to their education setting from day 8. Staff are expected to complete LFD tests on day 9 and 10. 	<ul style="list-style-type: none"> • Principal to contact Estates Lead and ACET SLT immediately if there are any suspected or confirmed cases of COVID-19 among pupils or staff.
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<p>Child displaying Covid-19 symptoms awaiting collection.</p>	<p>Pupils & staff</p>	<ul style="list-style-type: none"> • Where a pupil or member of staff displays symptoms of COVID-19, the pupil/staff must be sent home. • If awaiting collection, the pupil will be isolated from any other pupils or staff, in Isolation Room (next to Reception) where they can be isolated behind a closed door with a window open (with supervision). If the pupil cannot be isolated, they should be moved to an area at least 2 metres away from other people. Should the child need to use a bathroom while waiting to be collected, they should use a separate toilet area if possible. • PPE (a disposable medical grade facemask, wipe-able face shield, disposable apron, disposable vinyl gloves) should be worn by the member of staff caring for the child. Staff to alleviate any worries/fears child may have about staff wearing PPE. • Staff who have helped anyone displaying symptoms do not need to isolate unless they develop symptoms themselves. • Isolation area to be thoroughly cleaned once the pupil has been collected and any reading materials quarantined. 	<ul style="list-style-type: none"> • Pupil to access a different toilet area to other pupils if they need it.
<p>Outbreak of positive cases</p>	<p>Pupils & staff</p>	<ul style="list-style-type: none"> • Where there are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period, Principal to liaise with Estates Team/ACET SLT to consider implementation of the Outbreak Management Plan and corresponding risk assessment. • Estates Team to liaise with DfE helpline 0800 0468687. 	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p> <p>Outbreak Management Plan located on academy website – see policies</p>
<p>Primary staff testing to prevent the spread of infection</p>	<p>Pupils & staff</p>	<ul style="list-style-type: none"> • Lateral Flow Device testing twice weekly – optional for all primary staff. • Trainee teachers on placement to be offered Coronavirus testing in the same way other academy staff are. • Primary pupils not to be tested. • Cleaners/ kitchen staff supplied via a SLA to be offered coronavirus testing in the same way other academy staff are. 	<p>Schools COVID-19 operational guidance - GOV.UK</p>

Access to COVID-19 testing	Pupils & staff	<ul style="list-style-type: none"> • Anyone can get a LFD test if they are displaying symptoms. • Staff who are asymptomatic have access to twice-weekly LFD testing using the test-at-home kits • Staff displaying symptoms or otherwise need to take a LFD test. • Principals to provide emergency test kit if parent/carers are unable to obtain a testing kit for a child displaying symptoms. • Principal to ensure staff/parents/carers inform them immediately of the results of a test. • Principal to inform Estates Team immediately if a pupil/member of staff has tested positively. They will then support with contacting the Local Health Protection Team. • Staff/pupils who test negative can return to the academy providing they feel well. 	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p> <p>Contacts: PHE health protection teams - GOV.UK</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/</p>
Staff travel to work.	Pupils & staff	<ul style="list-style-type: none"> • Where public transport is an essential use, staff advised to wear a face covering. 	<p>Coronavirus (COVID-19): safer travel guidance for passengers - GOV.UK</p>
Pupil/staff have recently travelled outside of the UK.	Pupils & staff	<ul style="list-style-type: none"> • Any pupils or staff who have recently travelled outside of the UK should check the most recent update of the red/amber/green list rules to find out what they need to do when they arrive back in England. 	<p>Check the red, amber, green list rules</p>
Supporting NHS Track and Trace	Pupil, staff & parents/carers	<ul style="list-style-type: none"> • Principals/delegated staff to work with NHS Track and Trace to contact parents/carers of close contacts should this be required. • Contact numbers and pupil names not to be shared with third parties without consent from the relevant pupil's parent/carer. 	
CONTROL MEASURE 2			
Ensure Good Hygiene for Everyone			
Academy environment to be clean and hygienic. Principals and senior leaders are asked to reiterate this message to parents/carers.	Pupils & staff	<ul style="list-style-type: none"> • Pupils/staff to apply hand sanitiser on arrival at the academy, before and after eating and after sneezing or coughing. • Pupils to be reminded daily about the importance of hand hygiene – especially washing hands for at least 20 seconds. • Children who have difficulty cleaning their hands independently to be identified and receive additional support, including pupils identified with complex SEND. • Where a sink is not located in the classroom, children will be assigned a toilet area for hand washing. • Pupils reminded daily not to touch their mouth, eyes or nose. • Pupils encouraged to use tissues or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Teachers to encourage children to learn and practise hand washing 	<ul style="list-style-type: none"> • All staff to follow the 'COVID-19: Cleaning of Non-Healthcare Settings' guidance • See further guidance 'Coronavirus-COVID-19 Information for the Public'. • Principal to ensure all toilet areas have signage present. • Principal/ premises manager to inform their academy Estates Lead when hand washing products are running low. • Soap dispensers and hand towels within toilet areas are fully stocked at the start

		<ul style="list-style-type: none"> routines (linked to COVID-19 guidance) through games and songs. Signage for visual prompts and reminders in pupil toilet areas. Teachers/Staff to use and share resources on e-bug and PHE to educate pupils about hygiene and safety during the pandemic. Information to be shared with parents/carers re. e-bug and PHE resources. Staff are not permitted to bring in their own personal cleaning products. 	<p>of each day. Cleaner to regularly check stocks throughout the day.</p> <ul style="list-style-type: none"> www.e-bug.eu/ https://campaignresources.phe.gov.uk/schools Safe working in education, childcare and children's social care - GOV.UK
CONTROL MEASURE 3			
Maintain Appropriate Cleaning Regimes			
Appropriate cleaning regime maintained.	Pupils & staff	<ul style="list-style-type: none"> Appropriate cleaning regime in place which ensures all frequently touched surfaces are cleaned twice daily. Any absence of cleaning staff to be reported to the Estates Manager and cover arranged to ensure the daily cleaning regime is maintained. 	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak
CONTROL MEASURE 4			
Keep Occupied Spaces Well-Ventilated			
All areas are well-ventilated.	Pupils & staff	<ul style="list-style-type: none"> Ensure windows are open in the classroom during the day to aid good ventilation. Staff should ensure outdoor weather conditions are considered when deciding how many/ how wide to open windows in order that conditions within classroom environments are reasonable to work in. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate: <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) rearranging furniture where possible to avoid direct drafts. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak
Social Distancing			
	Pupils & staff	<ul style="list-style-type: none"> Pupils will no longer be required to remain within class bubbles – pupils are able to mix across groupings however, principals should look to reduce the opportunities for class groupings to mix if experiencing outbreaks of infection in the academy. Whole school/Key Stage assemblies reintroduced. Pre-Covid-19 lunch/break-time arrangements to resume. 	

Principals and senior leaders are asked to reiterate this message to staff.	Staff	<ul style="list-style-type: none"> • Staff must wear face coverings in communal areas. • Staff are advised to wear a face covering in the classroom if an academy is experiencing an outbreak. 	
	Pupils/parents/carers/staff	Parents/Carers <ul style="list-style-type: none"> • Some one-way routes will be maintained for ease of re-introduction of stricter measures should the Outbreak Management Plan need to be implemented. Parents/Carers will be notified of this via communication from the Principal. • Planned routes for parents/carers to drop-off/collect their child/ren without entering the academy building. • One-way entrance and exits clearly demarcated – parents/carers notified of entrance /exits prior to their child’s year group returning. 	
	Pupils/staff & visitors	Visitors <ul style="list-style-type: none"> • Delivery visitors to follow social distancing measures in main office area • All visitors will be asked to apply hand sanitiser when entering the building and will be asked to wear a face covering. • Risk assessment shared with any visitor entering the academy building. 	<ul style="list-style-type: none"> • Office staff to alert the Principal should any difficulties with visitors arise.

Personal Protective Equipment			
Close physical/intimate contact is required between pupil/staff where pupil is displaying symptoms.		<ul style="list-style-type: none"> Staff fully adhere to hand and respiratory hygiene protocols. PPE required - disposable gloves, disposable apron, sessional surgical facemask (include eye protection if pupil is coughing or sneezing) to be worn. 'Donning and doffing' according to standard protocols (see Public Health England guidance) – staff will follow this guidance. Disposing of clinical waste appropriately. Should any waste be from an individual suspected of having COVID-19 symptoms inform the Estates Team immediately and; <ol style="list-style-type: none"> 1) Put the waste in a plastic rubbish bag which should be tied when full. 2) The plastic bag should then be placed in a second bag and tied. 3) It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste will be stored safely and kept away from children. Waste should not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. -If the individual tests negative, this can be put in with the normal waste. -If the individual tests positive, then store it for at least 72 hours and put in with normal waste. If storage of waste for 72 hours is not possible, premises staff should liaise with the Estates Team for further guidance relating to arranging a collection for Category B infectious waste. 	See guidance at <ul style="list-style-type: none"> 'Guide to Donning and Doffing Standard PPE' to be shared with all staff using PPE. Anyone who is symptomatic should not be in a childcare or school setting. However if required to undertake intimate care with a child or young person then category 3 PPE will apply e.g. If a child requires intimate care when administering first aid as a result of serious injury. If that child were coughing or spitting, this should include eye protection.
Caretakers and cleaners undertaking cleaning duties.	Pupils & staff	<ul style="list-style-type: none"> Government guidance will be followed in relation to cleaning and disposal of PPE. If there is a confirmed case of COVID-19 and there is a risk the individual has left a splash of bodily fluids, cleaning staff to follow government guidance. 	<ul style="list-style-type: none"> Mask/visor not required if someone with COVID-19 has passed through if there is no risk of splash of bodily fluids. Area can be cleaned immediately if there is no risk of bodily fluids having been splashed See guidance at <ul style="list-style-type: none"> https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 'COVID-19: Cleaning of Non-Healthcare Settings' guidance

Adequate provision & storage of PPE.	Pupils & staff	<ul style="list-style-type: none"> • Principals will liaise with the Estates Team in order to organise provision of PPE. • PPE to be stored with First Aid equipment. The Principal should take responsibility for a weekly stock-take. • Single-use face masks to be disposed of after each use. • Safety goggles to be disinfected after each use. • Aprons/gloves to be disposed of with medical waste. 	
Curriculum Activities			
Academy fully compliant with health & safety considerations, including pupil/student: adult ratios.		<ul style="list-style-type: none"> • High rates of COVID-19 may cause difficulties with the availability of staff. The priority is to keep the academy open and children and young people continuing face-to-face education. Where workforce issues arise, the principal will use existing teaching, temporary and support staff more flexibly where required to ensure the academy remains open, whilst ensuring that appropriate support remains in place for pupils with SEND. • Where staff absence levels and lack of available supply cover compromise the health and safety of pupils/students/staff, the principal may take the decision to close the academy to a class/year group, providing education through remote learning. This will be as a last resort and in consultation with the CEO. 	
Educational visits	Pupils & Staff	<ul style="list-style-type: none"> • Educational and residential visits will be planned with caution due to the changing situation with Covid-19 restrictions and potential local outbreaks. • The Principal has the discretion to delay the re-implementation of educational visits based on their appropriateness, safety and insurance legalities. • Educational visits, school performances, parents' evenings and other meetings will be risk assessed by the principal to consider COVID safety in relation to infection rates in the local area at the time. 	
Pastoral support for pupils and staff on return to school / setting regarding bereavement / loss / trauma and impact of the new normal.	Pupils & staff	<ul style="list-style-type: none"> • Academy leaders to ensure all staff and pupils understand the measures that are in place to protect them. • Academy leaders to ensure staff and pupils are aware of the additional mental health support available to them. 	https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers

Remote Learning	Pupils & staff	<ul style="list-style-type: none"> Remote learning will be provided for pupils who are isolating and pupils deemed well enough to learn who have tested positive for COVID-19. Pupils without access to an IT device at home will be able to loan a device for the duration of their isolation period. Where staff absence levels and lack of available supply cover compromises the health and safety of pupils/students/staff, the Principal may take the decision to close the academy to a class/year group, providing education through remote learning. This will be as a last resort and in consultation with the CEO. 	https://www.gov.uk/guidance/get-help-with-technology-for-remote-education
After-school club activities	Pupils & staff	<ul style="list-style-type: none"> After-school clubs will be provided as usual practice and pupils/students from different class groupings will be able to mix. Should the academy experience an outbreak, the Principal will risk assess the activities on offer and decide if it is unsafe for activities to continue, advising parents/carers promptly. Any visitors who deliver clubs will be strongly encouraged to take a LFD test before entering the building. Parents/Carers will be encouraged to collect their child/ren from an exit to the building rather than entering the building itself. 	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak
Other Considerations			
Food for celebrations	Pupils & staff	<ul style="list-style-type: none"> Parents/carers may provide celebratory treats for their child's class to share for special occasions providing the food is shop bought and in a pre-sealed package with all food ingredients and allergens clearly labelled. 	
Provision for pupils in receipt of FSM.	Pupils	<ul style="list-style-type: none"> Any isolating pupils who are entitled to FSM will be able to access lunch grab-bags. Parents/Carers to contact the academy office staff to arrange this. 	