

Leicester City Council – Health & Safety Risk Assessment Form

Ref: _____

Division/Section:	Mellor Community Primary School
Work Activity:	Covid-19
Activity Location:	School Site
Persons Affected:	All individuals on site
Manager:	B Chouhan
Date of Assessment:	27th August 2021

5 Almost Certain	5	10	15	20	25
4 Probable /Likely	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Very Unlikely / Rare	1	2	3	4	5
	1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic

No	What are the Hazards?	What are the existing control measures?	Risk (L x S = R)	What further action is necessary to reduce the risk?
	<p>Covid-19 is an infectious disease which has caused a global pandemic, leading to closures of facilities and services countrywide. Main symptoms include but are not limited to: Fever, new continuous cough, change to smell and taste sensations. This risk assessment is very much a live document and should be adapted accordingly, aligning with advice given from central/local government (CG/LG) and Public Health England (PHE).</p> <p>Under Government Roadmap Step 4 - All normal working practices will be assumed to continue unless they need to be changed due to localised outbreaks in which case we will implement our contingency plans and take further advice from the local public health team</p>			

Rationale	<p>As the country moves to Step 4 of the roadmap, the government continues to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.</p> <p>Our priority is for our staff to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. This risk assessment has been written with this in mind. A single start and end time to the day for all children will minimise disruption for parents and enable more normality in classroom teaching. We continue to recommend that all staff wear a face covering in crowded areas with individuals they would not normally come into contact with including drop off and collection times. Whilst the wearing of face coverings in communal areas is no longer mandatory we recognise the importance of personal choice and support those members of staff who wish to continue to wear face coverings. We will continue to restrict the number of non-essential adults within the school building for the current time.</p> <p>This risk assessment is based on the principles outlined in the national guidance : Actions for schools during the coronavirus outbreak : 19 July 2021 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#history</p>
General Principles of Control	<p>This is the set of actions schools must take.</p> <ul style="list-style-type: none"> • Ensure good hygiene for everyone. • Maintain appropriate cleaning regimes. • Keep occupied spaces well ventilated. • Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

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<p align="center">1</p>	<p>Catching/Spreading</p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p> <p>However it should be noted that not all individuals will show symptoms, there are going to be individuals that are carriers and will go under the radar.</p>	<p>Ongoing - Rapid Result Tests (Lateral Flow Tests) - Rapid Result Tests (Lateral Flow Tests) are available to all staff within our school to conduct twice weekly testing in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. The testing available consists of two Lateral Flow Tests taken each week at home. We encourage all staff to take part in the Lateral Flow Testing wherever possible. The requirement for continued weekly testing for Staff and will be reviewed at the end of September 2021.</p> <p>Lateral Flow Test Results - A negative result will allow the tested person to attend school as normal. A positive result will require the tested person (and their household members) to self-isolate for 10 days and the tested person is encouraged to undertake a Confirmatory Covid 19 PCR Test as soon as possible (within 2 days). The results of the PCR Test determining whether self-isolation is to continue [positive result], or if the person can return to School and the household end self-isolation [negative result].</p> <p>From Monday 16 August 2021 unvaccinated young people up to the age of 18 years and 6 months and fully vaccinated adults, are no longer required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19.</p> <p>Those identified as a close contact will be informed by NHS Test and Trace that they have been in close contact with a positive case and advised to take a PCR test. We strongly encourage all individuals to take a PCR test if advised to do so. There is no requirement to self-isolate while awaiting PCR test results and so individuals can attend school as usual. Staff who are identified as a close contact who are fully vaccinated are required to take the following precautions whilst in school awaiting PCR results;</p> <ol style="list-style-type: none"> 1. Wear a face covering in communal areas and when moving around the school 2. Maintain a 2m social distance from all other adults in the building 3. Maintain frequent handwashing/hand sanitisation 4. Undertake daily lateral flow testing <p>Staff who are identified as a close contact who are not fully vaccinated will be required to self-isolate for a period of 10 days</p> <p>Children and young people who attend an education or childcare setting and who have been identified as a close contact, should continue to attend their setting as normal.</p> <ul style="list-style-type: none"> • Twice weekly LFT testing should be restarted after a period of 90 days following a positive PCR test. • If the pupil / staff member is isolating because of a positive test result but did not have any symptoms, and they develop COVID-19 symptoms within their isolation period, a new 10 day isolation period must be started by counting 10 full days from the day following the symptom onset. • Should a member of staff receive a void test result they should re-test immediately, if they receive a second Void result, they should undertake a Covid 19 viral (PCR) Test and self-isolate. • Where tests are carried out at home the results must be reported to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with the school to help with contact tracing. Results for tests taken at School will be recorded & reported in line with current School test logging protocols. <p>LATERAL FLOW TEST INCIDENT REPORTING</p> <p>Incidents regarding LFT testing are to be reported as follows.</p> <p>Home testing Clinical Incidents to – https://coronavirus-yellowcard.mhra.gov.uk & the School Management.</p> <p>Home testing Non Clinical Incidents to - NHS Test & Trace Service Telephone N° 119 & the School Management.</p> <p>Incidents in School to – Office Manager - It is important that all incidents related to testing are recorded, including void results.</p> <p>Serious incidents, including those that require immediate pausing of all testing on site, should be escalated immediately to the DfE helpline.</p>	<p>2x3=6</p>	
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	<ul style="list-style-type: none"> • DfE Coronavirus Helpline 0800 0468687. Records of all incidents are kept. • Incidents that disrupt testing and/or could potentially impact quality or safety of testing and cannot be resolved locally should be reported to the DfE helpline. • Any other incidents that disrupt testing in any way, but that are resolved locally, should be reported to DfE through the Incident Reporting Form on www.Gov.uk. DfE will escalate issues to DHSC through the clinical governance process for rapid testing as required. • Upon arrival to school, all persons should sanitise their hands using the provided sanitiser. Should there be a shortage of sanitiser, hands should be washed. Community room will be a designated wash station for staff arriving. • Whilst social distancing is no longer mandatory it is good practice for staff to maintain social distancing when they can. All persons are expected to limit close contacts as far as is reasonably practicable with those persons they do not normally live with (i.e. considering the frequency, duration & numbers of contacts). • Face coverings are no longer required in classrooms or communal areas but staff are expected to wear face coverings in crowded areas where they come into contact with others they do not normally meet e.g. collection and drop off times. • All Staff are expected to use their own personal judgement in adopting additional control measures to minimise their own exposure risks to Covid 19. • School to maintain an adequate stock level of hand soap, these should be monitored closely by the premises team and replaced accordingly, in addition standalone soap are in stock should dispenser stock fall low or become harder to get hold off. • Staff to continue to promote regular hand washing. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. • Touch surfaces are cleaned daily, in addition all rooms are misted with Stabilised Ozone water. With a current continuation of a lunch time cleaning process of key touch surfaces(door handles, switches)- Refer to Cleaning section of Mellor Protocols. All areas of the school are sanitised with ozone generators at the ned of each day. • Facial tissues to be distributed to all classes and stock level to remain at adequate level to help with catch it, bin, kill it regime already in place. Bins to be emptied twice daily. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative. Follow good respiratory hygiene and skin cleaning hygiene measures at all times. • All staff living with someone with confirmed case must report this immediately to HT or SM – and follow isolation procedures as set out by PHE/CG in the event that they have not received a double vaccination. • Consideration may be given to maintaining records of staff, visitor & contractor attendance for NHS Test & Trace purposes. • An Outbreak Management Plan is in place to revert to a greater level of Covid 19 control measures (reverting back to RA V1.25) should this be advised by Public Health due to local outbreaks. This contingency plan includes the provision of remote learning for pupils where this becomes necessary. • This risk assessment and Mellor Protocols for safe systems of work will be communicated to staff before they start work, and will be available in school. • Employee support services (SAS/Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the Schools Wellbeing Booklet. • Staff continually monitor pupil wellbeing, and take appropriate measures as necessary 		
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		<ul style="list-style-type: none"> • Clinically Extremely Vulnerable Staff are able to return to School if their work cannot be done at home. If attending site these staff may wish to take additional Covid 19 precautions if required (e.g. limiting close contacts etc), and as agreed in their individual risk assessment. • Clinically Extremely Vulnerable Pupils are able to attend school unless it is advised by their medical support team that they should be shielding. • Expectant mothers (pregnancy from 28 weeks) are now able to return to the workplace. All expectant mothers will have personalised risk assessments in place that are reviewed at regular intervals and are encouraged to get vaccinated. • <i>Although persons from the Black, Asian & Minority Ethnic (BAME) community, or those who possess other recognised high risk factors, are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.</i> • An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances and we will work with staff to put further protective measures in place e.g. limiting contact with parents at drop off/collection times etc • Individual risk assessments will also be carried out to determine the safety measures for those working with pupils who spit uncontrollably or use saliva as a sensory stimulant. 		
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<p align="center">2</p>	<p>Suspected case whilst on site, or positive viral test result.</p>	<ul style="list-style-type: none"> • When a person develops symptoms compatible with COVID 19 (A high temperature, a persistent cough, or a loss or change to the sense of taste or smell) they should leave the site to start a 10 day self-isolation period and undertake a PCR Test as soon as possible, and make the appropriate NHS Test & Trace notification. • The use of public transport should be avoided where possible. • <i>The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</i> • Where a person tests negative for COVID 19 they can return to school (<i>Unless the PCR Test was taken as a result of a positive Lateral Flow Test, but within the self-isolation period over two days later than the LFT Test</i>). • Where a person tests positive for COVID 19 they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues). • Parents are to be encouraged to report test results to the school. • The NHS Test & Trace system will take steps to identify close contacts of the person tested positive and instruct them to self-isolate for 10 days as appropriate. (<i>In exceptional circumstances, the School may be requested to assist in identifying close contacts</i>). • With Effect From 16 August 2021 Those persons under 18 Years old who are identified as close contacts by the NHS Test & Trace system will not be required to self-isolate, but will be advised to undertake a PCR Test and will only be required to self-isolate if they themselves then test positive. • With Effect From 16 August 2021 • If a member of staff has been fully vaccinated and are identified as a close contact with a person who has tested positive, they will not be required to self-isolate, but will be advised to undertake a PCR Test and will only be required to self-isolate if they themselves then test positive. • If not fully vaccinated they will be required to self-isolate for 10 days. • <i>Household members of those close contacts, or other close contacts who have not been contacted by the Test & Trace system, do not need to self-isolate unless they themselves later receive a positive test result, develop symptoms themselves, or the affected person later tests positive and they are then informed to do so by the NHS Test & Trace system.</i> • If several positive cases are identified within a 10 day period, this may indicate an outbreak, and in these circumstances the School will contact the DfE Advice Service (Helpline Number 0800 0468687 Option 1). Public Health England’s Local Health Protection Teams will then conduct a rapid investigation and will advise the school on the most appropriate action to take (such as implementing the Outbreak Management Plan). • Where an individual is showing clear symptoms, a member of SLT should be notified. Utilise community room for temporary isolation and monitoring, before parents come to collect. After this room has been utilised for isolation the tables should be cleaned down and the room misted with ozone water. Signage should then be placed on the door to indicate that the room can only be used for isolation purposes until which time it can be sanitised with an ozone generator at the end of the school day. All classes will also be given the means to clean areas/equipment within the classroom used by the individual, SLT will be on hand to support where necessary. • If individuals need to use the washroom facilities, then only the disabled toilet near the community room is to be used and this must be cleaned thereafter. • Where a member of staff has to stay and supervise an individual and cannot socially distance, PPE to be worn – mask, gloves, apron & visor if available. • Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished 	<p align="center">2x3=6</p>	<ul style="list-style-type: none"> • When individual is being monitored, use the thermal camera to record temperatures. • When the ozone generator is being used, the room cannot be accessed for minimum of 4hours
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3	Travel Off site	<ul style="list-style-type: none"> • Remote learning is provided to pupils who are self-isolating, and where they are well enough to participate. • Children must not board home to school transport if they or any member of their household has Covid 19 symptoms. • Where possible, open vehicle windows for increased ventilation. <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> • Use a vehicle with a bulkhead for segregation. • The driver and the passenger should maintain a distance of 2 metres from each other. • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. • The vehicle should be cleaned & disinfected afterwards. • Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE • Handwashing/sanitising before and after transport activities and when disposing of waste. <p>On dedicated transport,</p> <ul style="list-style-type: none"> • Hands are to be sanitised on boarding & disembarking. • Frequently touched vehicle surfaces are to be cleaned after each journey, and enhanced cleaning carried out at the end of each day. • Drivers are to have access to and use hand sanitiser throughout the journey and after assisting passengers. • Children are to be encouraged to carry & use tissues on home to school transport. If used, these will need to be disposed of into a covered bin, either on board the vehicle or upon arrival at school. • Ventilation is to be maximised (i.e. opening windows). • The vehicle is to be regularly cleaned. <p>External Visits,</p> <ul style="list-style-type: none"> • The Covid 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with as far as possible during external visits. 	2x2=4	Where vulnerable family home visits must be made social distancing protocols must be adhered to
4	Entry and Exit to site	<ul style="list-style-type: none"> • Any persons who are showing any of the signs of COVID -19 may NOT come to school. • Hand cleaning facilities or hand sanitiser are available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving. • Reception foyer to be a 'No waiting' zone • Frequent spraying of foyer with ozone water. • Only 1 parent to drop off/collect children • Parents, etc. are to be reminded not to gather by the School gates etc whilst awaiting their children and are only allowed on site by appointment. • Parents will only be seen by appointment- we will continue to restrict non-essential adults into the school building during the Autumn term 2021 after which point this will be reviewed. <p>Visitors All visitors & contractors are to be made aware of site rules via the Mellor Covid Visitor leaflet.</p>	2x3=6	<ul style="list-style-type: none"> • Staff to be advised only to use fobs to sign in and out. • Visitors to be signed in via the office, to avoid screen usage.

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5	Internal Areas	<ul style="list-style-type: none"> • Individuals to wash hands upon entering the room • Utilise tissues and follow the catch it, bin it, kill it regime • Promote good hand hygiene for all in particular after sneezing, before and after eating. • Bins are to be provided in each main room to collect used tissues, and are emptied regularly. • Promote not to touch face • Classroom to be cleaned, with additional focus on touch surfaces • Rooms to be sanitised by ozone generators at the end of each day • Bottles of ozone spray for adults to utilise if required, to be provided in each year group • Sanitiser gel to be placed in all classrooms • Avoid physical contact where possible, where planned physical contact is required, PPE must be worn. Where physical contact has been made, aim to wash and sanitise hands as soon as viable. During this period avoid touching face and others. <p>Equipment, Activities and resources</p> <ul style="list-style-type: none"> • Limit the use of shared resources. • Staff & pupils have their own allocated individual frequently used resources such as pens & pencils. • All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. • Pupils should be reminded only to bring essential items into the school. • Limit the exchange of shared resources that are taken home between children and staff where possible. <p>Singing activities or playing brass or wind instruments is permitted with the following conditions,</p> <ul style="list-style-type: none"> • Voices are not be raised unduly. • Where possible musical instruments should be cleaned by the pupils using them. • Participants are not sharing instruments. • Good levels of ventilation are provided, with preferably the activity being carried out outdoors. • Where larger groups or choirs are singing the ventilation rate should be at least 10l/sec per person. <p>Classrooms and other indoor spaces should be well ventilated using natural sources where possible, windows/door (fire doors to remain closed). To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate: opening high level windows in preference to low level to reduce draughts, increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused), providing flexibility to allow additional, suitable indoor clothing e.g. fleeces. Wall fans can be used in addition to the fresh air system installed, providing windows are open. Areas of poor ventilation will be identified, and measures taken where possible to increase ventilation in these areas. The use of Carbon Dioxide monitors may be useful in identifying areas of poor ventilation. But the manufacturer’s instructions for these will be followed to ensure accurate results. Air cleaning & filtration units may be considered in some circumstances where poor ventilation remains an issue.</p> <ul style="list-style-type: none"> • The lift should only be used if it is a necessity, such as moving children with specific SEND requirements or medical emergencies. Hands to be cleaned pre and post usage • Drinking water fountains are not to be used and will remain taped off. 	2x3=6	
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6	Outdoor Areas	<ul style="list-style-type: none"> • Before classes go out, they should wash/sanitise hands. • Before entering the building, hands to be sanitised. • Play resources if used should be cleaned before use by another year group. • Where lessons are taken outside, the same covid control measures for indoors are to be adopted. • Play equipment currently not to be used. 	2x2=4	
7	Work Planning	<ul style="list-style-type: none"> • Priority is to be given to outdoor PE activities over indoor ones • The use of shared resources (i.e. stationery & equipment) is to be limited, and each item regularly cleaned upon change of user. • Where SEN pupils are attending School the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case. • PPA/Work should be conducted in the staff room, Nursery (pm only) or over at Cross Corners – Ventilate well, by opening windows and doors to allow better circulation. 	2x2=4	
9	First Aid	<ul style="list-style-type: none"> • Wash hands prior to administering first aid session • Staff administering first aid, to wear PPE provided • Sanitise gloves in between care • Query the child as to fact finding from a safe distance, then deal with problem and return to safe distance • Wash hands after administering first aid • Medical room to be sprayed with Ozone water frequently. • CPR – No rescue breaths to be provided, focus on good compressions and getting the defibrillator. • Lunchtime supervisors should deal with all minor first aid, major first issues, child to be sent to medical room 	2x2=4	
10	Cleaning	<ul style="list-style-type: none"> • Premises team to follow protocols and continue with the effective measures in place, wiping of touch surfaces. • Liberal spraying of rooms daily with Ozone water. • Daily sanitisation of school with ozone generators • Separate cloths for separate year groups • Cloths to be washed daily • Additional midday clean of touch surfaces to continue • Where a confirmed case arises in the school the affected areas will be sanitised with ozone generators prior to cleaning. Where this is not possible disposable blue roll will be used during cleaning and areas will be sanitised with the ozone generators afterwards and always before areas are reused. Waste will be double bagged and stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). • Bin liners are used in all bins and bins emptied daily. 	2x3=6	•
11	Deliveries	<ul style="list-style-type: none"> • As it is impractical to ask delivery personnel to wash their hands before handling a package, all items delivered to school reception are to be sprayed with ozone water and left for 30 mins. • Staff to continue good hand hygiene after handling delivered goods. 	2x3=6	

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12	Contractors	<ul style="list-style-type: none"> • Contractors to be effectively scheduled in • Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising regularly. • Maintain social distancing where possible i.e. site inductions, leading to and from area of work etc. • Contractors to be informed of school standards as detailed in section 1 prior to arriving. • Areas used by contractors to be sprayed with ozone water where practicable • Make note of areas that the contractor has visited and who they have been contact with. • Contractors & Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements. 	2x3=6	
13	Adverse weather – allows for C19 to survive	<ul style="list-style-type: none"> • All individuals to dress accordingly to the weather • Maintain good hygiene at all times 	2x3=6	
14	Poor Hygiene Washrooms	<ul style="list-style-type: none"> • Encouragement of good hygiene for all to be continued • Avoid touching face, eyes, nose, mouth and utilise catch it, bin it, kill it regime. • Restrict numbers using washroom facilities at a given time. • Wash hand pre and post of using facilities • Washrooms to be sprayed with ozone during the day • Facilitate a clean for main toilets KS2 playground after lunch. 	2x3=6	
15	Break & Lunch provision	<ul style="list-style-type: none"> • Break times to be staggered • All to wash/sanitise hands pre and post eating • Hot meals to be pre-plated along with cutlery and delivered to EYFS/KS1 children seated at tables. Stacks of cups to be placed on school dinner tables • Catering staff and staff delivering meals to wear gloves • Catering staff will serve meals to KS2 children via hatch – children not to touch food ideas during service • Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own. • Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted). • All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. • Tables and chairs to be cleaned throughout the lunch period or sprayed with ozone 	2x3=6	
16	Use of changing rooms	<p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Wash & dry hands after using the facilities.</p>	2x2=4	
17	Emergency Procedures	<ul style="list-style-type: none"> • Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP's and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19. 	2x3=6	

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18	Awareness	<ul style="list-style-type: none"> • Covid protocols training video rolled out to staff • Posters will be displayed in the welfare areas and in suitable places around site reminding all persons of hygiene and hand washing requirements. • Clear protocols and risk assessment shared with staff prior to pupil return • Utilise posters as reminders to parents, in addition to emails, messages reinforcing guidelines for safety. • Staff are to challenge any person not adhering to the control measures within this risk assessment. 	2x2=4	
19	Personal care	<ul style="list-style-type: none"> • When providing planned personal care, staff must wash their hands before and after each occasion of close contact. • Wear PPE prior to delivering Planned Personal Care • All waste should be disposed of appropriately • Any areas used should be sprayed in Ozone water after use • Bins to be emptied midday and end of day. 	2x3=6	
20	Physical intervention	<ul style="list-style-type: none"> • When a child requires guiding, supported removal or restraint the member of staff must carry out a visual risk assessment and ensure they are vigilant of the risk of contamination. • These incidents cannot be planned for, however we would suggest following. Where physical contact has been made, aim to wash and sanitise hands as soon as viable. During this period avoid touching face and others. • Where you know a child may arrive physically upset, follow the planned guidance as appropriate 	2x3=6	
Name of Assessor: B Chouhan			Signature: 	Date: 27/08/2021
I accept that this is a suitable and sufficient assessment of the hazards and risks within this activity and that the remedial actions will be implemented as detailed below.				
Manager's Name: N Foster			Signature: 	Date: 27/08/2021

COVID-19 School Settings

Response Procedure

This information should be used by leadership and management of primary, secondary and special schools, and alternative provision for schools. Please ensure that this flowchart is read in conjunction with listed guidance and seek further advice from DfE, the Local Authority or Public Health England in the event of 5 or more (2 or more in special schools or alternative provision) linked positive case/s.

Is the pupil/staff member displaying COVID-19 symptoms?

- High temperature
- New continuous cough
- Loss of, or change to, sense of taste or smell

1. Arrange for the symptomatic individual to go home.
2. (If applicable) If a pupil is awaiting collection, move them to a room where they can be isolated behind a closed door or, if not possible, somewhere that is at least 2 metres away from other people and ensure appropriate adult supervision. Ideally, a window should be opened for ventilation. Staff caring for the pupil should wear appropriate PPE if social distancing cannot be maintained (for example if the child is very young or is a child with complex needs)¹. The individual with symptoms may need access to the toilet. This should not be used by others and should be cleaned in line with guidance following the individual leaving the school. If more than one pupil has symptoms, where possible, they should be isolated separately.
3. Send the symptomatic individual home, instructing:
 - a. The symptomatic individual to get a PCR test for COVID-19 and report the result to the school once known.
 - b. The symptomatic individual to self-isolate for 10 days (or until a negative PCR result has been reported and the individual feels well). The individual must ensure they feel well before returning to school.
4. Schools will be provided with a small number of home testing kits that they can give directly to parents/carers/staff who develop symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.
5. Arrange for areas where the symptomatic individual has been to be cleaned and disinfected². Areas that they have passed through (e.g. corridors) should be cleaned thoroughly as normal. Any surfaces that the symptomatic person has come into direct contact with must be cleaned and disinfected e.g. high-contact areas such as handles, grab-rails.
6. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless:
 - a. they develop symptoms themselves (in which case, they should arrange a PCR test)
 - b. the symptomatic person subsequently tests positive and the contact is an adult who is not fully vaccinated (and not medically exempt from vaccination)⁴.
 - c. they have been requested to do so by NHS Test and Trace
7. In an emergency, call 999 if someone is seriously ill. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Positive

1. If informed by pupil check authenticity of test results e.g. contact parents. If a staff member or pupil tests LFT positive, they should book a confirmatory PCR test **within** two days. If the PCR test is negative, they can end their self-isolation. If a negative PCR test is received more than 2 days after the date of their initial LFT test, then the duty to self-isolate remains.
2. Notify the Local Authority via the online form (schools.leicester.gov.uk/informtheLA). If you have any questions about a case, please check the FAQ document on the extranet. If you have a concern about an outbreak please contact Leicester City Council's Public Health team at c19publichealth@leicester.gov.uk. For support for an outbreak, you can also contact the PHE Coronavirus Response Centre on 03442 254 524. All positive cases will be contacted by the Test and Trace system.
3. The pupil/ staff member will be told by NHS Test and Trace to self-isolate at home for at least 10 days from the onset of their symptoms or a positive test result for asymptomatic individuals and follow the 'Stay at Home' guidance³.
4. Pupils/staff should return to school only if they no longer have symptoms, other than cough or loss of/ change to sense of smell/taste. This is because these symptoms can last for several weeks once the infection has gone. If the pupil/ staff member is isolating because of a positive test result but did not have any symptoms, and they develop COVID-19 symptoms within their isolation period, a new 10 day isolation period must be started by counting 10 full days from the day following the symptom onset.
5. Pupils/staff should not be asked to provide a negative test result before returning to school.
6. NHS Test and Trace will contact the positive person/their family to identify their contacts. Contacts will be advised to take a PCR test as soon as practicable. Any contacts who are under 18 or are fully vaccinated (14 days have passed since last dose) or exempt do not need to isolate. Anyone else will have to isolate for 10 days.
7. The school should be aware of any students or staff clustered in a consistent group or cohort with a positive case. If a staff member, who is known to be unvaccinated, is a close contact of a child who has tested positive this staff member should be advised to self-isolate for 10 days.
8. Send letter/email (a template letter will be provided) to parents of pupils who have been in close contact with the positive case advising them to:
 - a. Get a PCR test. The child does not need to isolate and should continue to attend school while they wait for the result.
 - b. Get tested for COVID-19 if they develop symptoms and inform the school of their results.
9. Record absences with the appropriate code.

Inconclusive

The pupil/staff member should have another test. If the pupil/staff member had a test but have not had symptoms, they do not need to self-isolate whilst awaiting another test. If the pupil/staff member had a test because they had symptoms, they must keep self-isolating and have another test within 8 days of their symptoms starting.

Negative

Pupil/staff member can return to school but only if they are feeling well and their fellow household members can end their self-isolation.

However, if an individual has been asked to self-isolate as a result of contact with a positive case of COVID19 because they are over 18 and not fully vaccinated and not medically exempt, they must continue to isolate for the full 10 days regardless of a negative test result.