

**Covid 19 Risk Assessment 2022**

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| **Version:** | 1 |
| **Authorised by:** | **S. Morrison CEO (Chief Executive Officer)** |
| **For use in:** | All Elmtree Learning Partnership sites |
| **Date:** | 1st September 2022 |
| **Date of next review:** | 1st September 2024 |

Preventing and Managing Sickness including outbreaks Risk Procedures and Risk Assessment Progression of restrictions / Staged Response

Elmtree Learning Partnership - Preventing and Managing Sickness

**Information for staff and visitors**

**HAND SANITISER AND TEMPERATURE CHECKING MUST BE COMPLETED BEFORE ENTERING THE BUILDING.**

**DO NOT ENTER IF YOU HAVE: A NEW DRY PERSISTENT COUGH**

**A TEMPERATURE**

**LOSS OF TASTE OR SMELL OR ARE FEELING UNWELL. PLEASE FOLLOW THE LATEST GOVERNMENT CORONAVIRUS GUIDANCE.**

STAGE 2 – PREVENTION + STAGE 3 – MITIGATE/DELAY

**We currently have increased precautions in place to ensure effective prevention of the spread of illness.**

**All users of the building are asked to follow the following guidance:**

DO

□ wash your hands with soap and water often – do this for at least 20 seconds

* **always wash your hands when you get home or into work**

DON’T

* **use hand sanitizer gel if soap and water are not available**
* **cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze**
* **put used tissues in the bin straight away and wash your hands afterwards**
* **try to avoid close contact with people who are unwell**

**X touch your eyes, nose, or mouth if your hands are not clean**

**X enter the centre if you are feeling unwell or have been in close contact with any person who is unwell**

**If you think you might have coronavirus, have been to a country or area with** **a high risk of coronavirus in the last 14 days or you have been in close contact with someone with coronavirus ring NHS 111. Visit https**[**://w**](http://www.nhs.uk/conditions/coronavirus-covid-19/)**ww.**[**nhs.uk/conditions/coronavirus-covid-19/**](http://www.nhs.uk/conditions/coronavirus-covid-19/) **for further details.**

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| **Response Stage** | **Trigger** | **Key Actions** | **Who** | **Notes** |
| **STAGE 1** – General (everyday hygiene and procedures) | None | * General reminders for hygiene
* Effective handwashing facilities and soap available
* Follow usual absence periods for sickness
 |  | All children have instant access to hand wipes/sanitizer throughoutthe day |
| **STAGE 2** – Prevention | **Where an increased risk is present**-Increased absence rates of pupils or staff-Local increases in sicknesse.g., flu, gastric, coronavirus-Public health alerts-Suspected cases of specific illness in the Centre or within the community (eg.coronavirus / gastric) | * Increase hygiene procedure
* Communication with key people including key information (staff, pupils and families, users of the site)
* Specific hygiene lessons in class
* Increased enforced use of handwashing before eating of food
* Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc.
* Consider the types of trips and events and make changes as necessary (e.g.

those where lots of close contact / touch points)* Review Core Control Measures and make changes, as necessary.
* Daily review of the situation
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| **STAGE 3 –**Mitigate/ Delay | Where a significant risk is present - direct case or increased likelihood of cases - Public health advice for restrictions | **Consider reducing contact situations:*** Social time
* Welly walks
* Playtime at the park

**Consider:*** Any screening measures e.g., use of a thermometer in school.
* Increase time of exclusion from school for those with symptoms (beyond 48hrs)
* Sending home any children with any symptoms
* Additional Cleaning including deeper cleans
 |  | All children have their temperature checked before entry to school. Anything over 37®c, children are requested to return home as a precaution. |

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| **STAGE 4** –Containment | **Where specific and/or significant changes or restrictions need to be put in place.*** High levels of sickness - High rates of absence
* Significance of danger of disease or illness
 | * Part / full closures of site / classes
* Deep cleans
* Closure of lettings and building use
* Reduction or exclusion of visitors
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Coronavirus Key Actions (as situation escalates)

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| **Specific Issue** | **Actions including messages** | **Who** | **Notes** |
| Suspected case in the Centre (staff or pupil) | Contact relevant agencies e.g., LA / Public Health England - Deep clean core areas- Inform staff - Core reminders of hygiene - Contact parents – general information about sicknessetc. |  |  |
| Confirmed case in the Centre | Deep clean core areas* Inform staff - Core reminders of hygiene
* Contact parents – general information about sickness etc. and the key next steps e.g., closure of a class / Centre/ or carry on etc.
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| Suspected case in a family | * Children in the family to remain at home for a fixed period
* Deep clean of the classroom and Centre
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| Confirmed case in a family | * Children in the family to remain at home for a fixed period
* Deep clean of the classroom and school
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| Teacher shortage | – partial closure for certain classes or part time / AM / PM classes |  |  |
| Support staff shortage | - Supply / Prioritise most needy children / classes with remaining staff |  |  |
| Protection for most vulnerable children | * Identify who these children are vulnerable e.g., underlying health conditions that may be affected by the current threat
* Discuss with parents the initial steps and agree key actions re. isolation/seclusion
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| Staff with health issues (e.g., Heart) | * Ask them to contact their consultants to seek advice on their condition
* Consider working from home
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| Staff with symptoms | - Stay at home; follow NHS 111 advice; discuss with Centre Manager |  |  |

Core Control Measures

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| **Control Measure** | **Control Stage** | **Notes / Action** | **Who** | **Review** |
| Tissues for Each Class | 1 | Ensure adequate stock levels of tissues for each class / office* Replenish as needed
* Staff to also self-replenish from stock
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| Hand sanitizer (for as long as it is available to buy) | 1 | * Ensure dispensers are full from the start of each day
* All children to use this (or have washed hands) before lunch daily
* Ensure adequate stock levels
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| Monitoring daily any child or staff absence | 2 | - Daily report to the Centre Manager or number of absences and symptoms |  |  |
| Finding out about travel arrangements now and in the future of staff and pupils | 3(Where specific threats are evident aboard) | Ask parents to inform us of any closes family member who has returned from abroad within the last month- Staff members to inform Principal of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with. |  |  |
| Reducing contact point activities | 2 | Ensuring extremely high hygiene for any* Food making / tasting- Avoid any activity where you are passing items around a class
* Circle time objects
* Artefact sharing
* Touching activities

– PEOther* Cease hand shaking of children and visitors
* Cease and use of shared cups in class (e.g., using cups for water); replace them with disposable cups; inform parents to ensure children have water bottles in school.
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| Good Personal Hygiene | 2 | Inform parents of hygiene expectations and to discuss with children.* All children to wash their hands before coming to the centre before going home and when they get home.
* Classes to teach children hand washing techniques
* Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor/ toilets / hand sanitizer) Information:
* Distribute key information posters
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| Review of cleaning | 2, 3 | Make any necessary changes* Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed)
* Daily cleaning of classrooms (already in place)
* Preparations for deep cleans if necessary
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| Additional touch point cleaning daily | 2, 3 | - Handles and rails to be cleaned at mid points during the day |  |  |
| School visitors and site users | 2, 3 | * Compulsory handwashing / use of gel before entering the Centre;
* Inform them of new requirements and risk of suspension of use
* Informing us of any suspected or confirmed cases by any users
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| Absence policy | 2, 3 | - Review period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g., 48 hrs. clear of sickness / diarrhoea) |  |  |
| Support for families affected | 2, 3 | * Communicate to parents and staff to contact Centre if they require support
* Regular contact with affected families and staff
* wellbeing checks.
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| Taking temperature of anyone in school who may begin to feelunwell | 2, 3 | - Daily use of handheld non-contact thermometer. |  |  |