

RISK MANAGEMENT FORM *for*

Last updated:2.1.22

Risk Assessment- Dealing with a suspected case on site (COVID-19)

THIS RISK ASSESSMENT WILL BE KEPT UNDER CONSTANT REVIEW AND MUST BE CONSIDERED AND IMPLEMENTED ALONGSIDE ALL OTHER COVID 19 RISK ASSESSMENTS BY REB/CJH, as well as the COVID Working Group.

Westholme School have considered national government and local authority advice, and put that within our risk assessment judgements. We are confident in our systems and safeguards to mitigate the risk of infection spread for staff and students.

Ser	Hazard	Who is affected	Risk Level (High, Medium, Low)	Control Measures and Action to reduce risk	Residual Risk Level (H / M / L)
1.	Student presents with symptoms of COVID 19 at school	Student / staff member	M	<ul style="list-style-type: none">• If any student in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), Westholme will: contact parents and ask them to collect student and advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)• Any person displaying symptoms must not return to school until they have completed the required isolation period and/or received a negative coronavirus test, in line with government guidelines. Children with temperatures cannot return until they have been 24 hours fever free, without the need of medication to assist, in line with DsPH DfE guidelines.• Parents have been asked not to send their children into school at all if they are presenting one of the three major signs of COVID-19.• An addendum has been added to our administering medicine policy to state that during the pandemic we do not monitor temperatures at Westholme – if a high temperature is displayed at all the student will be sent home. Wording of addendum states: 'If a student develops a new, persistent cough or a high temperature (that is a temperature of over 37.8°C) while in the setting, the student's parent will be contacted immediately. The parent of the student will be required to collect their child and will be asked to take them for a COVID test. Any person displaying symptoms should follow PHE stay at home guidance. Children with temperatures cannot return until they have been 24 hours fever free, without the need of medication to assist, in line with DsPH DfE guidelines.– if there is any doubt as to the course of action, Westholme nurse/ or SLT in her absence will decide.'• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119.	M

				<ul style="list-style-type: none"> • Student placed in isolation room behind a closed door, but with the window open, if there is one available – Reception room at WL, staff room at BH – art room at BB. If it is not possible to isolate a child, move them to an area that is at least 2 metres away from other people. • Member of staff to remain in vicinity and talk to student • No contact between student/member of staff and others • PPE should be worn by staff caring for the child while they await collection ONLY if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • If a 2 metre distance cannot be maintained, then the following PPE should be worn by the supervising staff member: a Fluid-resistant surgical face mask • If direct contact with the child is necessary, and there is significant risk of contact with bodily fluids, then the following RRE (Risk Reducing Equipment) should be worn by the supervising staff member • Disposable gloves • Disposable plastic apron • Fluid-resistant surgical face mask • Eye protection (goggles, visor) should be worn ONLY if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting • Staff must follow the donning and doffing guidance. Ideally, a window should be opened for ventilation. More information on RRE (PPE) use can be found here. • Once the student has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used. See PHE guidance for more details. All areas they have been will be cleaned down using Westholme usual cleaning materials following PHE guidance; move the rest of the children and staff to a different part of the school while cleaning takes place if necessary. • CH in the senior school and REB in Juniors and Infants will contact LL to direct where fogging should be used (e.g. room where positive case spent a long time or was kept whilst awaiting collection) • Students are eligible to be tested and parents are strongly encouraged to seek a test. If the test is returned negative they can return to Westholme. • In exceptional circumstances, where the parent/carer is unable to collect the child, and the school will take responsibility for transporting the child home, using: <ul style="list-style-type: none"> - A vehicle with a bulkhead; - The driver and passenger should be 2m apart; - The driver should wear RRE (PPE) and the passenger should wear a fluid resistant surgical facemask if old enough to do so. - (Public transport should not be used) • School to record students and staff sent home/ showing symptoms and records kept of those self-isolating. Positive cases shared with local authority • Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person 	
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				<p>with symptoms, even if wearing a face covering, need to wash their hands thoroughly for 20 seconds but do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • they develop symptoms themselves (in which case, they should arrange to have a test); • they are requested to do so by NHS Test and Trace or the PHE advice service (or the Education Response Team/PHE local health protection team if escalated). • they have tested positive from an LFD or PCR test as part of a community or worker programme - if an LFD test is taken first, and a confirmatory PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the individual can return to school. <p>N.B. The member of staff will be considered a contact if the case tests positive. The PPE will reduce the risk of transmission from the case to the member of staff.</p>	
2.	Member of staff presents with symptoms of COVID-19 at school	Staff member/s	M	<ol style="list-style-type: none"> 1. Member of staff told to go home immediately symptoms must not return to school until they have completed the required isolation period and/or received a negative coronavirus test, in line with government guidelines. Staff with temperatures cannot return until they have been 24 hours fever free, without the need of medication to assist, in line with DsPH DfE guidelines. NB The symptomatic individual should not use public transport 2. If unable to drive themselves then must isolate in medical room until a member of their household can collect them. If they require someone to stay with them then above procedures as though looking after a student must be followed. 3. Window opened in room if available/door propped open if not 4.No contact between member of staff and others 5.RRE (PPE) to be worn by supervising member of staff (if required) unless 2 metre distance can be maintained (see above). 6. Once the member of staff has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used). See PHE guidance for more details. All areas they have been will be cleaned down using Westholme usual cleaning materials following PHE guidance; 7. The symptomatic adult should be tested for Covid-19. If the test is returned negative they can return to Westholme. 	M
3.	Student/member of staff with suspected virus needs to use toilet	Student /staff and others using toilets	M	<ol style="list-style-type: none"> 1. After student/member of staff uses the toilet a 'not in use' sign to be put up. 2. Toilets should not be used again until cleaned and disinfected by Cleaning team The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else; fogging used if needed at instruction of REB/ CH 3. Cleaning team to wear RRE (PPE) (Risk Reducing Equipment) whilst cleaning toilets – the advice on how to wear this most effectively will be taken from the gov advice below (see links immediately below and advice at end of doc) 	M

				<u>'Donning' PPE Gov advice</u> <u>'Doffing' PPE Gov advice</u>	
4	Member of staff dealing with student/member of staff at risk	Member of staff	H	<ol style="list-style-type: none"> All RRE (PPE) worn by the supervising adult should be put on and removed as per the donning and doffing guidance. This, along with disposable cleaning cloths and tissues, should be put in a plastic rubbish bag and tied it when full. Place the plastic bag in a second bin bag and tie it. The supervising adult should wash their hands thoroughly for 20 seconds with soap and warm water or use hand sanitiser after any contact with someone who is unwell. Keep 2 metre distance from student/staff member wherever possible Monitor for signs and symptoms Record which staff have looked after/had contact with the symptomatic child or adult; In an emergency, call 999 if the person is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. The isolation room, bathroom and anywhere else the symptomatic person has been should be cleaned after they have left. The symptomatic pupil or adult should be tested for Covid-19 through PCR testing (not done at school) 	M
5.	Student or member of staff diagnosed with COVID 19	Students and staff	H	<p>Through the Educational Response Team – local authority (PH) to be contacted if a member of staff or a student is diagnosed with coronavirus – school will work with advice from PH to monitor cases</p> <p>Procedures set out to be followed in the SLT procedures Document COVID 19</p> <p>If someone has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p>	M

NB ALL STAFF TO TAKE RESPONSIBILITY FOR ALL SOCIAL DISTANCING/ RISK MANAGEMENT MEASURES AND TO INFORM MANAGEMENT IMMEDIATELY OF ANY CONCERNS

SEE SAFE APPLICATION AND REMOVAL OF RRE (PPE) GUIDANCE BELOW.

Reviewed By: REB, CH, RR

Dates of reviews:

17.05.20	30/10/20	28.2.2021
19/05/20	10/11/2020	16.4.21
22/5/20	17/11/2020	5.5.21
18/8/20	20/12/2020	24.5.21
24/08/20	4/1/2021	27.8.21
31/08/20	19.1.2021	13.9.21
	22.2.2021	

2.1.22

*Reference to RRE (PPE) means:

- fluid-resistant surgical face masks
- disposable gloves;
- disposable plastic aprons;
- eye protection (for example a face visor or goggles).

The RRE (PPE) that should be used when caring for someone with symptoms of coronavirus (COVID-19) is:

- a face mask if a distance of 2 metres cannot be maintained;
- if contact is necessary, then gloves, an apron and a face mask should be worn;
- eye protection if a risk assessment determines that there is a risk of fluids entering the eye e.g. from coughing, spitting or vomiting.

N.B. A cloth face covering is NOT regarded as RREE.

Safe Application and Removal of Personal Protective Equipment

Before you put on your personal protective equipment:

- Ensure you are well hydrated
- Tie long hair back
- Remove or secure any jewellery

Putting on PPE:

- Wash your hands thoroughly with warm water and soap for at least 20 seconds
- Put on a disposable apron - ensure this is tied securely at the waist in a double knot
- Put on a face mask. The mask should cover up to the bridge of your nose and fit securely beneath the chin
- Once your mask is in place, secure and comfortable, don eye protection
- Lastly, put on your gloves.

Removing PPE:

- Remove gloves first. Using your gloved hand, peel your other glove from the centre of your palm - once removed, hold in your gloved hand. Place your finger beneath your other glove at your wrist and peel away so this glove now covers the other. Dispose in a 'yellow bin'. Wash your hands for at least 20 seconds with warm water and soap.
- Remove eye protection and dispose
- Remove your apron - snap the plastic at the back of your neck and roll the apron forwards towards your waist. Snap the waistband and fold the apron in on itself. Dispose and wash your hands
- Finally remove your mask. As you remove, fold it in on itself to avoid touching the outer surface
- Tie the disposal bag at the neck in a double knot.
- Wash your hand thoroughly.