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| School/Setting | Iqra Primary School, Slough | Date of Assessment | 19/07/2021 (updated 15.03.22) |
| Assessment Completed by | MM (HT) and MS (BM) |  |  |

## Staying COVID Secure – Our Commitment

* We recognise the residual risks posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
* We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
* We will share this Risk Assessment and its findings with employees and consult on its contents.
* We will continue to comply with all relevant Health and Safety Legislation.

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**Iqra Primary has completed the updated Risk Assessment below. All responses in red are direct responses to the control measures proposed in the government guidelines. At Iqra, we have also included information in this risk assessment in green which fall outside the scope of the government document. This document must be read in conjunction with ‘September 2021 Whole School Procedures’.**

**ADVICE IN ENGLAND HAS CHANGED:**

**While you are no longer required by law to self-isolate if you have COVID-19, Government Guidance states you should still stay at home and avoid contact with other people. This helps reduce the chance of passing COVID-19 on to others. Please see below for school policy.**

**Iqra’s ‘System of controls’ will remain in place from September 2021. The actions in our system of control** are grouped into ‘prevention’ and ‘response to any infection’ below.

**Prevention:**

* minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school
* clean hands thoroughly more often than usual
* ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
* implement enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
* minimise contact between individuals and maintain social distancing wherever possible
* where necessary, wear appropriate personal protective equipment (PPE)
* staff may wear face coverings in shared communal areas.

**Response to any infection:**

* engage with the NHS Test and Trace process if required to do so
* manage confirmed cases of coronavirus (COVID-19) amongst the school community
* contain any outbreak by following local health protection team advice

**OUR EMPLOYEES**

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| **Ref** | **Control Measures** | **Yes** | **No** | **N/A** | **Actions Taken**  **Further information/details** |
| **1** | Any employee who has tested positive for COVID-19 should not attend school/ setting -  they should self-isolate up to a maximum of 10 days unless they have negative LFT results for two consecutive days and do not have a high temperature. LFTs can be carried out on days 4 and 5.  [**https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/**](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/) | How Teachers Mark Correct and Incorrect Answers around the World |  |  | To be communicated consistently to staff using staff newsletter/memos, website, emails from the headteacher, and by sharing this risk assessment with all staff. School will follow national and local guidance at all times. |
| **2** | Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible to self-isolate and should [arrange to have a test.](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) This applies even if they have recently received a negative lateral flow test. | How Teachers Mark Correct and Incorrect Answers around the World |  |  | Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results. |
| **3** | An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the [COVID-19:](https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes) [review of disparities in risks and outcomes report.](https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes)  CEV staff are no longer advised to shield. | How Teachers Mark Correct and Incorrect Answers around the World |  |  | School will undertake individual risk assessments with all staff who identify as having additional risks and who have made known to the headteacher these risks by providing a letter from their GP or other organisation identifying them. Staff should feel comfortable in making this request, upon production of evidence |
| **4** | Should an employee have a positive at-home Lateral Flow Test they do not need to take a PCR unless they are experiencing symptoms of COVID, in which case a PCR will need to be done.  They should report the result and self-isolate straight away. | How Teachers Mark Correct and Incorrect Answers around the World |  |  | Staff must self-isolate immediately if they have a positive at home lateral flow test, which must be reported in line with government guidance |
| **5** | Staff will not have to take daily tests or be legally required to self-isolate following contact with someone who has tested positive for COVID-19 | How Teachers Mark Correct and Incorrect Answers around the World |  |  | Staff can still attend school as normal as long as they have no symptoms. |

**OUR PUPILS**

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| **Ref** | **Control Measures** | **Yes** | **No** | **N/A** | **Actions Taken**  **Further information/details** |
| **6** | Any pupil who has coronavirus (COVID-19) symptoms, should not attend school/ setting. Parents should arrange to have a [test](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/). | How Teachers Mark Correct and Incorrect Answers around the World |  |  | Staff, pupils and families will be reminded that they must not attend school with symptoms and must take a test, remain at home and notify school of the results as soon as possible. |
| **7** | Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting. They should self-isolate for up to a maximum of 10 days unless they have negative LFT results for two consecutive days and do not have a high temperature. LFTs can be carried out on days 4 and 5.  [**https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/**](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/) | How Teachers Mark Correct and Incorrect Answers around the World |  |  | To be communicated as necessary to parents using weekly newsletter and email (ParentPay) and by sharing this risk assessment with all parents via our website. School will follow local and national guidelines at all times. |
| **8** | Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test | How Teachers Mark Correct and Incorrect Answers around the World |  |  | Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results. |
| **9** | Any pupil who is identified as a close contact of a positive case of COVID will not have to take daily tests or be legally required to self-isolate following contact with someone who has tested positive for COVID-19 | How Teachers Mark Correct and Incorrect Answers around the World |  |  | Pupils can still attend school as normal as long as they have no symptoms. |
| **10** | Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak. | How Teachers Mark Correct and Incorrect Answers around the World |  |  | School has developed an effective remote learning strategy and provision. Full details are available at <https://www.iqraprimary.com/home-andremotelearning-ms-teams/>  School will maintain the online component of our remote learning approach (MS TEAMs). We have laptops which  can be loaned out at short notice for pupils who have to self- isolate and would otherwise have no access to a device |

**OUR SCHOOL**

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| **Ref** | **Control Measures** | **Yes** | **No** | **N/A** | **Actions Taken**  **Further information/details** |
| **Physical / Social Distancing in the Building** | | | | | |
| **11** | Although social distancing is no longer a legal requirement for staff and pupils, headteachers still have a legal duty to ensure the health and safety of their staff. | How Teachers Mark Correct and Incorrect Answers around the World |  |  | We will continue to encourage social distancing within the school  Staff may continue to wear masks in communal area. |
| **12** | Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible.  (Refer to health colleagues if this is applicable). | How Teachers Mark Correct and Incorrect Answers around the World |  |  | Aprons, face masks, face visors and gloves are available for all eventualities requiring PPE. All intimate care and other aerosol generating procedures will always be undertaken with consideration to safety and dignity of all involved and in the most appropriate manner and location. |
| **Infection Control, Cleaning and Hygiene Arrangements** | | | | | |
| **13** | Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms, should not attend school/ setting. They should arrange to take a test. | How Teachers Mark Correct and Incorrect Answers around the World |  |  | Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results. |
| **14** | Staff who experience symptoms, as above, whilst at work should go home as soon as possible and should arrange to have a test. | How Teachers Mark Correct and Incorrect Answers around the World |  |  | Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results. |
| **15** | Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting.  Anyone who comes into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves. | How Teachers Mark Correct and Incorrect Answers around the World |  |  | Any child with COVID-19 symptoms will be taken to the Isolation Room or into the playground. The child’s parents/carers will be instructed to collect their child immediately and keep them at home until they have been tested for COVID-19.  A member of staff must first wear a face mask and then escort the child with COVID-19 symptoms to be isolated room.  Before putting on the PPE, staff must perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure  you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.  Masks, gloves and aprons should be changed after tending to each pupil and should be regarded as contaminated after a single use and must be removed and be disposed of safely. This bagged waste will be retained in school by site staff for 72 hours before going into general waste. Perform hand hygiene once again.  The Isolation Room will also be used for school meetings (eg – with professionals, parents, etc). If such a meeting is already taking place and a child needs to be isolated before going home, pupil and staff will move outside/playground and will await collection there. |
| **16** | Staff/ pupils who test positive for COVID 19 should self-isolate up to a maximum of 10 days; a LFT should be taken on days 4 and 5 and if the results are negative for two consecutive days and they do not have a temperature, they can return to school/work.  Staff/pupils will not have to take daily tests or be legally required to self-isolate following contact with someone who has tested positive for COVID-19 | How Teachers Mark Correct and Incorrect Answers around the World |  |  | To be communicated consistently to staff and parents using staff newsletter/memos, website, emails from the headteacher, and by sharing this risk assessment with all staff and parents. School will follow national and local guidance at all times. |
| **17** | Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained). | How Teachers Mark Correct and Incorrect Answers around the World |  |  | School has hand sanitiser stations in school and these will continue to be regularly refilled and their use encouraged. In corridors, toilets, halls and in classrooms |
| **18** | All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).  Small children and children with complex needs should continue to be helped to wash their hands properly. | How Teachers Mark Correct and Incorrect Answers around the World |  |  | Regular hand-washing must be insisted upon by all staff in school. |
| **19** | Toilets and facilities will be cleaned regularly in line with the school’s enhanced cleaning regime.  Pupils will be encouraged to clean their hands thoroughly throughout the day | How Teachers Mark Correct and Incorrect Answers around the World |  |  | Additional contact cleaning during the school day is in place.  Regular hand-washing must be insisted upon by all staff in school. |
| **20** | All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it) | How Teachers Mark Correct and Incorrect Answers around the World |  |  | All bins are lidded and each class will be allocated with a box of tissues and staff will encourage pupils to access and make use of these. |
| **21** | Additional lidded bins and increased emptying / replacement are provided / in-place. | How Teachers Mark Correct and Incorrect Answers around the World |  |  | All bins are lidded foot-pedal operated and school has developed an enhanced cleaning procedure and deployed additional cleaning staff. |
| **22** | All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.  CO2 monitors to be put in areas to test air quality | How Teachers Mark Correct and Incorrect Answers around the World |  |  | Rooms with windows that can be opened will be used for teaching children. We will continue to follow the procedures in line with fire safety in relation to doors and where the balance of risk dictates that these doors should remain open.  At Iqra, good ventilation must be achieved by a variety of measures including:   In cooler weather, windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space.   Classroom doors must remain closed as these are fire doors unless they are fitted with a Dorguard.   The playground may be used for outbreak work for ventilation.   CO2 monitors have been put into areas where there are no windows to monitor air quality. |
| **23** | A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces:   Toilets   Door Handles/ Access Buttons   Kitchen areas and associated equipment   Water dispensers/ coolers   Printers/ Photocopiers   White Boards   Play Equipment   Shared resources | How Teachers Mark Correct and Incorrect Answers around the World |  |  | Cleaning staffing levels will remain increased to ensure that there is almost always a cleaner on site and on-call and actively cleaning high contact points, surfaces and equipment.  All areas of the premises will be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people (‘contact cleaning’).    All classes will be provided with COVID-19 killing spray and disposable cloths for staff to use as and when required. |
| **24** | Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc.  Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained. | How Teachers Mark Correct and Incorrect Answers around the World |  |  | See the Iqra website for:  Hand-Washing Guidance  Hand-Washing Video |
| **25** | Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene. | How Teachers Mark Correct and Incorrect Answers around the World |  |  | All contractors will be given full COVID instructions prior to arrival. |
| **Response to an Infection** | | | | | |
| **Ref** | **Control Measures** | **Yes** | **No** | **N/A** | **Actions Taken**  **Further information/details** |
| **26** | If there is an outbreak, school’s Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak. | How Teachers Mark Correct and Incorrect Answers around the World |  |  | See Outbreak Management Plan |
| **Additional control measure at Iqra** | Assemblies  Lunchtime  Playground |  |  |  | There are no restrictions in place for holding assemblies and singing in the school hall.  Lunchtime arrangements are resumed for all children to have lunch in the school hall.  Tables must still be cleaned on a regular basis throughout dinner time activities  Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment.  It is no longer required for forward facing tables etc however care should still be taken on table management in a classroom setting. |
| **Additional control measure at Iqra** | Restrictions on access to school/setting by third parties (parents, members of the public, visitors, contractors, etc).  Wearing of face masks and maintaining social distancing in congested areas on school premises. |  |  |  | - Face coverings are not advised for staff and visitors in classrooms.  - Face coverings may be worn by staff in communal, enclosed and crowded spaces. This includes public transport and dedicated transport to school.  - Parents entering the playground at drop off and home times will be encouraged to maintain social distancing but are no longer required to wear face masks. However, Government advice is that people continue to wear a mask in crowded and indoor spaces where they may come into contact with people they do not normally meet.  -School will follow director of public health advice in cases of local outbreak. School will put into place any actions or precautions advised by their local HPT  -Onsite meetings with parents will return to face to face. |
| **Additional control measure at Iqra** | Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable). |  |  |  | Pupils should always bring to school the minimum amount of equipment required. |
| **Additional control measure at Iqra** | - Drinking fountains have been flushed through in compliance with certified COVID-19 regulations and are now fully operational. They are serviced and sanitised (in line with guidance) every 6 months.  - Each child must bring in their own name-labelled water bottle. Classes must not use shared cups for pupils to use for water-drinking purposes.  - Each classroom has been provided with an allocation of essential PPE and antibacterial wipes and it is the responsibility of class-based staff to notify the Facilities Manager IN GOOD TIME when any items need to be replenished (via email). |  |  |  | Good hygiene practice is encouraged by all. Staff will include these practices |

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| **OUTBREAK MANAGEMENT PLAN** | | | | | |
| This Outbreak Management Plan (OMP) outlines how the school will operate if additional measures are recommended for our setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.  N.B- THE FOLLWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY. | | | | | |
| **Ref** | **Control Measures** | **Yes** | **No** | **N/A** | **Actions Taken**  **Further information/details** |
| **1** | If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions. |  |  |  | Attendance restrictions will only be considered as a last resort following the DfE’s ‘contingency framework’ and, in collaboration with public health and the local authority. In this case, school will:   Ensure remote learning platform is in place and accessible to all.   That provision is in place for vulnerable children and key worker children to attend (as per national lockdowns). |
| **2** | When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants. |  |  |  | Increased use of home testing for staff. |
| **3** | Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups. |  |  |  |  Strict class bubbles re-implemented   Use of multiple entrances and exits will remain in place |
| **4** | Temporary re-introduction of face coverings.  In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use. |  |  |  | Face coverings **should** be worn by staff and visitors, in communal areas unless they are exempt. |
| **5** | Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list. |  |  |  |  Shielding can only be re-introduced by national government.   Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs.   Remote learning platform in place for children who are advised to shield. |
| **6** | Temporary limit to certain school activities;  - residential educational visits  - open days  - transition and taster days  - parental attendance in settings  - performances in settings |  |  |  | These will all be risk assessed and control measures put in place as and when required. |

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| **Approved by (Head Teacher/ Chair of Governors)** | ***Dr M Maher*** | Headteacher | **Date of Approval** | 15.03.2022 |