

# Iqra School COVID 19- Health and Safety Risk Assessment AND Outbreak Management Plan

<b>School/Setting</b>	<b>Iqra Primary School, Slough</b>	<b>Date of Assessment</b>	<b>19/07/2021 (updated 20/8/21)</b>
<b>Assessment Completed by</b>	<b>MM (HT) and MS (BM)</b>		

## Staying COVID Secure – Our Commitment

- ✓ We recognise the residual risks posed by Coronavirus (COVID-19) to our staff, pupils and their families following the move to Step 4 from Monday 19<sup>th</sup> July 2021. 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 (July 2021) 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 will remain in place at school from September 2021 but which fall outside the scope of the government document. This document must be read in conjunction with ‘September 2021 Whole School Procedures’.**

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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 anyinfection' below.

## Prevention:

- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, 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)
- encourage whole staff regular (twice weekly) asymptomatic testing using lateral flow devices supplied by school.
- allow and encourage (and expect) staff to continue to wear face coverings in shared communal areas.

## Response to any infection:

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

## OUR EMPLOYEES

Ref	Control Measures	Yes	No	N/A	Actions Taken Further information/details
1	Any employee or persons within their household that has <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	✓			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.

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2	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting	✓			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.
3	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a> .	✓			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.
4	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 <a href="#">COVID-19: review of disparities in risks and outcomes report</a> . CEV staff are no longer advised to shield.				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 the GP or other organisation identifying them. Staff should feel comfortable in making this request, upon production of evidence

## OUR PUPILS

Ref	Control Measures	Yes	No	N/A	Actions Taken Further information/details
5	Any pupil or persons within their household who has coronavirus (COVID-19) symptoms, should not attend school/ setting. They should arrange to have a test.	✓			Staff, pupils and families will be reminded that they must not attend school with symptoms and must arrange a PCR test, remain at home and notify school of the results as soon as possible.
6	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	✓			To be communicated consistently 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.

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7	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	✓			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.
8	Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.	✓			School has developed an effective remote learning strategy and provision. Full details are available at <a href="https://www.iqraprimary.com/home-andremoteteaching-ms-teams/">https://www.iqraprimary.com/home-andremoteteaching-ms-teams/</a> 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

Ref	Control Measures	Yes	No	N/A	Actions Taken Further information/details
9	Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic; <ul style="list-style-type: none"> <li>Primary school staff should complete twice weekly tests at home.</li> </ul>	✓			Staff should continue to undertake twice weekly LFD testing whilst in school (and may choose to do so over the summer holidays if they wish). The need for regular asymptomatic testing will continue upon our return to school in September and will be reviewed by the Government at the end of September 2021. There is no need for primary age pupils (those in year 6 and below) to test over the summer period. No testing is required of Primary age children Staff should undertake twice weekly home tests whenever they are on site until the end of September when this will be reviewed

**Physical / Social Distancing in the Building**

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10	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.	✓		<p>At Iqra, from September 2021, we will continue to:</p> <ul style="list-style-type: none"> <li>· Stagger the use and limit the occupancy of staff rooms and offices by employees and ensure staff maintain social distancing.</li> <li>· Ensure maximum occupancy of each room is calculated to ensure staff can maintain social distancing.</li> <li>· Encourage staff to avoid car-sharing where possible</li> </ul> <p>Maximum occupancy rates in staff rooms may have to be increased early in September 2021 as a consequence of changes to lunchtime organiser deployment. These will be advertised to all staff when they happen through signage on staff room doors.</p>
11	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).	✓		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.
<b>Infection Control, Cleaning and Hygiene Arrangements</b>				
12	Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms, should not attend school/ setting. They should arrange to have a test.	✓		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.
13	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test.	✓		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.

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14	<p>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.</p> <p>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.</p>	✓		<p>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 PCR tested for COVID-19.</p> <p>A member of staff must first wear a face mask and then escort the child with COVID-19 symptoms to be isolated in the Isolation Room.</p> <p>Before putting on the PPE, staff must perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure they are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.</p> <p>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.</p> <p>From September 2021 onwards, 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.</p>
15	<p>Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.</p>	✓		<p>School will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test. Parents will always be encouraged to take their child for a PCR test at a walk-in or drive in testing centre as the best option.</p>
16	<p>Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms).</p>	✓		<p>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.</p>

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17	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	✓			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.	✓			Regular hand-washing must be insisted upon by all staff in school again from September 2021 onwards.
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	✓			Additional contact cleaning during the school day will continue upon return to school in September 2021. Regular hand-washing must be insisted upon by all staff in school again from September 8th 2021 onwards.
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)	✓			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.	✓			All bins are lidded foot-pedal operated and school has developed an enhanced cleaning procedure and deployed additional cleaning staff.

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22	<p>All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.</p>	✓		<p>From September 2021 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.</p> <p>At Iqra, good ventilation must be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>· 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.</li> <li>· Classroom doors must remain closed as these are fire doors unless a dorguard is fitted (dorguards are linked to the fire alarm system and will close automatically in the event of a fire alarm activation). External building doors will be propped open to ensure throughput of air in warmer weather. If the external doors are fire doors, they may only be propped open where the balance of risk dictates that these doors should remain open and in accordance with Government advice/Safeguarding.</li> <li>· The playground may be used for outbreak work for ventilation.</li> </ul>
23	<p>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:</p> <ul style="list-style-type: none"> <li>· Toilets</li> <li>· Door Handles/ Access Buttons</li> <li>· Kitchen areas and associated equipment</li> <li>· Water dispensers/ coolers</li> <li>· Printers/ Photocopiers</li> <li>· White Boards</li> <li>· Play Equipment</li> <li>· Shared resources</li> </ul>	✓		<p>Cleaning staffing levels will remain increased from September 2021 (16 hours per week additional compared to pre-pandemic levels) to ensure that there is almost always a cleaner on site and on-call and actively cleaning high contact points, surfaces and equipment.</p> <p>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').</p> <p>All classes will be provided with COVID-19 killing spray and disposable cloths for staff to use as and when required.</p>

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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.	✓			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.	✓			All contractors will be given full COVID instructions upon arrival.
Response to an Infection					
Ref	Control Measures	Yes	No	N/A	Actions Taken Further information/details
26	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school: - Those with symptoms book a test - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Complete On-Line <b>MTAT</b> form. - Public Health/ MTAT will then work with school to determine actions to be taken. - Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or Public Health.	✓			See Outbreak Management Plan

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27	<p>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.</p>	✓			<p>See Outbreak Management Plan</p>
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28	Positive Cases			<ul style="list-style-type: none"> <li>• School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace.</li> <li>• School will support NHS Test and Trace when required to help identify close contacts</li> </ul> <p><b>From 16<sup>th</sup> August 2021</b></p> <ul style="list-style-type: none"> <li>• From 16 August 2021, children <b>under the age of 18 years old will no longer be required</b> to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</li> <li>• Instead, children 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.</li> <li>• We would encourage all individuals to take a PCR test if advised to do so.</li> </ul> <p><b>Over 18 years of age</b></p> <ul style="list-style-type: none"> <li>• 18-year-olds will be treated in the same way as children <b>until 4 months after their 18th birthday</b>, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</li> <li>• Continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</li> </ul> <p><b>Staff / Pupils</b></p> <ul style="list-style-type: none"> <li>• with a positive lateral flow test result should self-isolate in line with the stay at home guidance and get a PCR test to check if they have COVID-19 and continue to self-isolate</li> </ul> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self test and the pupils/staff can return to school as long as the individual doesn't have COVID-19 symptoms</p>
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<p><b>Additional control measure at Iqra</b></p>	<p>Assemblies Lunchtime Playground Children at Iqra will be kept in their class groups for the majority of the class time from September 2021, but mixing into wider groups is allowed for playtime, specialist teaching, after-school clubs and transport.</p>			<p>There are no restrictions in place for holding assemblies and singing in the school hall. Lunchtime arrangements can revert back to previous arrangements. 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. At Iqra from September 2021 onwards, each class will learn, play and eat together and we will minimise mixing and contact between classes as much as possible. Year groups will continue to enter school from the designated school entrances. These are contained in <b>September 2021 Whole School Procedures</b> which will be available (including on the school website) to all staff and parents from Sept 2021.</p>
<p><b>Additional control measure at Iqra</b></p>	<p>Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Wearing of face masks and maintaining social distancing in congested areas on school premises.</p>			<p>-Although face coverings are no longer advised for staff and visitors in classrooms or communal areas we recommend that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. 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 and where face masks (unless they have a medical exemption) -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 be by appointment only. Peripatetic teachers and bought-in professional services (eg – ICT, MFL, Art, PE, Music) are allowed to be on site from September 2021 onwards.</p>

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<b>Additional control measure at Iqra</b>	<p>Reduced movement around school:</p> <ul style="list-style-type: none"> <li>- Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum.</li> </ul> <p>Consideration has been given to the avoidance of creating busy corridors, entrances and exits with ensuring appropriate time for cleaning surfaces and equipment.</p>				<p>In September 2021 Email communications and telephone communication between classrooms, parents and third parties will continue in order to reduce movement in school.</p>
<b>Additional control measure at Iqra</b>	<p>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).</p>				<p>Pupils should always bring to school the minimum amount of equipment required.</p>
<b>Additional control measure at Iqra</b>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Each child must bring in their own name-labelled water bottle from September 2021. Classes must not use shared cups for pupils to use for water-drinking purposes.</li> <li>- 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).</li> </ul>				<p>Good hygiene practice is encouraged by all. Staff will include these practices as part of the return to school expectations in September 2021</p>

**OUTBREAK MANAGEMENT PLAN**

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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.				<p>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:</p> <ul style="list-style-type: none"> <li>· Ensure remote learning platform is in place and accessible to all.</li> <li>· That provision is in place for vulnerable children and key worker children to attend (as per national lockdowns).</li> </ul>
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.				<p>Increased use of home testing for staff.</p>
3	Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.				<ul style="list-style-type: none"> <li>· Strict class bubbles re-implemented</li> <li>· Staggered entrance/ exit times will remain in place</li> <li>· Use of multiple entrances and exits will remain in place</li> <li>· Staggered/ limited use of communal areas- hall/ dining room will remain in place.</li> </ul>

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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 <b>must</b> 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.				<ul style="list-style-type: none"> <li>· Shielding can only be re-introduced by national government.</li> <li>· Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs.</li> <li>· Remote learning platform in place for children who are advised to shield.</li> </ul>
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.

Approved by (Head Teacher/ Chair of Governors)			Date of Approval	
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