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| Department: *EDUCATION* | | | | Service: *EDUCATION* | | | School: *SEATON DELAVAL FIRST SCHOOL* | | |
| Activity:***Prevention and management of outbreaks of respiratory infection (including COVID-19) in school***  ***Version 2.0: 17 October 2023***  *The need to specifically consider COVID-19 in risk assessments was removed from 1 April 2022. However, employers have a duty under health and safety legislation to identify risks in the workplace and put in place reasonable control measures to help protect the safety of staff, pupils and visitors. The control measures in place within this risk assessment will help achieve this and maintain business continuity during outbreaks of respiratory infection.* | | | | | | | | | |
| People at Risk:  *Staff, pupils, visitors, volunteers, parents, contractors* | | | | | Additional Information:[*guidance on completion: risk assessment form*](https://northumberland365.sharepoint.com/:b:/s/TheBeat/EbwnZad46IVPh7SwByUvWPUBDkQthYEGf_fsxBqRKKIIOQ?e=6fzRXz)  *Existing service/task specific risk assessments and guidance provided by the government/UKHSA and internally at NCC.*  *Further additional information/links to documentation is available at the bottom of the document.* | | | | |
| Name of Person Completing Form: Olie Job Title: HT Date: 18.10.2023 | | | | | | | | | Review Date: weekly |
| Hazard | Risk | Initial Rating  L, M, H | Existing Control Measures | | | Initial Rating  L, M, H | | Additional Action Required  (action by whom and completion date – use separate Action Plan if necessary) | |
| *Inadequate safety management documentation* | *Increased risk of transmission* | *M* | *The control measures recorded in this risk assessment and other related documentation are monitored and the documentation updated, as necessary, with staff given the opportunity to comment and feedback on arrangements.*  *The content is shared with staff.* | | | *L* | | *General infection control and prevention measures are contained within the school’s health and safety policy. The effectiveness of these arrangements are monitored. The NCC School’s Safety Performance Audit is completed on an annual basis as an assurance check.* | |
| *Outbreak of respiratory infection in local area or school resulting in the need to step up control measures* |  | *M* | *The arrangements to be implemented in the event of an outbreak of respiratory infection are contained within the school Emergency Plan.*  *The school will follow the advice in respect of respiratory infection in Chapter 3 of this guidance document:* [*Health protection in education and childcare settings*](https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities#full-publication-update-history) *Most outbreaks are likely to be able to be managed by the school by instigating the arrangements in the plan. Where further advice is needed the UK Health Security Agency North East (UKHSA) Health Protection Team is contacted on 0300 303 8596* | | | *L* | | *Contact the UKHSA North East Health Protection Team*   * a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection * evidence of severe disease due to respiratory infection, for example if a child, young person or staff member is admitted to hospital | |
| *Failure to implement adequate control measures to reduce the risk of transmission of respiratory infection* | *Inadvertent transmission to others* | *H* | ***General protective measures across school***  *The following measures are in place within the schools, which are based on national guidance in respect of respiratory infection/COVID-19:*   * ***Clear advice is issued to those who have symptoms of a respiratory infection or who test positive for COVID-19*** *. (see* [*People with symptoms of a respiratory infection including COVID-19*](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19)*)* * *Vaccination - eligible persons are encouraged to take part in recommended vaccination programmes.* * ***Ventilation*** *– occupied spaces are well ventilated. Section below and* [*H&S briefing document.*](https://northumberland365.sharepoint.com/:w:/s/TheBeat/EXzlAnSU1hBHgNSCsmrYHzIBmOHxaDd_ILryskko5VAx8g?e=rivSJR) * ***Cleaning*** *- Environmental cleaning regimes are maintained in line with cleaning schedules. During periods of high transmission additional cleaning may be needed.* * ***Good Hand and respiratory hygiene*** *(Catch it/Bin it) practices are encouraged. Hand sanitiser stations are located through the building (identify locations)* * ***Vulnerable staff*** *– individual risk assessments are in place for those staff who are immunosuppressed or pregnant. (see additional section on vulnerable people)*   *Any large events planned are subject to a risk assessment and consider current levels of community transmission of respiratory infection. Control measures would include adequate ventilation.* | | | *L* | | *The* [*e-Bug Coronavirus website*](https://e-bug.eu/) *contains free resources for schools, including materials to encourage good hand and respiratory hygiene amongst pupils.*  *Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is kept out of the reach of children and used with staff supervision due to the risk of ingestion. A safety data sheet and* [*COSHH risk assessment*](https://northumberland365.sharepoint.com/:w:/s/TheBeat/EaeqrSXYQ3hNnKLFmP_euM4B6NsRSaTJ195PP8lsWdk2eA?e=LdutVP) *are in place for its use. Skin friendly skin cleaning wipes can be used as an alternative* | |
| *Inadequate ventilation.*  *Unable to achieve a comfortable (or legal minimum) temperature within the building.* | *Transmission of respiratory infections* | *M* | *A good level of ventilation is maintained in occupied spaces: See* [*H&S Briefing Document*](https://northumberland365.sharepoint.com/:w:/s/TheBeat/EXzlAnSU1hBHgNSCsmrYHzIBmOHxaDd_ILryskko5VAx8g?e=Avu3Py) *with signposts to advice from the HSE and CIBSE. [add specific arrangements in place within your schools based on the guidance above e.g. keeping windows open, use of CO2 monitors etc]*  *CO2 monitors provided by the DfE are used to monitor levels in occupied spaces on an ongoing basis. Where concerns have been identified, action has been taken to improve ventilation levels. [add details of any specific arrangements here]*  *Mechanical ventilation/heating systems are maintained in accordance with the manufacturers recommendations.* | | | *L* | | *Rooms with no natural or mechanical ventilation have been identified and their use as a general teaching space is avoided unless measures to improve ventilation are considered and implemented.* | |
| *Transmission of respiratory infection to vulnerable persons* | *Exacerbation of existing condition.* | *H* | *Vulnerable staff include those who are pregnant or immunosuppressed. In most cases the control measures contained within this risk assessment will be sufficient to adequately reduce the risk of transmission to these staff.*  *An individual risk assessment remains in place and any additional advice or control measures advised by a medical professional are recorded. Staff who are immunosuppressed (normally due to medication they are taking, or treatment received) may wish to temporarily work from home if they are in a role which allows this.*  *The risks from infection are considered as part of a pregnant worker's risk assessment. Reasonable adjustments are considered where individual risk factors determine this.*  *The school follow national guidance and anyone who tests positive for COVID-19 stays away from school for 5 days(staff)/3days (pupils) and avoids contact with those at risk of becoming seriously ill for 10 days.*  *Advice is sought from the school’s own HR/Occupational Health provider where needed and the individual consults their physician where appropriate.* | | | *L* | | *Individuals who are immunosuppressed are able to access free NHS LFD testing if they are entitled to anti-viral treatments to reduce the severity of symptoms should they contract COVID-19. See: [COVID-19: guidance for people whose immune system means they are at higher risk](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk)*  *See* [model pregnant worker’s risk assessment](https://northumberland365.sharepoint.com/:w:/s/TheBeat/EbJ4-pXhXYRNrcMJN808hIEBndYpV2OYecio4jR9FQ-wUA?e=Dx2mK9) *and [COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding](https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeeding)*  *Schools should contact the UKHSA North East Health Protection Team early if an outbreak is suspected and the school is attended by high numbers of children with underlying medical conditions, which may make them more vulnerable to infection, or if the school is a boarding or residential setting, where additional control measures may be needed.* | |
| *Individuals with symptoms of respiratory infection, including COVID-19*  *Testing positive for COVID-19* | *Transmission of infection* | *H* | ***Symptoms of respiratory infection***  ***Staff/Visitors*** *- do not attend school if they have symptoms of a respiratory infection and a high temperature or are too unwell to carry out their normal activities. Once they feel well enough and have been clear of a high temperature for 24hours they may return to school.*  ***Pupils*** *– those with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, and do not have a high temperature, can attend school. Those who are unwell and have a high temperature should stay at home. They can return to school when they no longer have a high temperature, and they are well enough to attend.*  ***Testing positive for COVID-19***  *The need for anyone to test with LFD home tests has been removed. Free NHS tests for most people, with and without symptoms are no longer available. Individuals may choose to purchase these privately and staff, visitors and pupils/parents who test positive have been informed they must not attend school and should stay at home for the required period:*  ***Adults:*** *5 days starting from the day after their positive test. They can return after this period if they feel well enough and do not have a high temperature.*  ***Children:*** *3 days starting from the day after their positive test. They can return to school after this period if they feel well enough and do not have a high temperature.*  *Anyone testing positive for COVID-19 should, for 10 days starting the day after the test, avoid contact with vulnerable individuals at risk of becoming seriously ill (in line with national guidance). A temporary adjustment/risk assessment may be needed to cover this period.* | | | *M* | | *See:*   * [*People with symptoms of a respiratory infection including COVID-19*](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19) *- Staff who have a household close contact who has tested positive for COVID-19 should also follow the advice contained in the above guidance document as far as possible, such as avoiding contact with vulnerable individuals, wearing a face covering when in close contact with others and increased hand hygiene.*   *The normal protocol for anyone becoming unwell whilst at school is followed.*  *Individuals who are immunosuppressed are entitled to anti-viral treatments if they contract COVID-19 can access free symptomatic testing and will normally be issued with a supply of LFD tests by the NHS.*  *See:* [*COVID-19: guidance for people whose immune system means they are at higher risk*](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk) | |
| *Ineffective management of respiratory infection (including COVID-19) in an outdoor education and off-site visits context* | *Contracting respiratory infection - staff, pupils, public* | *H* | *In addition to the requirements outlined this risk assessment, visits are conducted in accordance with NCC Code of Practice for Offsite Educational Visits, Outdoor Learning and Adventurous Activities.*  *Establishments achieve effective planning and suitable and sufficient assessment of respiratory infection risk by the application of:*   * *[Evolve](https://evolve.edufocus.co.uk/evco10/index.asp) Generic Risk Assessments\* and,* * *Event Specific Planning.*   *Arrangements give due regard to careful planning prior to travel considering both the requirements of the employer and national guidance, application of contingency plans and arrangements for ensuring stated measures are kept under review.* | | | *L* | | *\* As per existing practice, review generic risk assessments to ensure the stated arrangements are applied. Visit specific arrangements not specified by or prompted by the generic risk assessments are set out in Event Specific Plan.* | |
| *Use of School Transport (external provision only)* | *Contracting respiratory infection - staff, pupils, transport provider* | *H* | *Steps are taken to ensure anyone who is symptomatic of respiratory infections/has a high temperature does not attend school and therefore is not accessing School Transport.*  *The following measures are in place:*   * *use of hand sanitiser by pupils is encouraged by parents and teachers prior to accessing school transport.* * *ensuring good ventilation by keeping windows, or roof lights, on home to school transport, open.* | | | *L* | |  | |
| *Personal care activities* | *Contracting coronavirus or passing onto vulnerable or shielded children* | *H* | *No additional PPE is generally needed other than that already identified via risk assessment.*  *Specific PPE/training is required for staff providing personal care involving an aerosol generating procedure (AGP) - advice is provided by the school nurse and a risk assessment produced. Specific detailed guidance and requirements when performing AGPs is included is:* [*Health protection in education and childcare settings*](https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities#full-publication-update-history)  *Any queries are directed to the school nurse.* | | | *L* | | *Staff know how to safely put on and take off PPE.* [*Putting on PPE*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/875211/Putting_on_PPE_for_non-aerosol_generating_procedures_quick_guide.pdf)*; and* [*Taking off PPE*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/875212/Taking_off_PPE_for_non-aerosol_generating_procedures_quick_guide.pdf) *is followed by all staff undertaking personal care.* | |
| *Provision of first aid* | *First aider contracting or spreading virus to others.* | *M* | *A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.*  *A supply of PPE, such as a fluid resistant face mask and disposable gloves/apron should be kept next to the first aid box. See* [*Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings*](https://www.resus.org.uk/library/additional-guidance/guidance-covid-19)*, in respect of the latest advice around CPR and resuscitation.* | | | *L* | |  | |

**Useful Links:**

* *Government/UKHSA Advice:* [*https://www.gov.uk/coronavirus*](https://www.gov.uk/coronavirus)
* *HSE Advice:* [Coronavirus (COVID-19) – Advice for workplaces (hse.gov.uk)](https://www.hse.gov.uk/coronavirus/)
* *DFE Advice:* [Contact the Department for Education - Contact type - DFE Online Forms](https://form.education.gov.uk/service/Contact_the_Department_for_Education)
* [*NCC Health and Safety Team portal*](https://forms.microsoft.com/pages/responsepage.aspx?id=3qkTu5CC8EKpgNw73-cPQPJfpAhoMvpGlVUTyTM8VZFUNFowOEw2TUFKTVZCMjJGUEJNTjRFWFFJQy4u)
* *[NCC Health and Safety Portal - COVID-19 guidance](https://northumberland365.sharepoint.com/sites/CorpHealthSafety/SitePages/COVID.aspx)*
* [*NCC Control of Infection Policy*](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/Staff%20Information/Health%20and%20safety/Policy%20Documents%20and%20Guidance/Control-of-Infection-Policy-August-2013-HR-Policy.docx)
* [*Northumberland Education e-courier*](https://northumberlandeducation.co.uk/e-courier2/)
* [*Living with COVID-19’*](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fcovid-19-response-living-with-covid-19%3Futm_source%3D24%2520February%25202022%2520C19%26utm_medium%3DDaily%2520Email%2520C19%26utm_campaign%3DDfE%2520C19&data=04%7C01%7Camanda.young%40northumberland.gov.uk%7Cc9a58d3c39634196a28c08d9f7a7b703%7Cbb13a9de829042f0a980dc3bdfe70f40%7C0%7C0%7C637813121968899616%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=rE6WYoaFvmXqgnu%2Fsr3mkg39qkFr0%2B1N1jmYpfck6oI%3D&reserved=0)*.*
* [*Emergency planning and response for education, childcare, and children’s social care settings]*](https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings)
* [*Health protection in education and childcare settings]*](https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities#full-publication-update-history)
* [*COVID-19: guidance for people whose immune system means they are at higher risk*](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk)
* [*People with symptoms of a respiratory infection including COVID-19*](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19)
* [*The Education Hub Blog – latest information on COVID in schools*](https://educationhub.blog.gov.uk/2023/09/27/what-are-the-latest-rules-around-covid-19-in-schools-colleges-nurseries-and-other-education-settings/)
* [Health workforce letter](https://northumberland365.sharepoint.com/:b:/s/TheBeat/EecvFe-YW-VBl9LfcefLBvgBMyUV4O3vUO71v80Ewim7GQ?e=ibE79v)
* [Is my Child too ill for School](https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/)?

**Document History**

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| **Item** | **Nature of change** | **Date of Update** |
| New Risk Assessment (replaces COVID-19 Model Risk Assessment) |  | 20/4/2022 |
| General review and update of document | Minor changes/some deletion of previous measures recommended. Guidance around individuals testing positive for COVID-19 and those with symptoms of a respiratory infection, remain unchanged. | 17/10/2023 |