

Risk Assessment Covering H&S Concerns for Step 4: the Full Reopening of the Bolton School Foundation

General Cross-Foundation Principles

The following measures have been taken to provide a safe working environment and not to expose staff and pupils to unreasonable risk.

They are in line with the core guidance for all organisations which remain open or partially operational Guidance for employers and businesses on coronavirus (COVID-19) and the DfE’s sector-specific guidance which can be found at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance> 21st August 2021 Update

Hazard	Person at Risk & Potential Harm	Existing Control	Further Action Required	By whom & by when?
Spread of Covid-19 Coronavirus from daily activity/ attendance at site	Pupils/ Children Attending; Teaching & Support Staff (inc. Nursery Nurses); Visitors to premises (including family members dropping off and collecting); Contractors where appropriate; Suppliers where appropriate; Anyone else who physically comes in.	<p>Students aged 11-18 to take two ATS Tests in school at the start of term. Rolling programme of twice weekly home LFT testing in the Senior Schools for boys and staff.</p> <p>Masks should and are expected to be work on the dedicated school coach services for all senior school pupils (with the usual exemptions)</p> <p>Staff and pupils with symptoms told to follow most current government guidelines on isolation, testing and tracing. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>Individuals are not 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, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons 	<p>Regular reminders to register test results.</p> <p>Ongoing ordering and distribution of LFT kits.</p>	<p>J Sanders in letter to Nursery parents; P Britton, L Kyle and S Faulkner to Foundation parents (includes for Kidzone) Sept 21</p> <p>ISAMS generated LFT reminder.</p>

		<p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>Staff/parents & pupils told to follow rules on daily LFTs if they are contacted by NHS contact tracing.</p> <p>Importance of Hand washing emphasised for staff/ pupils: facilities with soap and water in place, including extra external facilities outside Nursery/ BH/ PR/ HH; Age- appropriate instruction for all children; Drying of hands with disposable paper towels; Gel sanitisers in any area where washing facilities not readily available (including at entrances to buildings);</p> <p>Guidelines re: Catch it, Bin it, Kill it and importance of not touching face, eyes, nose or mouth with unclean hands; tissues made available; bins regularly emptied.</p> <p>PPE available for times when needed (personal care & if child has possible symptoms prior to collection).</p>		
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		<p>Cleaning regime as outline below to ensure frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, grab rails using appropriate cleaning products and methods. (See Housekeeping protocols for further information).</p> <p>Ensure ventilation is optimised and a comfortable teaching environment is maintained. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>Using the extreme weather temperature monitoring routine we will record CO2 at each central corridor location per floor/per wing and along with some sample classrooms in each of those locations 2 X per day.</p> <p>The Foundation to share information on Positive COVID cases to identify if the threshold has been met to step up precautionary measures. This has been defined as (whichever is met first) 5 children or 10% of children, students or staff who are likely to have mixed closely and have tested positive for COVID within a 10 day period. Close mixing is defined as: a form group or subject class; a friendship group mixing at breaktimes; a sports team; an extra-curricular group. Guidance will then be sought from the Bolton COVID SPOC on 01204 336004 with respect to implementing measures in our Outbreak Management Plan.</p>	<p>Training required in how to put on and take off PPE.</p> <p>Buy 4 CO2 Monitors. Staff training to undertake checks.</p>	<p>Setting Manager/ Headteacher re training & lan re posters.</p> <p>Head of Estates to buy Monitors.</p>
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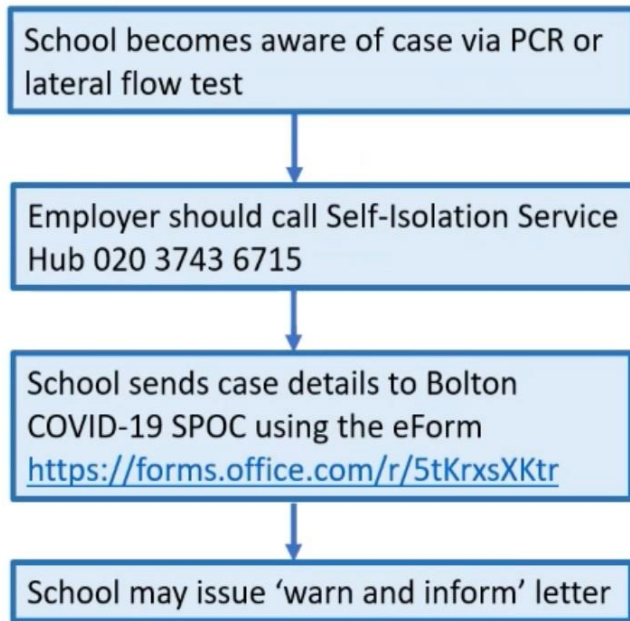
<p>Infection from Covid 19 due to dealing with pupil who has symptoms and then tests positive</p>	<p>Staff dealing with situation; staff cleaning up after situation</p>	<p>In all settings/ schools, a place has been identified where a child showing symptoms can be kept until s/he has been picked up. This will be a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If a member of staff needs to be less than 2m from them, s/he should wear PPE (mask, apron & gloves, properly put on and taken off)</p> <p>If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>The guidance on decontamination in non-healthcare settings should be applied. Action to be taken includes:</p> <ul style="list-style-type: none"> • cleaning an area with normal household disinfectant after someone with suspected coronavirus has left; • wearing disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished; • using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products normally used; 	<p>Training on how to take off and put on PPE</p>	<p>Headteacher/ setting manager</p>
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		<ul style="list-style-type: none"> • if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus, ensure PPE protection for the eyes, mouth and nose, as well as wearing gloves and an apron; • Regularly wash hands with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. <p>Reporting to RIDDOR is necessary if:</p> <ul style="list-style-type: none"> • an unintended incident at work has led to someone’s possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence; • a worker has been diagnosed as having coronavirus and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease; • a worker dies as a result of occupational exposure to coronavirus. 		
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Summary of Self Isolation, Track & Trace as it affects Foundation as per 1st September 2021:



Positive case in a staff member



For all cases relating to staff, please also see the guidance for workplaces: [NHS Test and Trace in the workplace](#)

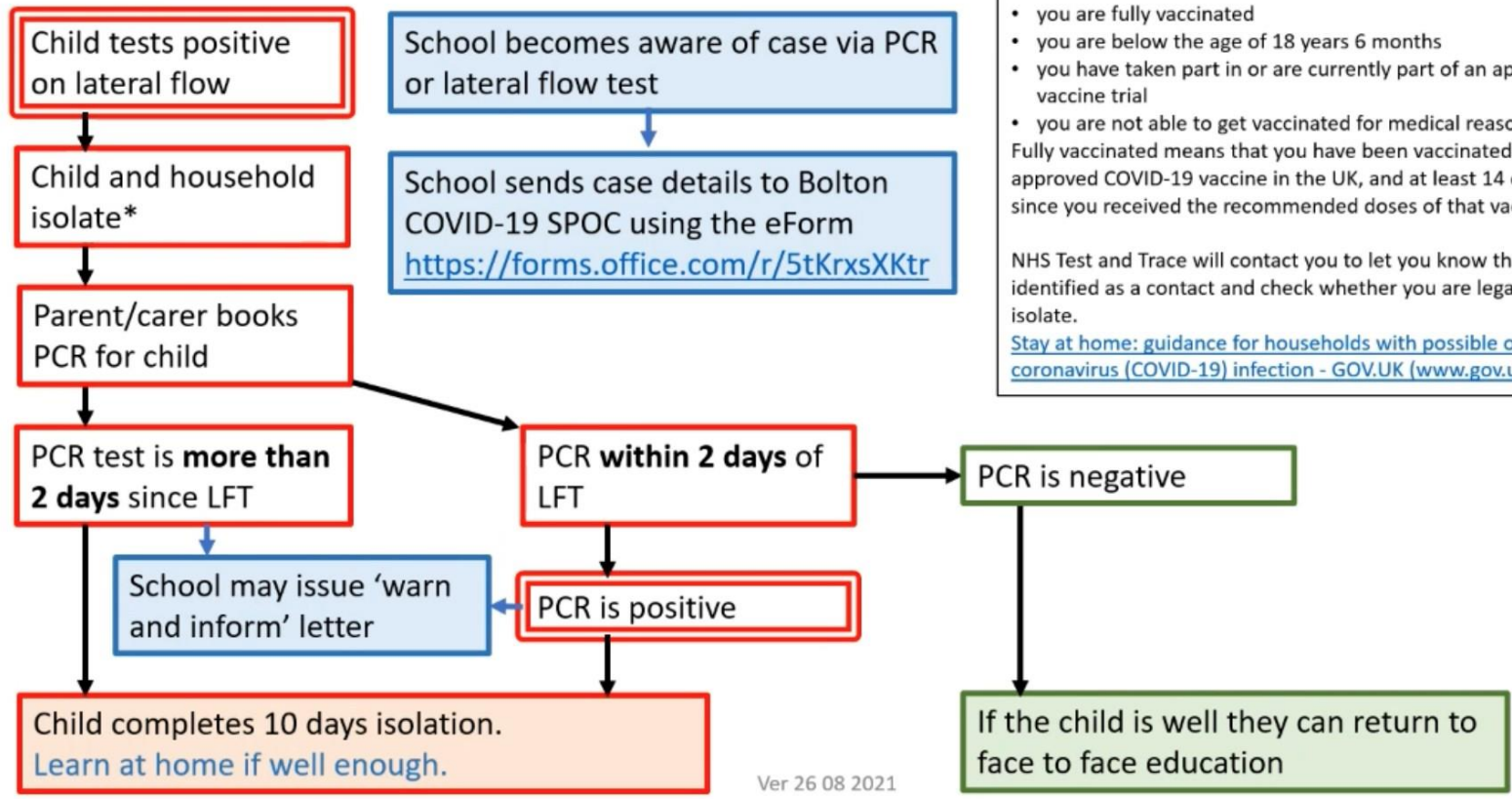
Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.

If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate. Further guidance is available [here](#)

Extract taken on 25 08 2021 from [Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](#)

- [NHS Test and Trace in the workplace - GOV.UK \(www.gov.uk\)](#)
- [Claiming financial support under the Test and Trace Support Payment scheme - GOV.UK \(www.gov.uk\)](#)

Positive case in a student



* From 16 August, you will not be required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:

- you are fully vaccinated
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.

NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate.

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)

Ver 26 08 2021