

**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 throughout  the day |
| **STAGE 2** – Prevention | **Where an increased risk is present**  -Increased absence rates of pupils or staff  -Local increases in sickness  e.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 |  |  |
| **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 |  |  |

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 sickness  etc. |  |  |
| 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. |  |  |
| Suspected case in a family | * Children in the family to remain at home for a fixed period * Deep clean of the classroom and Centre |  |  |
| Confirmed case in a family | * Children in the family to remain at home for a fixed period * Deep clean of the classroom and school |  |  |
| 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 |  |  |
| Staff with health issues (e.g., Heart) | * Ask them to contact their consultants to seek advice on their condition * Consider working from home |  |  |
| 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 |  |  |
| 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 |  |  |
| 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   – PE  Other   * 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 |  |  |
| 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 |  |  |
| 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 |  |  |
| 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. |  |  |
| Taking temperature of anyone in school who may begin to feel  unwell | 2, 3 | - Daily use of handheld non-contact thermometer. |  |  |